

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

S9298

2. Reason for Submission

Redescription  
 Reestablishment  
 New  
 Other  
 Explanation (Show any positions replaced)

3. Service

Hdqtrs.  Field

4. Employing Office Location

Arlington, VA

5. Duty Station

Various

6. OPM Certification No.

9. Subject to IA Action

Yes  No

7. Fair Labor Standards Act

Exempt  Nonexempt

8. Financial Statements Required

Executive Personnel Financial Disclosure  Employment and Financial Interests

13. Competitive Level Code

0004

10. Position Status

Competitive  
 Excepted (Specify in Remarks)  
 SES (Gen.)  SES (CR)

11. Position is:

Supervisory  
 Managerial  
 Neither

12. Sensitivity

1-Non-Sensitive  3-Critical Sensitive  
 2-Noncritical Sensitive  4-Special Sensitive

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	Human Resources Specialist (Recruitment)	YA <del>GS</del>	0201	02 <del>09</del>	sj	5/20/05
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of Defense Education Activity

a. First Subdivision

Area

b. Second Subdivision

Human Resources Office

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, 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 statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
 DoD Civilian Personnel Manual 1400.25-M,  
 Subchapter 1920

Typed Name and Title of Official Taking Action

LAURA J. PERKINS  
 Chief, Classification and Compensation Section

GS-0200A, Dec 2000

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

*Laura Perkins*

5/24/05

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

This standardized position description for Human Resources Specialist (Recruitment), <sup>YA</sup>~~GS~~-0201-<sup>02</sup>~~09~~, is appropriate for use in any DoDEA Area Office, whether the position is physically located in the area office or in a district office.

25. Description of Major Duties and Responsibilities (See Attached)

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
**S9299**

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Arlington, VA</b>		5. Duty Station <b>Various</b>		6. OPM Certification No.	
New <input checked="" type="checkbox"/> Other <input type="checkbox"/>		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	
Explanation (Show any positions replaced) <b>Statement of Difference to PD S9298, GS-0201-09 Human Resources Specialist (Recruitment)</b>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4 Special Sensitive		13. Competitive Level Code <b>0004</b>		14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management	<b>Human Resources Specialist (Recruitment)</b>	<b>YA GS</b>	<b>0201</b>	<b>01 <del>07</del></b>	<b>sj</b>	<b>5/20/05</b>
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (If different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment <b>Department of Defense Education Activity</b>		c. Third Subdivision	
a. First Subdivision <b>Area</b>		d. Fourth Subdivision	
b. Second Subdivision <b>Human Resources Office</b>		e. Fifth Subdivision	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

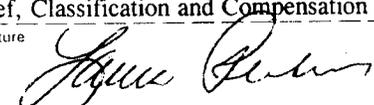
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a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
**DoD Civilian Personnel Manual 1400.25-M, Subchapter 1920**

Typed Name and Title of Official Taking Action  
**LAURA J. PERKINS**  
**Chief, Classification and Compensation Section**

Signature:  Date: **5/20/05**

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
This is a career ladder position. The incumbent performs the same duties and responsibilities as the full performance position; however, the incumbent receives closer supervision (factor 2), performs less complex duties (factor 4), and has a more limited scope of assignment (factor 5).

25. Description of Major Duties and Responsibilities (See Attached)

**INTRODUCTION**

The Department of Defense Education Activity (DoDEA) is a major Department of Defense (DoD) field activity with worldwide scope and the critical mission of ensuring that high quality education programs, from preschool through grade 12, as provided for eligible dependents of DoD military service members and civilian employees stationed in 13 foreign countries overseas, seven states, Guam, and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS), the overseas component, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the “stateside” component. DoDEA currently operates over 221 schools which employ approximately 14,500 professional educators and support staff serving over 100,000 students. DoDEA is one of the largest, most diverse, and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited by U.S. accreditation agencies, and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for Human Resources Spec (Recruitment), YA-0201-02 is appropriate for use in any DoDEA Area Office (AO), whether the position is physically located in the area office or in a district office. The purpose of the position is to provide a variety of Human Resources (HR) administrative services to managers and employees in recruitment and placement, position classification, employee benefits, and pay and allowances.

**MAJOR DUTIES**

Participates with senior HR Specialists in providing advice and assistance to managers and employees throughout the assigned DoDEA area or district to assist them in understanding HR administration. Consults with senior HR Specialists to correct existing deficiencies in HR operations to support the goal of making the HR Office a customer-centered and responsive organization.

Provides direct operating HR services to managers, supervisors, and employees throughout the assigned DoDEA office to include the following:

Screens applications for minimum qualifications and completeness. Rates applications against qualification standards and determines the best-qualified candidates based on management identified selection criteria for a variety of standardized and non-controversial positions. Recommends revision of selection criteria as necessary to ensure the current needs of management are being met. Prepares and issues referral lists to managers, receives referral lists with selections, and makes employment offers to selectees.

Provides advice and assistance to employees on pay, official travel, allowances, and entitlements appropriate for payment in the assigned office. Allowances include such items as Living Quarters Allowance (LQA), Temporary Quarters Subsistence Allowance (TQSA), and Post Allowance. Processes emergency travel orders as necessary. Explains conditions of employment and resolves discrepancies or other problems that might arise. Assists employees in use of Defense Automated Pay System to request reimbursement for allowances.

Advises employees on federal life and health insurance programs, retirement, Thrift Savings Plan, and advance pay.

Provides advice and assistance regarding the basic procedural requirements for position classification, including when and how to request position reviews and the use of standardized position descriptions, where to refer pay inquiries, etc.

Performs other duties as assigned.

**FACTOR EVALUATION STATEMENTS**

Factor 1, Knowledge Required by the Position

FL 1-6, 950 points

Knowledge of the concepts, principles, and techniques of HR administration and management to provide management advisory services and to provide and facilitate customer support for managers and employees.

Knowledge of a wide range of common recruitment and placement methods, principles, and practices to advise managers on various appointment types and their application to both competitive and excepted services positions and to develop rating factors and crediting plans for vacancy announcements. Ability to use a variety of standardized internal/external recruitment strategies to aid in strategic recruitment planning and to advise on position career patterns.

Knowledge of the organization, structure and functions of the area or district to which assigned and its relationship to serviced customers to provide HR services.

Factor 2, Supervisory Controls

FL 2-3, 275 points

The incumbent works under the general supervision of the Supervisory HR Specialist in the Area Office. If assigned to a DSO, reports to this person through the Lead HR Specialist at the DSO. The supervisor establishes program goals, objectives, and priorities, and the employee independently plans and carries out assignments in conformance with accepted policies and practices. The supervisor provides assistance on controversial or unusual situations that do not have clear precedents and review work for policy conformance, technical soundness, and adherence to deadlines. Work methods are not usually reviewed in detail.

Factor 3, Guidelines

FL 3-3, 275 points

Guidelines include a wide variety of human resources laws, Office of Personnel Management issuances, and policies, practices, and procedures of DoD, DoDEA, and the assigned DoDEA AO. These guides may not always be directly applicable to assignments, and the incumbent will be required to exercise judgment in interpreting and applying guidelines to resolve specific issues and problems.

Factor 4, Complexity

FL 4-3, 150 points

Work assignments involve different and unrelated processes and methods, including implementation, coordination, and follow-up on the documentation, processing and correction of human resources actions for educator and non-educator personnel. A majority of these personnel are employed under non-traditional provisions of human resources management statutes and regulations, to include educators employed on a school-year basis and other special category personnel. The work is further complicated by the physical dispersion of the employees throughout the assigned area or district.

Factor 5, Scope and Effect

FL 5-3, 150 points

The scope of the position includes providing HR management advisory services in conformance with established criteria and practices to resolve conventional problems, and providing operating support and services. Completed work assignments influence the effectiveness and efficiency of HR administration throughout the assigned DoDEA area or district.

Factor 6, Personal Contacts, and  
Factor 7, Purpose of Contacts

FL 6-2/7-B, 75 points

Personal contacts are with managers, supervisors, and employees throughout the assigned DoDEA area or district, representatives of the headquarters Human Resources Regional Service Center, and other DoDEA employees.

Contacts are made to obtain and verify information, provide and receive advice and guidance, and to coordinate and consult with specialists to discuss human resources issues and resolve significant problems.

Factor 8, Physical Demands

FL 8-1, 5 points

The work is primarily sedentary in nature. Standing, walking, carrying of books and other light objects, and extended periods of sitting is required. No particular physical demands are imposed.

Factor 9, Work Environment

FL 9-1, 5 points

The work is usually performed in an office setting with adequate heating, lighting, and ventilation. The incumbent may be required to travel by military and/or commercial aircraft to a variety of locations for meetings and conferences. Some positions are located overseas, requiring accommodation to foreign culture and adjustment to a variety of personal inconveniences, to include the possibility of exposure to terrorist attacks.