

KSAs
Human Resources Assistant
GS-343-13

1. Comprehensive knowledge of human resource functions, program analysis and evaluation methods, and of factors relating to problem identification, definition, and resolution.
2. Skill in planning, developing, analyzing, and evaluating new or modified Students Channel goals, programs, policies, and current initiatives related to Human Resources.
3. Ability to order competing priorities while continuing to meet multiple project deadlines within stringent time frames.
4. Ability to analyze and advice management on the evaluation of the effectiveness of human resource programs and operations or the productivity and efficiency of management.

KSA WEIGHTING SHEET

MPP#

Position Title, Series, and Grade Human Resources, GS-0343-13

Organizational Location ED/SFA/Students Channel/Immediate Office of the General Manager

Weights established by Jennifer Douglas

Date xxx

<u>KSA</u>	<u>Weight</u>
1. Comprehensive knowledge of human resource functions, program analysis and evaluation methods, and of factors relating to problem identification, definition, and resolution.	
2. Skill in planning, developing, analyzing, and evaluating new or modified Students Channel goals, programs, policies, and current initiatives related to Human Resources	
3. Ability to order competing priorities while continuing to meet multiple project deadlines within stringent time frames.	
4. Ability to analyze and advice management on the evaluation of the effectiveness of human resource programs and operations or the productivity and efficiency of management.	

Note: Weights must total 10. The weight for any one item can range from 1.0 to 4.0 in increments of 0.5.

Name of Selecting Official Jennifer Douglas, General Manager, Students Channel Building and Room # ROB-3, Room 5050 Telephone 202-708-9951

KSA #1 Title: Comprehensive knowledge of human resource functions, program analysis and evaluation methods, and of factors relating to problem identification, definition, and resolution.

Points

Points: 4 SUPERIOR knowledge is indicated by: Experience determining data collection methods; analyzing regulatory, policy and resource problems; defining conclusions; recommending solutions; and coordinating implementation of management decisions. Experience conducting and coordinating management studies to evaluate programmatic and/or organizational effectiveness and efficiency; and experience defining issues and parameters within Human Resources.

Points: 3 HIGHLY SATISFACTORY knowledge is indicated by: Experience collecting and organizing a variety of data; analyzing programmatic, organizational or administrative issues; and presenting findings. Experience conducting management studies to evaluate programmatic and/or organization effectiveness and efficiency within Human Resources.

Points: 2 SATISFACTORY knowledge is indicated by: Experience collecting a variety of data; analyzing any aspect of programmatic, organizational or administrative issues; experience carrying out key activities of major management studies; and presenting findings within Human Resources

Points: 1 BARELY ACCEPTABLE knowledge is indicated by: Limited knowledge of or experience with data collection and analysis techniques relating to any human resource issue.

Signature: _____ Date: _____

KSA #2 Title: Comprehensive knowledge and skill in planning, developing, analyzing, and evaluating new or modified Students Channel goals, programs, policies, and current initiatives related to Human Resources.

Points

Points: 4 SUPERIOR skill is indicated by: Working knowledge of policies, goals and initiatives to strengthen Students Channel mission critical functions related to Human Resources Knowledge of current issues within Human Resources that impact Students Channel program and organization planning and implementation.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Knowledge of Students Channel mission, goals, organization structure and key stakeholders

Points: 2 SATISFACTORY skill is indicated by: General knowledge of Students Channel mission and goals. Knowledge of any current issues impacting Students Channel operations.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Awareness of knowledge of Students Channel activities.

Signature: _____ Date: _____

KSA #3 Title: Ability to order competing priorities while continuing to meet multiple project deadlines within stringent time frames.

Points

Points: 4 SUPERIOR ability is indicated by: Experience planning and managing multiple concurrent projects, adapting to changing priorities and meeting stringent deadlines within a large organization. Experience establishing project goals and objectives; establishing deadlines and coordinating and integrating the work of others.

Points: 3 HIGHLY SATISFACTORY ability is indicated by: Experience planning and coordinating team or other group work processes and products within an organization. Experience managing multiple concurrent tasks with competing deadlines.

Points: 2 SATISFACTORY ability is indicated by: Experience carrying out multiple, competing projects within an organization. Experience working as a member of a team or other work group.

Points: 1 BARELY ACCEPTABLE ability is indicated by: Experience carrying out multiple tasks.

Signature: _____ Date: _____

KSA #4 Title: Ability to analyze and advice management on the evaluation of the effectiveness of human resource programs and operations or the productivity and efficiency of management.

Points

Points: 4 SUPERIOR skill is indicated by: Experience in analyzing and advising management on the evaluation of the effectiveness of programs and operations related to Students Channel – Human Resources and provide recommendations where necessary. Experience developing procedures and systems for assessing the effectiveness of programs/management processes.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Experience in analyzing and advising management on the evaluation of programs and operations related to Students Channel.

Points: 2 SATISFACTORY skill is indicated by: Some experience in analyzing and advising management on the evaluation of programs and operations related to Students Channel

Points: 1 BARELY ACCEPTABLE skill is indicated by: Limited experience in the above.

Signature: _____ Date: _____