

Competencies Role: HR Specialist

Competency

Competency Description

Characteristics, Behaviors, Attributes, Skills

Compensation Management

Applying competitive service compensation concepts, principles, and practices, including pay, hours of duty, and leave administration or compensation flexibilities.

- Apply knowledge of compensation concepts, principles, and practices, including pay, hours of duty, and leave administration or compensation flexibilities.
- Apply HR concepts, principles, and practices regarding attendance and leave policies and systems.
- Apply knowledge of Merit Systems Principles and Prohibited Personnel Practices in determining compensation levels for positions.
- Apply **knowledge of the organization, strategic goals, and culture** in developing, communicating about, and implementing pay administration policies.
- Understand labor market trends, patterns and use data to advise managers on effective compensation strategies to compete within the market for best talent.
- Evaluate, recommend, and document the correct pay plan, series, title, and grade for established occupations with directly applicable standards in the general schedule and federal wage system.
- Survey public and private organizations to collect data on wages and salary rates.
- Use critical thinking to analyze data in determining appropriate compensation levels.
- Advise managers and employees on routine compensation and attendance and leave policies, systems, and procedures.
- Interpret policies and requirements for attendance and leave.
- Make basic compensation, leave, and hours of duty determinations.
- Resolve complex pay and leave administration issues.
- Provide advice and guidance on leave programs to managers, timekeepers, and employees.

- Resolve time and attendance or leave issues by working directly with managers, timekeepers, and employees.
- **Continually learn** about respective discipline.
- **Maintain composure and confidence and perseveres** when faced with changing demands, priorities, challenges, obstacles, and crises.
- Work with a variety of **diverse situations and people**.
- Demonstrate **flexibility** to change work plans in accordance with changing business situations.

Compensation Management

Proficiency Level 1 – Awareness

- Demonstrates familiarity with compensation concepts, principles, and practices
- Demonstrates familiarity with HR concepts, principles, and practices regarding attendance and leave policies and systems

Proficiency Level 2 – Basic

- Makes basic compensation, leave, and hours of duty determinations
- Applies knowledge of compensation concepts, principles, and practices, including pay, hours of duty, and leave administration or compensation flexibilities
- Applies HR concepts, principles, and practices regarding attendance and leave policies and systems
- Recommends and document the correct pay plan, series, title, and grade for established occupations with directly applicable standards in the general schedule and federal wage system
- Uses critical thinking to analyze data in determining appropriate compensation levels
- Advises managers and employees on routine compensation and attendance and leave policies, systems, and procedures

Proficiency Level 3 – Intermediate

- Understands labor market trends, patterns and use data to advise managers on effective compensation strategies to compete within the market for best talent
- Surveys public and private organizations to collect data on wages and salary rates
- Interprets policies and requirements for attendance and leave
- Maintains composure and confidence and perseveres when faced with changing demands, priorities, challenges, obstacles, and crises
- Demonstrates flexibility to change work plans in accordance with changing business situations

Proficiency Level 4 – Advanced

- Resolves complex pay and leave administration issues
- Oversees the execution of basic compensation, leave, and hours of duty determinations

Proficiency Level 5 – Expert

- Oversees the establishment of effective compensation strategies and practices
- Creates an environment that encourages critical thinking and accuracy in determining appropriate compensation levels

The table below displays the proficiency level for the Pay Administration competency assigned by grade level (grades 5 through 15).

Compensation 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	2	2	3	3	3	4	5