

## Competencies Role: HR Advisor/Strategic Partner (Common)

### Competency

### Competency Description

### Characteristics, Behaviors, Attributes, Skills

### Information Management

Handling information acquired by one or more sources to optimize access by all who have a share in that information or a right to that information. Information may be managed through the development and usage of processes, technology, systems, and experts.

- **Define strategy for the management and flow of information** within HR and across the enterprise based on customer need, infrastructure, technology and “need to know”.
- Evaluate new **HR software** to determine effectiveness in meeting HR and enterprise-wide HR needs.
- Develop and implement enterprise-wide system to secure information flow and access and define and communicate outcomes to stakeholders.
- Use systems and processes to ensure total information flow within an organization.
- **Develop process and methodology for capturing of organizational knowledge** and/or history.
- Promote the meaning and purpose of information and knowledge resources/products within the enterprise.
- **Provide leadership in the area of knowledge management as a** technique for the management of the intellectual assets of the enterprise.

## Information Management

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### Proficiency Level 1 – Awareness

- Operates within defined strategy for management and flow of information within HR and across the enterprise.
- Participates in implementing an enterprise-wide system to secure information flow and access.
- Participates in the pre-defined capture of organizational knowledge and/or history.

### Proficiency Level 2 – Basic

- Participates in the evaluation of new HR software to determine effectiveness in meeting HR needs.
- Uses systems and processes to ensure total information flow within an organization.
- Demonstrates understanding in the area of knowledge management in managing the intellectual assets of the enterprise.

### Proficiency Level 3 – Intermediate

- Participates in defining the strategy for the management and flow of information within HR based on customer need, infrastructure, technology, and “need-to-know”.
- Evaluates new HR software to determine effectiveness in meeting HR needs.
- Demonstrates understanding of the meaning and purpose of information and knowledge resources within the enterprise.

### Proficiency Level 4 – Advanced

- Evaluates new HR software to determine effectiveness in meeting HR and enterprise-wide HR needs.
- Defines strategy for the management and flow of information within HR based on customer need, infrastructure, technology, and “need to know”.
- Implements an enterprise-wide system to secure information flow and access and to define and communicate outcomes to stakeholders.
- Develops processes and methodology for capturing organizational knowledge.

### Proficiency Level 5 – Expert

- Makes recommendations on new HR software to increase effectiveness in meeting HR and enterprise-wide HR needs.
- Defines strategy for the management and flow of information within HR and across the enterprise based on customer need, infrastructure, technology, and “need to know”.
- Develops and implements enterprise-wide system to secure information flow and access, and to define and communicate outcomes to stakeholders.
- Promotes, on a broad level, the meaning and purpose of information and knowledge resources within the enterprise.
- Provides strong leadership in the area of knowledge management.

## DoD HR Career Program

The table below displays the proficiency level for the Information Management competency assigned by grade level (grades 5 through 15). Although these role-based common competencies fall between the HR Advisor role and the HR Strategic Partner role, which would probably range between the GS 12 and 15+ grades, awareness or basic understanding of the knowledge, skills, and abilities associated with this competency could be developed while in the HR Specialist and are refined through the higher grades of each the HR Advisor and HR Strategic Partner roles.

Information Management 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	1	2	3	4	5	5