

Human Resource Specialist

Name: TBD

Career Level: GS(0343) – 9/13

Role and Responsibilities:

The Human Resource Specialist's general responsibility is to manage staffing and related personnel matters for headquarters and the regions.

- Manage staffing needs, to include recruiting for vacancies
- Budget personnel cost for the channel
- Understanding, communicating and applying personnel policies and procedures
- Perform day-to-day personnel functions (i.e. manage detail assignments, promotions, step increases, monthly reporting and tracking, research as needed, and crafting and maintaining PDs/KSAs and crediting plans
- Communicate and maintain performance process (Gpass)
- Participate in rewards and recognitions programs at the organizational and channel level
- Coordinate training needs, facilitate registration process and manage budget
- Communicate calendar of events for all personnel related activities and actions
- Manage intake and exit process
- Work with the Union to establish a relationship and communicate activities within the channel

Skills:

The HR Specialist will be expected to be flexible to adapt to program needs as needed.

- Coordination and organizational skills
- Shows initiative in work assigned
- Understands office logistics and policies
- Basic computer skills
- Analytic skills
- Writing reporting
- Oral communication to provide presentations, conduct meetings
- Ability to develop strong relationships with customers and employees
- Flexibility in work assigned
- Knowledge of personnel policies and procedures

Interfaces:

INTERNAL

- Budget Analyst
- SFA University
- HR Office
- Union

EXTERNAL

- DoE HR Office
- SFA Regional Offices
- Vendors/Consultants

Goals/Expectations:

1. Maintain PD/KSA Database
2. Communication Strategy and Plan
3. Understanding of EEO policies and procedures
4. Working knowledge of Labor Relations Management