POSITION DESCRIPTION

1. Agency D2124000

2. Reason for Submission	3. Service	4. Empl Office Location	5. Duty Station	6. OPM Cert #
☒ Redescription ☐ New	☐ HQ ☒ Field			

☐ Reestablishment ☐ Other Explanation (Show Positions Replaced) Replaces	7. Fair Labor Standards Act: Not Applicable	8. Financial Statements Required: ☐ Exec Pers Financial Disclosure ☐ Employment & Financial Interests	9. Subject to IA Action: ☐ Yes ☐ No
Replaces PD 80525000, GS-0201-11, Supervisory Human Recourses Specialist (Military)	10. Position Status: ☐ Competitive ☒ Excepted (32 USC 709) ☐ SES (Gen) ☐ SES (CR)	11. Position is: ☒ Supervisory ☐ Managerial ☐ Neither	12. Sensitivity: ☐ Non-Sensitive ☐ Noncritical Sens ☐ Critical Sens ☐ Special Sens	13. Competitive Level
				14. Agency Use: DUAL STATUS

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Supervisory Human Resources Specialist (Military)	GS	0201	11	blp	26 Jul 11

16. Organizational Title (If different from official title)
Force Support Supervisor

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau
a. First Subdivision - State Adjutant General
b. Second Subdivision - ANG Wing
c. Third Subdivision - Mission Support Group
d. Fourth Subdivision - Force Support Squadron
e. Fifth Subdivision -

19. Employee Review. *This is an accurate description of the major duties and responsibilities of my position.*
Employee Signature /Date (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 related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor
Signature | Date

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)
Signature | Date

21. Classification/Job Grading Certification: *I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.*

Typed Name and Title of Official Taking Action
B. LYNN PETERSON
Human Resources Specialist (Classification)
Signature
Date 26 Jul 11

22. Standards Used in Classifying/Grading Position
USOPM General Schedule Supervisory Guide (HRCD-5) dated June 1998; USOPM Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200, dated 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 OPM. Information on classification/job grading appeals is available from the personnel office.*

23. Position Review

	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
Released from NGB-J1-T5, CRA 11-1005, dated 26 Jul 11.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located at an Air National Guard Wing, Mission Support Group, Force Support Squadron (FSS). The primary purpose of this position is to supervise and manage the Sustainment Services Flight, Manpower & Personnel Flight, Force Development Flight, Human Resource Systems Manager, Customer Support, Career Development, and Force Management functions. Position is responsible to plan, direct, organize, and oversee the programs, events and activities of all functional areas within the Force Support Squadron essential to mission accomplishment.

b. DUTIES AND RESPONSIBILITIES:

(1) Provides administrative and technical supervision and guidance to the Sustainment Services Flight, Manpower & Personnel Flight, Force Development Flight, Human Resource Systems Manager, Customer Support, Career Development, and Force Management functions of the FSS. Performs human resources work in one or more of these program areas. Resolves technical/policy issues presented by program managers. Exercises the full range of supervisory human resources management responsibilities. Assists in the overall management of all military Force Support Squadron programs. Provides direct support to wing, geographically separated units (GSU), tenant units, assigned personnel, their dependents, and retired members. Oversees the programs of the Force Support Squadron through senior workers that supervise technical and administrative activities within the organizational unit.

(2) Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Schedules and approves/disapproves leave, ensures orientation of new employees, provides training, evaluates work performance of subordinates, initiates action to redefine positions, recommends awards when appropriate, approves within grade increases, extensive overtime and employee travel and resolves disciplinary problems. Establishes shift schedules and assigns personnel based on workload to ensure adequate coverage of customer service functions and operations. Assigns work to subordinate employees based on organization priorities and needs, factoring in the difficulty and requirements of assignments against the experience, training, and abilities of staff. Plans and prepares work schedules for subordinates in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of directed work. Provides advice, guidance, and direction to employees on both work and administrative matters. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Keeps employees informed of National Guard Bureau (NGB), state and wing goals, objectives, and policies, and informs management of employee

input and concerns. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Finds and implements ways to eliminate significant bottlenecks and production barriers. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment, while improving business practices. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Assures reasonable equity of performance standards and rating techniques developed by subordinates. Evaluates subordinate workers performance ensuring consistency and equity in rating techniques.

(3) Interviews candidates for positions and selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, EEO and diversity objectives. Supports affirmative action with consideration of equal employment opportunity in all aspects of personnel actions. Makes or approves selections for vacant positions. Recommends awards or bonuses and changes in position classification, subject to approval by higher-level officials, supervisors, or others.

(4) Hears and resolves employee and group grievances or complaints and refers serious unresolved complaints to higher-level management. Reviews serious disciplinary cases and disciplinary problems involving key employees and determines required action. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters.

(5) Identifies and consults with Human Resources Office on employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development.

(6) Plans, organizes, and directs the activities of military human resources programs, ensuring the Force Support Squadron complies with legal and regulatory requirements and meets customer needs. Administers, plans, and coordinates the activities of personnel assigned to the FSS performing customer service duties in the areas of Personnel Systems, Customer Service, Career Enhancement, Employments, and Readiness. Plans and develops policies, procedures, and goals for the effective administration, direction, management, and operation of the function. Analyzes workload and provides guidance to ensure specific goals are met. Receives analysis reports and, from these, directs necessary actions to ensure adverse trends are corrected. Evaluates the status of automated and manual human resources functions.

(7) Executes management policies by developing and implementing internal procedures and plans of action, ensuring conformance to those policies. Takes action to solve problems, increase effectiveness, handle special projects, correct unsatisfactory conditions, etc. Develops goals and objectives that integrate wing organizational and Force Support Squadron objectives. Researches, interprets, analyzes and applies Air Force Personnel Center (AFPC), Air Reserve Personnel

Center (ARPC), Air Force (AF), and Department of Defense (DOD) guidelines, policies, instructions, etc. Establishes policies and procedures for accomplishment of Force Support Squadron programs. Exercises significant responsibilities in dealing with officials of other units/organizations, to include but not limited to Active Duty, MAJCOMs, NGB, Civilian/Governmental organizations. Advises higher-ranking managers on FSS policies and programs. Serves as the FSS Commander's technical advisor for all personnel functions within the military human resources program areas supervised. Keeps supervisor informed of significant issues and problems related to work accomplishment.

(8) Serves as Test Control Officer. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC. Serves as approval authority for upgrades, downgrades, and withdrawal of AFSCs at wing/base level.

(9) Performs other duties as assigned.

c. SUPERVISORY CONTROLS:

Work is performed under the general supervision of the Human Resources Officer (Military), who establishes broad program objectives. The incumbent is relied upon to plan and organize work and to determine the work methods and techniques required to achieve the goals and needs of the organization. The incumbent is expected to develop processes and ensure timeframes are met. Work is reviewed for accuracy and customer satisfaction. Authority is delegated to the employee to independently carry out all assignments to include making necessary contacts and providing authoritative explanation of rules, regulations, and procedures. Refers only problems of extreme difficulty or of a precedent setting nature to the supervisor for advice and guidance. Work is reviewed periodically for conformance to policies, appropriateness, overall effectiveness, and meeting program objectives.

d. FACTOR DISCUSSION:

Factor 1 - Program Scope and Effect:

The area of assignment within the Force Support Squadron (FSS) is technical, complex clerical and administrative in nature and has limited geographic (wing, GSU and tenant units) coverage and operates in support of a small to medium military installation.

The services provided support state ANG service members and dependents and may have impact on other organizations or functions such as Finance, organizational structure of units, mobilization of units, etc.

Factor 2 - Organizational Setting:

Work is performed under the general supervision of the Human Resources Officer (Military), which is three levels below the State Adjutant General.

Factor 3 - Supervisory and Managerial Authority Exercised:

This position is a first level supervisor that directs and supervises the organization. Incumbent exercises all of the first level supervisory authorities discussed at level 3-2c.

Factor 4 - Personal Contacts:

Subfactor 4A – Nature of Contacts

Contacts for this position include subordinate personnel, all levels of management within the FSS, counterparts in other states, higher ranking managers, supervisors, and staff of the area serviced from unit commanders, Group Commanders, Wing Commanders, Adjutant General within the state assigned, NGB, MAJCOM, government and civilian agencies, and business executives.

Subfactor 4B – Purpose of Contacts

Purpose of the contacts are to ensure that information provided to outside parties is accurate and consistent; to plan and coordinate the work directed with that of others outside the subordinate organization; and/or to resolve differences of opinion among managers, supervisors, employees, or others.

Factor 5 - Difficulty of Typical Work Directed:

The position is responsible for providing direction and supervision over work at the GS-09 level, which best characterizes the nature of the basic, mission oriented, non-supervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

Factor 6 - Other Conditions:

Significant coordination/integration of a number of work assignments is present and projects/programs are at the GS-09 level. Determines resources allocated to different programs & establishes priorities. Reviews/approves substance of reports & other action documents for adherence to policies/positions of ANG.

e. OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force

protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

These duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.

EVALUATION STATEMENT

A. Title, Series, and Grade: Supervisory Human Resources Specialist, GS-0201-11

B. References:

1. USOPM General Schedule Supervisory Guide (HRCD-5) dated June 1998,

2. USOPM Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200, dated Dec 2000.

C. Background: This position is located in a Force Support Squadron responsible for servicing ANG positions at a wing, tenant units, and designated geographically separated units (GSUs). This new position description includes supervisory duties over several subordinate positions having program management responsibilities for their respective functions.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: This work requires knowledge or experience of an administrative nature, which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concepts, and practices applicable to one or more fields of administration or management. Thus, position is subject to the General Schedule (GS).

2. Series: The GS-201 Human Resources Management Series covers two-grade interval administrative positions that manage, supervise, administer, advise on, or deliver human resources management products or services. The primary purpose of this position is to supervise and manage the Sustainment Services Flight, Manpower & Personnel Flight, Force Development Flight, Human Resource Systems Manager, Customer Support, Career Development and Force Management functions. Position is responsible to plan, direct, organize, and oversee the programs, events and activities of all functional areas within the Force Support Squadron essential to mission accomplishment. This work meets the series definition of the human resources management, GS-0201 standard

3. Title: The basic title for positions classified to the GS-0201 series is Human Resources Specialist. The prefix 'Supervisory" is added to the title of positions classified using the General Schedule Supervisory Guide. The parenthetical title of (Military) is added in accordance with instructions of the GS-0200 Job Family Standard. The appropriate title is therefore Supervisory Human Resources Specialist (Military). An organizational title of Force Support Supervisor is added to further define the position.

4. Grade: The GSSG covers supervisory and managerial positions. As shown in the attached General Schedule Supervisor Position Evaluation Statement, the grade is GS-11.

E. Conclusion: Supervisory Human Resources Specialist (Military), GS-0201-11.

CLASSIFIER: B. Lynn Peterson, NGB-J1-T5 Date: 26 Jul 11

GENERAL SCHEDULE SUPERVISOR
POSITION EVALUATION STATEMENT

FACTOR	FL	PTS	REMARKS
1. PROGRAM SCOPE AND EFFECT	1-2	350	
2. ORGANIZATIONAL SETTING	2-1	100	
3. SUPVY & MANAGERIAL AUTHORITY	3-2c	450	
4. CONTACTS A. NATURE	4A-2	50	
B. PURPOSE	4B-2	75	
5. DIFFICULTY (BASE WORK)	5-5	650	
6. OTHER CONDITIONS	6-3	975	
Adjustment Provision	Y or N	N	
TOTAL POINTS ASSIGNED:		**2650**	**GRADE: GS-11**

FINAL CLASSIFICATION: Supervisory Human Resources Specialist (Military) GS-0201-11

CLASSIFIER: B. Lynn Peterson, NGB-J1-T5 **Date:** 26 Jul 11