

## Human Resources Manager, GS-201-12

### POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION											
<input type="checkbox"/>	1. NEW	<input type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	<input type="checkbox"/>	3. REPLACES PD NUMBER						
<b>RECOMMENDED</b>											
4. TITLE Human Resources Specialist							5. PAY PLAN GS	6. SERIES 0201	7. GRADE 12		
8. WORKING TITLE (Optional) Human Resources Manager						9. INCUMBENT (Optional)					
<b>OFFICIAL</b>											
10. TITLE Human Resources Specialist											
11. PP GS	12. SERIES 0201	13. FUNC	14. GRADE 12	15. DATE MONTH   DAY   YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Kayla D. Ascher			
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>											
1st Natural Resources Conservation Service						5th					
2nd KS State Conservationists Off						6th					
3rd Management Staff						7th					
4th Salina 760 S Broadway						8th					
<b>SUPERVISOR'S CERTIFICATION</b>											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.											
19. SUPERVISOR'S SIGNATURE				20. DATE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE				23. DATE	
21. SUPERVISOR'S NAME AND TITLE Grace N. McGrath State Administrative Officer						24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE					
<b>FACTOR EVALUATION SYSTEM</b>											
FACTOR		25. FLD / BMK		26. POINTS		FACTOR		25. FLD / BMK		26. POINTS	
1. Knowledge Required		Level 1-7		1,250		6. Personal Contacts		Level 3C		180	
2. Supervisory Controls		Level 2-4		450		7. Purpose of Contacts					
3. Guidelines		Level 3-4		450		8. Physical Demands		Level 8-1		5	
4. Complexity		Level 4-4		225		9. Work Environment		Level 9-1		5	
5. Scope and Effect		Level 5-4		225		27. TOTAL POINTS ▶				27. 2,790	
28. GRADE ▶										28. GS-12	
<b>CLASSIFICATION CERTIFICATION</b>											
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.											
29. SIGNATURE							30. DATE				
31. NAME AND TITLE Kayla D. Ascher, Human Resources Specialist											
32. REMARKS This position is determined to be EXEMPT from the provisions of FLSA based on the ADMINISTRATIVE Exemption criteria.							33. OPM CERTIFICATION NUMBER				

**MASTER RECORD/INDIVIDUAL POSITION DATA**  
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

<b>A. KEY DATA</b>					
1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (8) 040428	5. GRADE (2) 12	6. IP NO. (8) 90119525

<b>B. MASTER RECORD</b>										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0201	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0026	5. OFF. TITLE (38) Human Resources Specist						
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 4	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X	X = New Std. Applied Blank = NA		9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO   DAY   YFAR 09/15/02
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		3 = Foreign Svc. Blank = NA		12. INACT / ACT (1) I = Inactive A = Active		13. DT. ABOL. (6) MO   DAY   YEAR		14. DT. INACT / REACT (6) MO   DAY   YEAR		15. AGCY. USE (10)
16. INTERDIS. SER. (40) (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)										
17. INTERDIS. TITLE CD. (60) (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)										

<b>C. INDIVIDUAL POSITION</b>																																							
1. FLSA CD. (1) E	2. FIN. DIS. REQ. (1) 0Y		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C			4. POS. SENS. (1) 1N		5. COMP. LEV. (4) 0201																															
6. WK. TITLE CD. (4) 6187		7. WK. TITLE (38) Human Resources Mgr																																					
8. ORG. STR. CD. (18) 1st   2nd   3rd   4th   5th   6th   7th   8th 917813					9. VAC. REV. CD. (1) 0 = Position Action A = No Vacancy B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE																																		
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes	13. DUTY STATION (9) State (2)   City (4)   County (3) 20   4900   169		14. BUS. CD. (4) 8888	15. DT. LST. AUDIT (6) MO   DAY   YEAR		16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO   DAY   YEAR																														
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG					4 = Sup. / Program 5 = RGEG 6 = Policy Analysis G E G		7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO   DAY   YEAR	20. NTE. DT. (6) MO   DAY   YEAR	21. POS. ST. BUD (1) Y Y = Perm N = Other																												
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results) <table border="0" style="width:100%"> <tr> <td><b>Normal Act</b></td> <td><b>Maintenance Review Act</b></td> <td><b>Results</b></td> </tr> <tr> <td>1 = Desk Audit</td> <td>5 = Desk Audit</td> <td>1 = No Action Req.</td> </tr> <tr> <td>2 = Sup. Audit</td> <td>6 = Sup. Audit</td> <td>2 = Minor PD Change</td> </tr> <tr> <td>3 = Paper Rev.</td> <td>7 = Paper Rev.</td> <td>3 = New PD Req.</td> </tr> <tr> <td>4 = PME / Activity Rev.</td> <td>8 = Panel Rev.</td> <td>4 = Title Change</td> </tr> <tr> <td></td> <td></td> <td>5 = Series Change</td> </tr> <tr> <td></td> <td></td> <td>6 = Pos. Upgrade</td> </tr> <tr> <td></td> <td></td> <td>7 = Pos. Downgrade</td> </tr> <tr> <td></td> <td></td> <td>8 = New Pos.</td> </tr> <tr> <td></td> <td></td> <td>9 = Other</td> </tr> </table>										<b>Normal Act</b>	<b>Maintenance Review Act</b>	<b>Results</b>	1 = Desk Audit	5 = Desk Audit	1 = No Action Req.	2 = Sup. Audit	6 = Sup. Audit	2 = Minor PD Change	3 = Paper Rev.	7 = Paper Rev.	3 = New PD Req.	4 = PME / Activity Rev.	8 = Panel Rev.	4 = Title Change			5 = Series Change			6 = Pos. Upgrade			7 = Pos. Downgrade			8 = New Pos.			9 = Other
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30. CLASSIFIER'S SIGNATURE					31. DATE																																		
32. REMARKS																																							

## **INTRODUCTION**

This position is located on the administrative staff of the Kansas State Office. The incumbent is responsible for directing the human resource program for the state of Kansas, which includes recruitment, employment, classification, position management, employee relations, and pay administration, in addition to maintaining and processing all personnel records and actions.

## **DUTIES**

The incumbent provides the full range of personnel programs to all Natural Resources Conservation Service (NRCS) employees under the supervision of the Kansas State Administrative Officer including:

Works directly with top management and supervisors in establishing positions. Provides advice and assistance in identifying critical duties, responsibilities, and functions to be performed, and the impact on classification and staffing. Supervises staff who classify and initiates recruitment for all positions in the state in accordance with the agencies merit promotion plan. Is delegated authority to make classification determinations through the highest-grade level delegated to Kansas.

Identifies recruitment sources for vacancies, i.e., Office of Personnel Management (OPM) register, area of consideration for announcements, etc. Supervises staff that prepare and issue vacancy announcements and determine eligibility of applicants for positions. Directs the activity of the delegated examining unit in Kansas. Establishes and maintains a rapport with specialized groups, associations, etc., to ensure a potential supply of applicants for hard-to-fill positions or positions with frequent turnover in the state.

Reviews vacant positions and requests to establish new positions for position management and classification concerns. Discusses findings with requesting official and negotiates changes as necessary. Also, conducts position management reviews of established offices and/or functions to identify position management concerns or problems.

Directs the performance management program for the state of Kansas. Works with managers and supervisors on developing standards for employees with performance problems. Assists supervisor in developing opportunity to improve plans for employees who are not performing at an acceptable level.

Serves as an advisor to top management, supervisors, and employees on the full range of employee relations issues including grievances, removals, involuntary separations, etc. The incumbent takes a proactive approach to employee relations by thoroughly analyzing problems and trends to identify the true cause of problems and recommend appropriate corrective action to avoid future similar situations.

Promotes the use of special recruitment programs towards attaining Equal Employment Opportunity (EEO) goals and objectives. Establishes and maintains contact with minority organizations, schools, associations, etc., to encourage individuals to apply for positions with NRCS.

Supervises subordinate human resources staff.

Develops personnel policies, procedures, and guidance for dissemination throughout the state.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Responsible for providing and maintaining a safe and healthy working environment, requiring subordinates and others to use safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Provides leadership and guidance in the design, development, and implementation of administrative procedures to assure that civil rights policies regarding the delivery of NRCS programs and services and the application of personnel rules and regulations are carried out without regard to race, color, national origin, religion, sex, age, marital status, or physical or mental handicap. Actively supports civil rights policies regarding personnel rules and regulations.

To perform the above duties, the incumbent must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark. A valid state driver's license is required.

## **EVALUATION FACTORS**

### **1. Knowledge Required by the Position, Level 1-7, 1250 points**

In-depth knowledge of position classification and position management procedures and techniques to classify the full range of positions and functions in the state; to assist in establishing new positions and organizations; and to clearly explain and defend decisions to top management, supervisors, and employees.

In-depth knowledge of staffing and recruitment authorities, special appointing authorities, rules and regulations to staff all positions, including highly specialized one-of-a-kind positions.

Ability to interpret and apply the rules and regulations associated with employee development, employee relations, performance appraisal, incentive awards, etc.

Ability to communicate orally and in writing in order to gather and analyze facts, explain program requirements, and independently justify decisions to senior management, supervisors, and employees.

Ability to supervise subordinate employees.

2. Supervisory Controls, Level 2-4, 450 points

The incumbent is under the general supervision of the state administrative officer who sets the overall objectives and resources available. The supervisor and employee jointly develop deadlines and approaches to unusual or particularly sensitive problems.

The incumbent independently plans and carries out the various assignments and programs, plans and performs day-to-day work, determines the general approach and methods to use, and evaluates program accomplishments. Incumbent deals directly with senior management and supervisors in presenting findings and concerns in program areas.

The work is reviewed for timeliness, soundness of recommendations and findings, and overall compliance with controlling laws, rules and regulations.

3. Guidelines, Level 3-4, 450 points

Guidelines include the General Manual, common policies, qualification handbook and classification standards, personnel bulletins, memorandums, and the Code of Federal Regulations.

The incumbent frequently encounters situations which are not covered by the guidelines or for which the guidelines are general or vague. In these situations, the incumbent uses initiative and resourcefulness in extending or redefining the guidelines, or deviating from traditional principles and practices.

4. Complexity, Level 4-4, 225 points

The incumbent performs and/or directs the complete range of personnel programs and functions for the state. Incumbent is delegated the maximum authority permitted under agency regulations. Work requires a high level of analytical and interpersonal skills in order to identify problems, determine cause and effect relationships, draw conclusions, recommend, and implement corrective actions or program improvements. Incumbent classifies or supervises the classification of all positions in the state (within delegated authority), many of which are professional and administrative in nature with an extremely short supply of available qualified people in the labor market, requiring the use of non-traditional recruitment methods. The incumbent is often faced with situations requiring advice and assistance from the headquarters personnel division.

5. Scope and Effect, Level 5-4, 225 points

The work involves directing and implementing the personnel program for the state, including recruitment, classification, performance management, employee relations and the processing and maintenance of all personnel records. The incumbent must resolve and advise management on complex problems or issues.

The work affects the ability of managers and supervisors to meet their responsibility for personnel management. It affects the timely performance of agency activities and delivery of agency services to the public.

6. Personal Contacts, Level 3C, 180 points

7. Purpose of Contacts

Personal contacts are with managers, supervisors and employees in the state, human resource officials in OPM, NRCS, non-federal individuals and groups, such as employment offices, handicapped associations, representatives of special interest groups, etc. Contacts vary in content; the role, authority, and purpose must be established during the contact.

Contacts with senior managers and supervisors are to provide high-level management advisory services on situations and programs that are complex, new, or dynamic in nature. Presents findings, recommendations, and potential impact on agency operations. Contacts with applicants are to explain the requirements, purposes, and goals of the various personnel programs. Contacts with employees are to represent the various personnel programs, assist employees in addressing their personal issues and problems; and to gain cooperation and understanding. Incumbent also represents NRCS in meetings with external organizations.

8. Physical Demands, Level 8-1, 5 points

The work is primarily sedentary and usually performed in an office setting. There may be some walking, bending, carrying of light items, and travel to attend meetings. Extensive computer use is required.

9. Work Environment, Level 9-1, 5 points

The work is usually performed in an office environment requiring common sense precautions typical of this setting.

This position is exempt from the Fair Labor Standards Act.