

## Competencies Role: HR Specialist

### Competency

### Competency Description

### Characteristics, Behaviors, Attributes, Skills

### HR Information Systems

Translating HR functional requirements into technical requirements and delivering and maintaining HR information systems according to HR principles and practices.

- Apply knowledge of software and LAN maintenance.
- Apply knowledge of the organization, strategic goals, and culture in developing, communicating about, and using HR information system policies.
- Manage civilian human resource data to ensure its accuracy, integrity, and security.
- Install, monitor, and troubleshoot problems on computer hardware (e.g., personal computers, printers, and monitors).
- Use critical thinking and problem solving skills for technical problems.
- Use appropriate automated system(s) to retrieve information needed.
- Comply with system security requirements.
- Update the organization's automated HR forms based on a new data collection requirement.
- Test system modifications using established protocol procedures.
- Provide technical and administrative support to automated civilian personnel systems.
- Specify requirements for automated reports to retrieve HR information.
- Analyze reporting requirements and produce reports and charts.
- Provide system advice and guidance to managers
- Use software packages to input and retrieve data.
- Maintain composure and confidence and persevere when faced with changing demands, priorities, challenges, obstacles, and crises.

## HR Information Systems

### Proficiency Level 1 – Awareness

- Demonstrates understanding of HR information system policies
- Assists in installing, monitoring, and troubleshooting problems on computer hardware
- Demonstrates familiarity with appropriate automated systems used to retrieve HR information
- Complies with system security requirements

### Proficiency Level 2 – Basic

- Uses critical thinking and problem solving skills for technical problems
- Uses appropriate automated systems to retrieve information needed
- Uses software packages to input and retrieve data

### Proficiency Level 3 – Intermediate

- Updates organization’s automated HR forms based on new data collection requirements
- Analyzes reporting requirements and produce reports and charts
- Provides system advice and guidance to managers

### Proficiency Level 4 – Advanced

- Monitors system-wide issues with HR automated system
- Applies critical thinking in resolving large or complex issues related to automated HR systems

### Proficiency Level 5 – Expert

- Oversees the implementation and ongoing usage of automated HR systems

The table below displays the proficiency level for the HR Information Systems competency assigned by grade level (grades 5 through 15).

HR Information Sysstems Competency Proficiency Level							
Pay Band							
[pb 1]		[pb 2]			[pb 3]		
Grade Level							
5	7	9	11	12	13	14	15+
Proficiency Level							
1	1	2	2	3	3	4	5