



Established in 2002, the Golden Key Group is a Women-Owned Small Business (WOSB) and Service-Disabled Veteran-Owned Small Business (SDVOSB). The Golden Key Group provides the full spectrum of comprehensive Human Capital, Talent Management and Administrative Support solutions to our clients and our senior management team has extensive experience supporting projects of diverse size, scope and complexity.

You will find a complete listing of our services, capabilities, past performance, clients, and related information on our web site:

<http://www.goldenkeygroup.com>.



Please call Golden Key Group at 703-815-0290 or email us at [bprokop@goldenkeygroup.com](mailto:bprokop@goldenkeygroup.com) to learn how we can serve your agency.

**I. COVER PAGE**

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
AUTHORIZED FEDERAL SUPPLY SCHEDULE

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven data base system. The Internet address for GSA Advantage!™ is <http://www.gsa.gov>.

MULTIPLE AWARD, FEDERAL SUPPLY SCHEDULE, 738 X for HUMAN RESOURCES AND EEO SERVICES - 2FYP-AR-06-0004-B

**Contract Number:** GS-02F-0143X

For more information on ordering from Federal Supply Schedules, click Schedules button at <http://www.gsa.gov/>.

CONTRACT PERIOD: April 20, 2011 – April 19, 2016

**Contractor:** Golden Key Group LLC  
6728 Cedar Spring Rd  
Centreville, Va 20121  
Office - 703-815-0290  
Fax – 703-266-0215

**Business Size:** Small

## **II. Customer Information**

**1a. Table Of Awarded General SIN-595-21** General Support Services (excludes EEO Services) and includes: Planning, Recruitment and Internal Placement, Position Classification, Training; Employee Relations; Outplacement; Review and Integration Services.

### **1b. Identification Of The Lowest Priced Model Number And Lowest Unit Price**

Not Applicable

### **1c. Description Of All Corresponding Labor Categories**

Click on the following link to review the included [Labor Category Descriptions](#).

### **2. Maximum Order:**

Customers are encouraged through the solicitation to inquire about possible additional concessions when an order for services exceeds \$1,000,000 for SIN 595-21 (Human Resource Services).

### **3. Minimum Order:**

\$100

### **4. Geographic Coverage (Delivery Area):**

Domestic delivery only (50 states and Puerto Rico)

### **5. Points Of Production:**

Centreville, Virginia

### **6. Discount From List Prices:**

Basic 5% discount off commercial rates on all labor

### **7. Quantity Discounts**

Basic 5% discount off commercial rates on all labor and an additional

- 1% volume discount off of any amount from \$250,000.00 to \$499,999.99 in annual sales per customer
- 2% volume discount off of any amount from \$500,000.00 to \$749,999.99 in annual sales per customer
- 2.5% volume discount off of any amount from \$750,000.00 to \$999,999,999.99 in annual sales per customer
- 3% volume discount off of any amount over \$1,000,000.00 in annual sales per customer

### **8. Prompt Payment Terms:**

15 days: 1% discount

### **9a. Government Credit Cards Accepted**

### **9b. No Discounts For Payment By Government Commercial Credit Card**

### **10. Foreign Items:**

None

### **11a. Time Of Delivery:**

Will adhere to delivery schedule specified in agencies' purchase orders, etc.

**11b. Expedited Delivery:**

All items noted in this price list are available for negotiated delivery

**11c. Overnight And 2-Day Delivery:**

All items noted in this price list are available for negotiated delivery

**11d. Urgent Requirements:**

Contact Barry Prokop, 703-426-8510 or Sharon Sollom, 703-815-0290 x208

**12. F.O.B. Points:**

Destination

**13. Ordering Address:**

Golden Key Group LLC  
6728 Cedar Spring Rd  
Centreville, Va 20121  
Office - 703-815-0290  
Fax – 703-266-0215

**13a. Ordering Procedures**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment Address:**

Golden Key Group LLC  
6728 Cedar Spring Rd  
Centreville, Va 20121  
Office - 703-815-0290  
Fax – 703-266-0215

**15. Warranty Provision:**

The contractor warrants and implies that items delivered hereunder are merchantable and fit for the particular purpose of this contract.

**16. Export Packing Charges:**

Not applicable

**17. Terms And Conditions Of Government Purchase Card Acceptance:**

Government cards accepted; no discounts apply.

**18. Terms And Conditions Of Rental, Maintenance, And Repair:**

Not applicable.

**19. Terms And Conditions Of Installation:**

Not applicable.

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices**

Not applicable.

**20a. Terms And Conditions For Any Other Services:**

Not applicable

**21. List Of Services And Distribution Points:**

Golden Key Group LLC  
6728 Cedar Spring Rd  
Centreville, Va 20121  
Office - 703-815-0290  
Fax – 703-266-0215

**22. List Of Participating Dealers:**

Not applicable

**23. Preventive Maintenance:**

Not applicable

**24a. Special Attributes Such As Environmental Attributes:**

Not Applicable

**25. Data Universal Number System (Duns) Number:**

111187295

**26. Notification Regarding Registration In Central Contractor Registration (CCR) Database:**

Golden Key Group's CAGE Code is 1YRN9

## Schedule 738X Price List

### Golden Key Group LLC Federal Agency Pricing for Human Resources Services GS-02F-0143X (April 20, 2011 – April 19, 2016 )

Note: Golden Key Group will provide an additional:

- 1% volume discount off of any amount from \$250,000.00 to \$499,999.99 in annual sales per customer
- 2% volume discount off of any amount from \$500,000.00 to \$749,999.99 in annual sales per customer
- 2.5% volume discount off of any amount from \$750,000.00 to \$999,999,999.99 in annual sales per customer
- 3% volume discount off of any amount over \$1,000,000.00 in annual sales per customer

#### PRICES FOR Awarded General SIN-595-21 General Support Services

| Item Number | Labor Category   | 2011 GSA Rate |
|-------------|--|---------------|
| 595-21-2A   | HR Assistant I (Entry Level)                               | \$60.85       |
| 595-21-2B   | HR Assistant II (Journeyman Level)                         | \$64.81       |
| 595-21-2C   | HR Assistant III (Sr. Level)                               | \$80.59       |
| 595-21-2D   | HR Assistant IV (Team Lead)                                | \$90.67       |
| 595-21-3A   | Classification Specialist I (Entry Level)                  | \$107.06      |
| 595-21-3B   | Classification Specialist II (Journeyman Level)            | \$115.84      |
| 595-21-3C   | Classification Specialist III (Sr. Level)                  | \$128.49      |
| 595-21-4A   | Staffing Specialist I (Entry Level)                        | \$98.99       |
| 595-21-4B   | Staffing Specialist II (Journeyman Level)                  | \$115.84      |
| 595-21-4C   | Staffing Specialist III (Sr. Level)                        | \$128.49      |
| 595-21-5A   | HR Benefits Specialist I (Entry Level)                     | \$90.97       |
| 595-21-5B   | HR Benefits Specialist II (Journeyman Level)               | \$105.91      |
| 595-21-5C   | HR Benefits Specialist III (Sr. Level)                     | \$119.18      |
| 595-21-6A   | HR Policy Specialist I (Journeyman Level)                  | \$115.38      |
| 595-21-6B   | HR Policy Specialist II (Sr. Level)                        | \$125.21      |
| 595-21-7A   | Employee Relations Specialist I (Journeyman Level)         | \$115.84      |
| 595-21-7B   | Employee Relations Specialist II (Sr. Level)               | \$130.25      |
| 595-21-8A   | Employee & Labor Relations Specialist I (Journeyman Level) | \$115.84      |
| 595-21-8B   | Employee & Labor Relations Specialist II (Sr. Level)       | \$130.28      |
| 595-21-10A  | HR Generalist I (Entry Level)                              | \$98.99       |
| 595-21-10B  | HR Generalist II (Journeyman Level)                        | \$115.84      |
| 595-21-10C  | HR Generalist III (Sr. Level)                              | \$128.49      |
| 595-21-10D  | HR Generalist IV (SME Level)                               | \$159.32      |

| <b>Item Number</b> | <b>Labor Category</b>                         | <b>2011 GSA Rate</b> |
|--------------------|---|----------------------|
| 595-21-11A         | HR Consultant I                               | \$115.38             |
| 595-21-11B         | HR Consultant II                              | \$137.89             |
| 595-21-11C         | HR Consultant III                             | \$151.46             |
| 595-21-11D         | HR Consultant IV                              | \$160.15             |
| 595-21-12A         | Subject Matter Expert I                       | \$159.32             |
| 595-21-12B         | Subject Matter Expert II                      | \$179.88             |
| 595-21-12C         | Subject Matter Expert III                     | \$195.30             |
| 595-21-12D         | Subject Matter Expert IV                      | \$207.63             |
| 595-21-13A         | Project Manager I                             | \$90.96              |
| 595-21-13B         | Project Manager II                            | \$101.71             |
| 595-21-14A         | Program Manager I                             | \$115.24             |
| 595-21-14B         | Program Manager II                            | \$138.91             |
| 595-21-14C         | Program Manager (Contract Level)              | \$161.21             |
| 595-21-15A*        | Recruiter I (Head Hunter) Entry Level         | \$70.31              |
| 595-21-15B*        | Recruiter II (Head Hunter) (Journeyman Level) | \$87.50              |
| 595-21-15C*        | Recruiter III (Head Hunter) (Sr. Level)       | \$102.79             |
| 595-21-16A*        | Executive Recruiter                           | \$128.49             |
| 595-21-16B*        | Sr. Executive Recruiter                       | \$154.19             |
| 595-21-20A         | HRIS Specialist I (Journeyman Level)          | \$106.15             |
| 595-21-20B         | HRIS Specialist II (Sr. Level)                | \$119.34             |

\*Permanent Placement fees are also available at one year's salary of the person placed times 15% (Includes IFF).

## Labor Category Descriptions

### **595-21-2A - HR Assistant I (Entry Level)**

Duties and Responsibilities: Provides support under the guidance of supervision in all functional areas of human resources, including recruitment and employment, personnel records, employee and labor relations, job evaluation, compensation management, benefits administration, training and administrative duties.

**Qualifications:** High school diploma or GED. At least two years experience in an HR office environment with working knowledge of office support hardware and software

### **595-21-2B - HR Assistant II (Journeyman Level)**

Duties and Responsibilities: Provides support under the guidance of supervision in all functional areas of human resources, including recruitment and employment, personnel records, employee and labor relations, job evaluation, compensation management, benefits administration, training and administrative duties.

**Qualifications:** Associates Degree or BA/BS degree in Human Resources, Business or related field. Must have at least two years of experience with an Associates Degree or a BA/BS degree in related field

### **595-21-2C - HR Assistant III (Sr. Level)**

Duties and Responsibilities: Provides support under the guidance of supervision in all functional areas of human resources, including recruitment and employment, personnel records, employee and labor relations, job evaluation, compensation management, benefits administration, training and administrative duties.

**Qualifications:** Associates Degree or BA/BS degree in Human Resources, Business or related field. Must have at least four years of experience with an Associates Degree or at least two years of experience with a BA/BS degree in related field

### **595-21-2D - HR Assistant IV (Team Lead)**

Duties and Responsibilities: Provides supervision and guidance in all functional areas of human resources, including recruitment and employment, personnel records, employee and labor relations, job evaluation, compensation management, benefits administration, training and administrative duties.

**Qualifications:** Associates Degree or BA/BS degree in Human Resources, Business or related field. Must have at least four years of experience with an Associates Degree or at least two years of experience with a BA/BS degree in related field

**595-21-3A - Classification Specialist I (Entry Level)**

**Duties and Responsibilities:** Assists clients in carrying out their position classification/management and/or compensation responsibilities. Provides assistance and technical support to agencies in exercising their authority to conduct occupational or job analysis studies, and may be assigned to provide classification support service for groups of organizations within the agency. Responsibilities include assist in the analysis and the rendering of advisory opinions on classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies.

Receives and reviews a variety of classification requests; discusses duties and responsibilities of positions under review by field audit; advises officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action.

Performs a variety of assignments of a comprehensive nature relating to classification or pay; also performs studies and analyses with responsibility for providing recommendations for final action and verbal presentation of findings to officials.

**Qualifications:** A Bachelor's degree and at least one year of position classification/management and/or compensation experience for the Federal government performing classification functions. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.

**595-21-3B - Classification Specialist II (Journeyman Level)**

**Duties and Responsibilities:** Assists clients in carrying out their position classification/management and/or compensation responsibilities. Provides technical support to agencies in exercising their authority to conduct occupational or job analysis studies, and may be assigned to provide classification service for groups of organizations within the agency. Responsibilities include analysis and the rendering of advisory opinions on classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of judgment in the application of classification theory,

principles and methods and the ability to deal tactfully with officials in departments and agencies.

Receives and reviews a variety of classification requests; discusses duties and responsibilities of positions under review by field audit; advises officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action. Performs a variety of assignments of a comprehensive nature relating to classification or pay; also performs studies and analyses with responsibility for providing recommendations for final action and verbal presentation of findings to officials.

**Qualifications:** A Bachelor's degree and at least three years of position classification/management and/or compensation experience for the Federal government performing the foregoing types of functions. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.

**595-21-3C - Classification Specialist III (Sr. Level)**

**Duties and Responsibilities:** Is an authority on a full range of position classification/management and/or compensation issues, many of which are of a highly complex nature. Provides expert assistance to Federal agencies in carrying out their authority to classify and manage positions.

The Senior Specialist maybe responsible for performing a variety of more difficult and complex assignments in various phases of position classification and/or compensation administration. May conduct special occupational or job analysis studies. Responsibilities include analysis recommendations for classification of a wide variety of positions, and development of recommendations for new or revised classification titles, series of positions. Assignments involve working with the more complex and dynamic organizations in terms of reorganizations, realignments or the need to classify positions where there is little classification and pay precedent. Duties require the exercise of considerable judgment in the application of classification theory, principles and methods and the ability to deal tactfully with officials in departments and agencies.

Receives and reviews a variety of the more complex and difficult classification requests; discusses duties and responsibilities of positions under review by field audit; advises departmental officials of alignment effects of given classification requests on other positions, overlapping functions or organizational relationship problems; prepares audit reports with recommendations for appropriate action. Performs a variety of special assignments of a comprehensive nature relating to classification or pay; also performs detailed studies and analyses that are complex in nature with responsibility for providing recommendations for final action and verbal presentation of findings to departmental officials.

**Qualifications:** A Bachelor's degree and at least five years of position classification/management and/or compensation experience for the Federal government performing the foregoing types of functions. An additional three years of related position classification or similar experience in the public or private sector may be substituted for the Bachelor's degree.

**595-21-4A - Staffing Specialist I (Entry Level)**

**Duties and Responsibilities:** Provides assistance to clients in carrying out their authority to recruit and staff – i.e., announce, develop crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. May also be called upon to assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials.

Applies skills and knowledge of Federal HR to administer HR processes in recruitment and/or staffing. Provides HR process services to provide HR advisory services to Federal HR policy and operations specialists. For example, may be asked to assist in the performance of some of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants, makes recommendations on starting salaries, and provides applicants with information as needed. May check references, extend formal job offers, work with outside agencies and vendors, etc.

**Qualifications:** A Bachelor's degree and at least three to five years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional four years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

**595-21-4B - Staffing Specialist II (Journeyman Level)**

**Duties and Responsibilities:** Provides assistance to clients in carrying out their authority to recruit and staff – i.e., announce, develop crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. May also be called upon to assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials. Applies journey level skills and knowledge of Federal HR to administer HR processes in recruitment and/or staffing. Provides HR process services and interacts with clients to provide HR advisory services to Federal HR policy and operations specialists. For example, may be asked to perform some of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or

analytics; responds to technical questions received via phone or email. Evaluates employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants, makes recommendations on starting salaries, and provides applicants with information as needed. May check references, extend formal job offers, work with outside agencies and vendors, etc.

**Qualifications:** A Bachelor's degree and at least three to five years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional four years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

#### **595-21-4C - Staffing Specialist III (Sr. Level)**

**Duties and Responsibilities:** Is an authority on a full range of Recruitment, Staffing and Internal Placement issues, many of which are of a highly complex nature. Provides expert assistance to Federal agencies in carrying out their authority to recruit – i.e., announce, develop crediting plans, rate and rank applications or take other actions that address the filling of positions from either internal or external sources. May also be called upon to assist agencies in conducting job searches, developing assessment criteria and structured interview (behavioral interview) questions for use by agency officials.

Applies advanced skills and knowledge of Federal HR business processes to administer HR processes in recruitment and/or staffing. Provides HR process services and interacts with clients to provide HR advisory services to Federal HR policy and operations specialists. For example, may be asked to perform some or all of the following tasks: performs job analysis, develops crediting plans and recruitment plans; develops or interprets HR policy or guidance; prepares HR reports or analytics; responds to technical questions received via phone or email. Senior Recruitment and Staffing Specialists evaluate employment factors such as job experience, education and training, skills, knowledge and abilities, physical and personal qualifications, and other data pertinent to classification, selection, and referral. Prepares rating on applicants, makes recommendations on starting salaries, and provides applicants with information as needed. May check references, extend formal job offers, work with outside agencies and vendors, etc.

**Qualifications:** A Bachelor's degree and at least six to ten years of directly related progressively responsible and in-depth Federal staffing and recruitment experience performing the foregoing types of functions. An additional four years of directly related Federal staffing or similar experience may be substituted for the Bachelor's degree.

#### **595-21-5A - HR Benefits Specialist I (Entry Level)**

**Duties and Responsibilities:** Provides technical, procedural and evaluative assistance in the area of employee benefits. Applies an extensive body of human resources rules and procedures

concerning employee benefits sufficient to perform a range of functions including providing information and advice in the areas of health benefits, life insurance, retirement, thrift savings plan, performance appraisals, and leave related issues such as the Voluntary Leave Transfer Program (VLTP), the Family Friendly Leave Act, etc. Provides support for incentive awards and performance appraisal programs.

The Specialist is able to perform independently or participate in projects or studies; perform detailed reviews of records and other documentation, preparing summaries of information in preparation for further analysis and processing; respond to inquiries concerning HR services, procedures, alternatives, and requirements; identify and resolving procedural issues; enter data, complete forms, and prepare a variety of reports using a personal computer and office automation software; develop retirement estimates and process retirement actions; and, conduct HR Internet searches.

**Qualifications:** The Specialist has performed this work and has had significant training in benefits administration and retirement. The employee is well-versed in regulations related to retirement and benefits and is able to quickly learn agency processes for related transactions. A Bachelor's Degree and at least one year's experience. An additional four years of similar experience may be substituted for the Bachelor's degree.

#### **595-21-5B - HR Benefits Specialist II (Journeyman Level)**

**Duties and Responsibilities:** Provides technical, procedural and evaluative assistance in the area of employee benefits. Applies an extensive body of human resources rules and procedures concerning employee benefits sufficient to perform a range of functions including providing information and advice in the areas of health benefits, life insurance, retirement, thrift savings plan, performance appraisals, and leave related issues such as the Voluntary Leave Transfer Program (VLTP), the Family Friendly Leave Act, etc. Provides support for incentive awards and performance appraisal programs.

The Specialist is able to perform independently or participate in projects or studies; perform detailed reviews of records and other documentation, preparing summaries of information in preparation for further analysis and processing; respond to inquiries concerning HR services, procedures, alternatives, and requirements; identify and resolving procedural issues; enter data, complete forms, and prepare a variety of reports using a personal computer and office automation software; develop retirement estimates and process retirement actions; and, conduct HR Internet searches.

**Qualifications:** The Specialist has performed this work at the full-performance level or higher and has had significant training in benefits administration and retirement. The employee is well-versed in regulations related to retirement and benefits and is able to quickly learn agency processes for related transactions. A Bachelor's degree and at least three years of directly related progressively responsible and in-depth Federal benefit experience performing the

foregoing types of functions. An additional four years of directly related Federal benefit or similar experience may be substituted for the Bachelor's degree.

**595-21-5C - HR Benefits Specialist III (Sr. Level)**

**Duties and Responsibilities:** Provides technical, procedural and evaluative assistance in the area of employee benefits. Applies an extensive body of human resources rules and procedures concerning employee benefits sufficient to perform a range of functions including providing information and advice in the areas of health benefits, life insurance, retirement, thrift savings plan, performance appraisals, and leave related issues such as the Voluntary Leave Transfer Program (VLTP), the Family Friendly Leave Act, etc. Provides support for incentive awards and performance appraisal programs.

The Specialist is able to perform independently or participate in projects or studies; perform detailed reviews of records and other documentation, preparing summaries of information in preparation for further analysis and processing; respond to inquiries concerning HR services, procedures, alternatives, and requirements; identify and resolving procedural issues; enter data, complete forms, and prepare a variety of reports using a personal computer and office automation software; develop retirement estimates and process retirement actions; and, conduct HR Internet searches.

**Qualifications:** The Specialist has performed this work at the full-performance level or higher and is an expert in the field of benefits administration and retirement. The employee is well-versed in regulations related to retirement and benefits and is able to quickly learn agency processes for related transactions. A Bachelor's degree and at least six years of directly related progressively responsible and in-depth Federal benefit experience performing the foregoing types of functions. An additional four years of directly related Federal benefit or similar experience may be substituted for the Bachelor's degree.

**595-21-6A - HR Policy Specialist I (Journeyman Level)**

**Duties and Responsibilities:** Assists clients in a range of human capital management issues involving varying levels of complexity. Provides a variety of assistance to Federal agencies in human capital planning and/or analysis, policy analysis, research, and/or development, management, analysis, organizational effectiveness and/or related federal human resources issues. Provides expert support for conducting analysis of HR planning or policy needs and future trends. Other services may include program planning and/or compliance reviews, analyzing performance outcomes; negotiating performance benchmarks; preparing and presenting oral and written statistical, financial, and narrative reports regarding the status of performance measures and other required subjects of reporting. Conducts HR research and analyses of labor market trends; workforce planning systems, and/or skill needs assessments. Prepares new or modified HR policies, programs, and systems involving a variety of human resources related issues as requested by the client.

**Qualifications:** A Bachelor's degree and at least three years of human capital planning and or policy development experience performing the foregoing types of functions for the Federal government performing the foregoing functions. An additional three years of related HR planning or similar experience in the public or private sector may be substituted for the Bachelor's degree.

**595-21-6B - HR Policy Specialist II (Sr. Level)**

**Duties and Responsibilities:** Is an authority on a full range of human capital management issues, many of which are of a highly complex nature. Provides expert assistance to Federal agencies in human capital planning and/or analysis, policy analysis, research, and/or development, management, analysis, organizational effectiveness and/or related federal human resources issues. Provides expert support for conducting analysis of HR planning or policy needs and future trends. Other services may include program planning and/or compliance reviews, analyzing performance outcomes; negotiating performance benchmarks; preparing and presenting oral and written statistical, financial, and narrative reports regarding the status of performance measures and other required subjects of reporting. Conducts HR research and analyses of labor market trends; workforce planning systems, and/or skill needs assessments. Prepares new or modified HR policies, programs, and systems involving complex human resources related issues as requested by the client.

**Qualifications:** A Bachelor's degree and at least six years of directly related progressively responsible and in-depth human capital planning and or policy development experience for the Federal government performing the foregoing types of functions. An additional four years of directly related HR planning or similar experience may be substituted for the Bachelor's degree.

**595-21-7A - Employee Relations Specialist I (Journeyman Level)**

**Duties and Responsibilities:** Provides the full range of employee relations services for the organization. The Specialist provides advice and assistance in the areas of complex conduct and discipline issues; grievances and appeals; adverse actions; performance management; leave administration; labor relations; merit system principles and prohibited personnel practices. May prepare disciplinary and adverse actions; performance-based actions and other management-initiated non-disciplinary actions. If needed by the agency, conducts investigations into employee allegations of misconduct and harassment. Serves as technical advisor on all aspects of employee relations and prepares and provides required correspondence/information/documentation for cases preparation involving third party review. The Specialist is a technical expert on employee relations issues and is able to furnish consultative advice and guidance to management officials and supervisors on all aspects of employee & employee relations and performance management. The specialist has supervised or personally performed this work at a senior level and has an extended work history in this area.

**Qualifications:** The Associate has education and/or training in this functional area and understands the relationship of this area to other human resources programs. A Bachelor's degree and at least three years of directly related progressively responsible and in-depth Federal employee & labor relations experience performing the foregoing types of functions. An additional three years of directly related Federal benefit or similar experience may be substituted for the Bachelor's degree.

**595-21-7B - Employee Relations Specialist II (Sr. Level)**

**Duties and Responsibilities:** Provides the full range of employee relations services for the organization. The Specialist provides advice and assistance in the areas of complex conduct and discipline issues; grievances and appeals; adverse actions; performance management; leave administration; labor relations; merit system principles and prohibited personnel practices. May prepare disciplinary and adverse actions; performance-based actions and other management-initiated non-disciplinary actions. If needed by the agency, conducts investigations into employee allegations of misconduct and harassment. Serves as technical advisor on all aspects of employee relations and prepares and provides required correspondence/information/documentation for cases preparation involving third party review. The Specialist is a technical expert on employee & labor relation relations issues and is able to furnish consultative advice and guidance to management officials and supervisors on all aspects of employee & employee relations and performance management. The specialist has supervised or personally performed this work at a senior level and has an extended work history in this area.

**Qualifications:** The Associate has education and/or training in this functional area and understands the relationship of this area to other human resources programs. A Bachelor's degree and at least six years of directly related progressively responsible and in-depth Federal employee & labor relations experience performing the foregoing types of functions. An additional four years of directly related Federal employee & labor relations or similar experience may be substituted for the Bachelor's degree.

**595-21-8A - Employee & Labor Relations Specialist I (Journeyman Level)**

**Duties and Responsibilities:** Provides the full range of employee and labor relations services for the organization. The Specialist provides advice and assistance in the areas of complex conduct and discipline issues; grievances and appeals; adverse actions; performance management; leave administration; labor relations; merit system principles and prohibited personnel practices. May prepare disciplinary and adverse actions; performance-based actions and other management-initiated non-disciplinary actions. If needed by the agency, conducts investigations into employee allegations of misconduct and harassment. Serves as technical advisor on all aspects of labor relations and prepares and provides required correspondence/information/documentation for cases preparation involving third party review. The Specialist is a technical expert on employee & labor relation relations issues and is able to furnish consultative advice and guidance to management officials and supervisors on all aspects of employee & employee relations and performance management. The specialist has

supervised or personally performed this work at a senior level and has an extended work history in this area.

**Qualifications:** The Associate has education and/or training in this functional area and understands the relationship of this area to other human resources programs. A Bachelor's degree and at least three years of directly related progressively responsible and in-depth Federal employee & labor relations experience performing the foregoing types of functions. An additional three years of directly related Federal benefit or similar experience may be substituted for the Bachelor's degree.

**595-21-8B - Employee & Labor Relations Specialist II (Sr. Level)**

**Duties and Responsibilities:** Provides the full range of employee and labor relations services for the organization. The Specialist provides advice and assistance in the areas of complex conduct and discipline issues; grievances and appeals; adverse actions; performance management; leave administration; labor relations; merit system principles and prohibited personnel practices. May prepare disciplinary and adverse actions; performance-based actions and other management-initiated non-disciplinary actions. If needed by the agency, conducts investigations into employee allegations of misconduct and harassment. Serves as technical advisor on all aspects of labor relations and prepares and provides required correspondence/information/documentation for cases preparation involving third party review. The Specialist is a technical expert on employee & labor relation relations issues and is able to furnish consultative advice and guidance to management officials and supervisors on all aspects of employee & employee relations and performance management. The specialist has supervised or personally performed this work at a senior level and has an extended work history in this area.

**Qualifications:** The Associate has education and/or training in this functional area and understands the relationship of this area to other human resources programs. A Bachelor's degree and at least six years of directly related progressively responsible and in-depth Federal employee & labor relations experience performing the foregoing types of functions. An additional four years of directly related Federal employee & labor relations or similar experience may be substituted for the Bachelor's degree.

**595-21-10A - HR Generalist I (Entry Level)**

**Duties and Responsibilities:** Performs a broad range of responsibilities across at least one functional area of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

**Qualifications:** A Bachelor's degree and at least two (2) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

**595-21-10B - HR Generalist II (Journeyman Level)**

**Duties and Responsibilities:** Performs a broad range of responsibilities across two or more functional areas of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

**Qualifications:** A Bachelor's degree and at least four (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

**595-21-10C - HR Generalist III (Sr. Level)**

**Duties and Responsibilities:** Performs a broad range of responsibilities across two or more functional areas of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

**Qualifications:** A Bachelor's degree and at least six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

**595-21-10D - HR Generalist IV (SME Level)**

**Duties and Responsibilities:** Performs a broad range of responsibilities across two or more functional areas of human resources management that may include: recruitment, staffing and placement; classification and position management; employee relations and performance management, labor relations, pay administration, training and career development.

**Qualifications:** A Bachelor's degree and at least six (8) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

**595-21-11A - HR Consultant I**

**Duties and Responsibilities:** Shall be responsible for performing, but not necessarily limited to, the following duties: Providing advisory services and assistance in the area of personnel management (This involves identifying deficiencies and making document requests to the assigned offices to obtain items missing from official personnel records); performing Human Resources functions in areas of Federal Staffing and personnel classification activities for both excepted and competitive service employees (This includes classifying positions rating/ranking potential employees, writing crediting plans, advertising positions in journals, newspaper ads and other platforms for filling jobs); distributing SF-50 Forms to the appropriate offices;

conducting QC audits to ensure that incoming personnel records are accurate and complete prior to placement in agency files; and providing status reports of actions received to date; design, develop, and implement automated records management systems and procedures to ensure the timely and legally compliance handling of personnel records; analyze and recommend appropriate HR digital imaging and retrieval systems; conduct other studies or analyses to identify problems and solutions relative to the agency's management of personnel records.

**Qualifications:** A Bachelor's degree and at least six (2) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

### **595-21-11B - HR Consultant II**

**Duties and Responsibilities:** Shall be responsible for performing, but not necessarily limited to, the following duties: Providing advisory services and assistance in the area of personnel management (This involves identifying deficiencies and making document requests to the assigned offices to obtain items missing from official personnel records); performing Human Resources functions in areas of Federal Staffing and personnel classification activities for both excepted and competitive service employees (This includes classifying positions rating/ranking potential employees, writing crediting plans, advertising positions in journals, newspaper ads and other platforms for filling jobs); distributing SF-50 Forms to the appropriate offices; conducting QC audits to ensure that incoming personnel records are accurate and complete prior to placement in agency files; and providing status reports of actions received to date; design, develop, and implement automated records management systems and procedures to ensure the timely and legally compliance handling of personnel records; analyze and recommend appropriate HR digital imaging and retrieval systems; conduct other studies or analyses to identify problems and solutions relative to the agency's management of personnel records.

**Qualifications:** A Bachelor's degree and six (4) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

### **595-21-11C - HR Consultant III**

**Duties and Responsibilities:** Shall be responsible for performing, but not necessarily limited to, the following duties: Providing advisory services and assistance in the area of personnel management (This involves identifying deficiencies and making document requests to the assigned offices to obtain items missing from official personnel records); performing Human Resources functions in areas of Federal Staffing and personnel classification activities for both excepted and competitive service employees (This includes classifying positions rating/ranking potential employees, writing crediting plans, advertising positions in journals, newspaper ads and other platforms for filling jobs); distributing SF-50 Forms to the appropriate offices;

conducting QC audits to ensure that incoming personnel records are accurate and complete prior to placement in agency files; and providing status reports of actions received to date; design, develop, and implement automated records management systems and procedures to ensure the timely and legally compliance handling of personnel records; analyze and recommend appropriate HR digital imaging and retrieval systems; conduct other studies or analyses to identify problems and solutions relative to the agency's management of personnel records.

**Qualifications:** A Bachelor's degree and at least six (6) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

#### **595-21-11D - HR Consultant IV**

**Duties and Responsibilities:** Shall be responsible for performing, but not necessarily limited to, the following duties: Serving as primary point of contact to assigned program offices; providing advisory services and assistance in the area of personnel management (This involves identifying deficiencies and making document requests to the assigned offices to obtain items missing from official personnel records); performing Human Resources functions in areas of Federal Staffing and personnel classification activities for both excepted and competitive service employees (This includes classifying positions rating/ranking potential employees, writing crediting plans, advertising positions in journals, newspaper ads and other platforms for filling jobs); distributing SF-50 Forms to the appropriate offices; conducting QC audits to ensure that incoming personnel records are accurate and complete prior to placement in agency files; and providing status reports of actions received to date; design, develop, and implement automated records management systems and procedures to ensure the timely and legally compliance handling of personnel records; analyze and recommend appropriate HR digital imaging and retrieval systems; conduct other studies or analyses to identify problems and solutions relative to the agency's management of personnel records.

**Qualifications:** A Bachelor's degree and at least six (8) years of directly related progressively responsible experience. An additional four (4) years of directly related experience may be substituted for the Bachelor's degree.

#### **595-21-12A - Subject Matter Expert I**

**Duties and Responsibilities:** Responsible for providing expertise on specific projects including to but not limited to: compensation analysis, employment and retention, research and analysis, performance appraisals/plans, evaluation of human resource policies and procedures, creating reports of findings, facilitating small working groups, designing schedules, conducting analyses, writing reports and preparing presentations.

**Qualifications:** BA or BS degree in Human Resources, Business or other related field. Must have at least five years of experience with a bachelor degree An additional four years of directly

related experience may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.

**595-21-12B - Subject Matter Expert II**

**Duties and Responsibilities:** Responsible for providing expertise on specific projects including to but not limited to: compensation analysis, employment and retention , research and analysis, performance appraisals/plans, evaluation of human resource polices and procedures, creating reports of findings, facilitating small working groups, designing schedules, conducting analyses, writing reports and preparing presentations.

**Qualifications:** BA or BS degree in Human Resources, Business or other related field. Must have at least ten years of experience with a bachelor degree An additional four years of directly related experience may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.

**595-21-12C - Subject Matter Expert III**

**Duties and Responsibilities:** Responsible for providing expertise on specific projects including to but not limited to: compensation analysis, employment and retention , research and analysis, performance appraisals/plans, evaluation of human resource polices and procedures, creating reports of findings, facilitating small working groups, designing schedules, conducting analyses, writing reports and preparing presentations. Identifies problems and develops recommendations. Keeps government authorities, and management abreast of any problems or solutions.

**Qualifications:** BA or BS degree in Human Resources, Business or other related field. Must have at least fifteen years of experience with a bachelor degree An additional four years of directly related experience may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.

**595-21-12D - Subject Matter Expert IV**

**Duties and Responsibilities:** Responsible for providing expertise on specific projects including to but not limited to: compensation analysis, employment and retention , research and analysis, performance appraisals/plans, evaluation of human resource polices and procedures, creating reports of findings, facilitating small working groups, designing schedules, conducting analyses, writing reports and preparing presentations. Identifies problems and develops recommendations. Keeps government authorities, and management abreast of any problems or solutions.

**Qualifications:** BA or BS degree in Human Resources, Business or other related field. Must have at least twenty years of experience with a bachelor degree An additional four years of directly related experience may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.

**595-21-13A - Project Manager I**

**Duties and Responsibilities:** Function as main point of contact for project inquires and issues. Responsibilities include but not limited to: creating and executing project work plans and revising as needed, setting deadlines, assigning responsibilities, monitoring and summarizing progress of project, managing day-to-day operational aspects of project and scope, reviewing deliverables prepared by team, preparing for engagement reviews and quality assurance procedures, managing project budget, analyzing project profitability, revenue, margins, bill rates and utilization, confirming project documents are complete, current, and stored appropriately, and preparing reports for upper management regarding status of project.

**Qualifications:** BA or BS degree in Human Resources, Business or other related field. Must have at least five years of experience with a bachelor degree An additional four years of directly related experience may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.

**595-21-13B - Project Manager II**

**Duties and Responsibilities:** Function as main point of contact for project inquires and issues. Responsibilities include but not limited to: creating and executing project work plans and revising as needed, setting deadlines, assigning responsibilities, monitoring and summarizing progress of project, managing day-to-day operational aspects of project and scope, reviewing deliverables prepared by team, preparing for engagement reviews and quality assurance procedures, managing project budget, analyzing project profitability, revenue, margins, bill rates and utilization, confirming project documents are complete, current, and stored appropriately, and preparing reports for upper management regarding status of project.

**Qualifications:** BA or BS degree in Human Resources, Business or other related field. Must have at least seven years of experience with a bachelor degree An additional four years of directly related experience may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.

**595-21-14A - Program Manager I**

**Duties and Responsibilities:** Establishes goals, project and/or business plans for area(s) of responsibility and has broad latitude for making decisions on behalf of the company as concerns managing I resources and processes attendant to the project/assignment. Sets goals,

timetables, milestones, and makes commitments on behalf of the company. Is the primary company interface with the client for the purposes of project management, contract management, and/or operations management. Continually evaluates project status, resources assigned, status, and the quality and timeliness of required deliverables under the contract. Identifies issues and problems impending project success and brings to the attention of company associates and/or the client for resolution. Responds on behalf of the company to client concerns regarding the quality and timeliness of services being rendered. Makes changes and adjustments to address client concerns and changing business and other conditions. As needed, lends expertise, technical advice and assistance to other company associates or the client in meeting project needs.

**Qualifications:** At least ten years of directly related work experience in one or more HR management, program, or policy analysis/research or consulting disciplines OR a BA/BS degree and at least six years of work experience related to the HR consulting project/assignment. Proven prior experience in leading HR organizational, management, program, policy, operational or research projects requiring skillful planning, oversight, coordination, and client interface.

#### **595-21-14B - Program Manager II**

**Duties and Responsibilities:** Establishes goals, project and/or business plans for area(s) of responsibility and has broad latitude for making decisions on behalf of the company as concerns managing resources and processes attendant to complex and challenging projects. Sets goals, timetables, milestones, and makes commitments on behalf of the company. Is the primary company interface with the client for the purposes of project management, contract management, and/or operations management. Continually evaluates project status, resources assigned, status, and the quality and timeliness of required deliverables under the contract. Identifies issues and problems impending project success and brings to the attention of company associates and/or the client for resolution. Responds on behalf of the company to client concerns regarding the quality and timeliness of services being rendered. Makes changes and adjustments to address client concerns and changing business and other conditions. As needed, lends expertise, technical advice and assistance to other company associates or the client in meeting project needs.

**Qualifications:** At least fifteen years of directly related work experience in one or more HR management, program, or policy analysis/research, or consulting disciplines OR an BA/BS or advanced degree (e.g., MA/MS/MBA or PhD, etc.) and at least ten years of work experience related to the consulting project or assignment. Proven prior experience in leading broad HR organizational, management, program, policy or operational, or research projects requiring skillful planning, oversight, coordination, client interface and detailed knowledge of the subject matter and technical issues associated with the project.

**595-21-14C - Program Manager (Contract Level)**

**Duties and Responsibilities:** Establishes goals, project and/or business plans for area(s) of responsibility and has broad latitude for making decisions on behalf of the company as concerns contract issues, managing resources and processes attendant to complex and challenging projects. Sets goals, timetables, milestones, and makes commitments on behalf of the company. Is the primary company interface with the client for the purposes of contract management, project management, and/or operations management. Continually evaluates project status, resources assigned, status, and the quality and timeliness of required deliverables under the contract. Identifies issues and problems impending project success and brings to the attention of company associates and/or the client for resolution. As needed, lends expertise, technical advice and assistance to other company associates or the client in meeting project needs.

**Qualifications:** At least twenty years of directly related work experience in one or more HR management, program, or policy analysis/research, or consulting disciplines OR an BA/BS or advanced degree (e.g., MA/MS/MBA or PhD, etc.) and at least ten years of work experience related to the consulting project or assignment. Proven prior experience in leading broad HR organizational, management, program, policy or operational, or research projects requiring skillful planning, oversight, coordination, client interface and detailed knowledge of the subject matter and technical issues associated with the project.

**595-21-15A - Recruiter I (Head Hunter) Entry Level)**

**Duties and Responsibilities:** Participates in proactively identifying and reaching out to potential applicants. Provide telephone support to applicants seeking job related information and assistance applying for Federal positions using automated systems or applications processes. Provides logistics support for outreach activities at Association Meetings/Conferences and Job Fairs. Develops and maintains applicant tracking databases. Provides candidates with ongoing application status reports. Assists in proactively identifying candidates: conducting qualifications assessments and prescreening interviews; setting up selection interviews; supporting staffing activities including reference checks, offer letters, and employee on-boarding and new employee orientation.

**Qualifications:** This is an entry level position requiring at least one year of work experience involving the application of strong organizational and interpersonal skills as well as a demonstrated customer service orientation is required. An additional four years of directly related experience may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.

**595-21-15B - Recruiter II (Head Hunter) (Journeyman Level)**

**Duties and Responsibilities:** Designs and implements annual recruiting strategies using creative recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions on USAJOBS; mining association data bases; and, planning, coordinating and

conducting outreach activities at Association Meetings/Conferences and Job Fairs. Maximizes the use of Federal hiring flexibilities and recruiting incentives. Assists in proactively identifying candidates: conducting qualifications assessments and prescreening interviews; setting up selection interviews; supporting staffing activities including reference checks, offer letters, and employee on-boarding and new employee orientation.

**Qualifications:** At least three years of recruiting experience including at least one year of experience recruiting for candidates in specifically identified occupations. Prior Federal recruiting experience is desirable. An additional four years of directly related experience may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.

### **595-21-15C - Recruiter III (Head Hunter) (Sr. Level)**

**Duties and Responsibilities:** Works with senior leadership to develop annual recruiting plans to ensure timely identification of current and future hiring needs. Designs and implements annual recruiting strategies using creative recruitment techniques to identify well qualified candidates. Develops action plans that include writing and placing of advertisements in professional journals, national newspapers and on professional web sites; posting positions on USAJOBS; and, planning, coordinating and conducting outreach activities at Association Meetings/Conferences and Job Fairs. Maximizes the use of Federal hiring flexibilities and recruiting incentives. May lead a team of recruiters charged with proactively identifying candidates: conducting qualifications assessments and prescreening interviews; setting up selection interviews; supporting staffing activities including reference checks, offer letters, and employee on boarding and new employee orientation.

**Qualifications:** At least five years of recruiting experience including at least three years of experience recruiting for candidates in specifically identified occupations. Prior federal recruiting experience is desired. An additional four years of directly related experience may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.

### **595-21-16A - Executive Recruiter**

**Duties and Responsibilities:** Plans and executes exhaustive searches for senior level experts as well as high level managers and executives. May be assigned to hard to fill positions that have a high level of difficulty in attracting viable candidates because of the unique and specialized nature of the job, a highly competitive labor market, and/or because prior recruitment efforts have failed to yield highly qualified candidates. The Consultant develops a thorough understanding of an organization's mission and business processes as related to recruitment of high level talent and coupled with an expert knowledge of executive search principles and practices, conducts internal focus meetings with subject matter experts and managers to ascertain the key elements and characteristics that are needed in the position to be filled. Typically prepares for client review a detailed talent sourcing and search strategy involving a variety of marketing and media outlets. May be asked to draft supportive outreach and

recruitment material and present to the client. Consultant may use his/her personal networks and contacts to aid in the talent search for viable candidates and may assist the client in conducting reference checks, conducting pre-interview screening or otherwise vetting prospective candidates for the consideration of selecting officials.

**Qualifications:** A Bachelor's degree and at least one year of directly related progressively responsible and in-depth executive search experience performing the foregoing types of functions. An additional four years of similar experience may be substituted for the Bachelor's degree.

**595-21-16B - Sr. Executive Recruiter**

**Duties and Responsibilities:** Plans and executes exhaustive searches for senior level experts as well as high level managers and executives. May be assigned to hard to fill positions that have a high level of difficulty in attracting viable candidates because of the unique and specialized nature of the job, a highly competitive labor market, and/or because prior recruitment efforts have failed to yield highly qualified candidates. The Consultant develops a thorough understanding of an organization's mission and business processes as related to recruitment of high level talent and coupled with an expert knowledge of executive search principles and practices, conducts internal focus meetings with subject matter experts and managers to ascertain the key elements and characteristics that are needed in the position to be filled. Typically prepares for client review a detailed talent sourcing and search strategy involving a variety of marketing and media outlets. May be asked to draft supportive outreach and recruitment material and present to the client. Consultant may use his/her personal networks and contacts to aid in the talent search for viable candidates and may assist the client in conducting reference checks, conducting pre-interview screening or otherwise vetting prospective candidates for the consideration of selecting officials.

**Qualifications:** A Bachelor's degree and at least three years of directly related progressively responsible and in-depth executive search experience performing the foregoing types of functions. An additional four years of similar experience may be substituted for the Bachelor's degree.

**595-21-20A - HRIS Specialist I (Journeyman Level)**

**Duties and Responsibilities:** Assists clients in conducting reviews and evaluations of HR systems and or programs, organizational structures, HR workflow processes, and/or process reengineering. Journey-level knowledge of and experience in applying management tools and fundamental review concepts.

Performs moderately detailed functional analyses of HR administrative and programmatic areas to identify and describe specific characteristics for defining functions and establishing functional relationships. This may include aligning functions within an existing organizational structure to take advantage of subject matter expertise; recommending new organizational

structures that incorporate existing and newly defined functions; and demonstrating how management can maintain organizational flexibility.

Develops and/or utilizes HR standards, regulations, metrics and other means to evaluate programs and systems or to assess organizational performance or adherence to federal or agency HR requirements.

**Qualifications:** A Bachelor's degree and at least three years of HR program, policy, and/or systems evaluation or review experience performing the foregoing types of functions for the Federal government. An additional three years of related or similar experience in the public or private sector may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.

### **595-21-20B - HRIS Specialist II (Sr. Level)**

**Duties and Responsibilities:** Conducts detailed reviews or evaluations of human resources systems and/or programs, organizational structures, HR workflow processes, and/or process reengineering in complex environments. Extensive knowledge of and experience in applying management tools and fundamental review concepts.

Performs complex functional analyses of HR administrative and/or programmatic areas to identify and describe specific characteristics for defining functions and establishing functional relationships. This may include aligning functions within an existing organizational structure to take advantage of subject matter expertise; recommending new organizational structures that incorporate existing and newly defined functions; and demonstrating how management can maintain organizational flexibility within a structure that requires a high level of expertise across diverse functional areas by utilizing approaches such as matrix management.

Develops and/or utilizes HR standards, regulations, metrics and other means to evaluate programs and systems or to assess organizational performance or adherence to federal or agency HR requirements.

**Qualifications:** A Bachelor's degree and at least six years of directly related progressively responsible and in-depth HR program, policy, and/or systems evaluation or review experience performing the foregoing types of functions. An additional four years of directly related or similar experience may be substituted for the Bachelor's degree. An additional two years of directly related experience may be substituted for the Master's degree.