

# Position Description

PD#: ST171175

Replaces PD#:

Sequence#: VARIES

## HUMAN RESOURCES SPECIALIST (MILITARY)

GG-0201-12

**Servicing CPAC:** CIVILIAN INTELLIGENCE PERS -  
CENTRALIZED, FORT HUACHUCA, AZ

**Agency:** VARIES

**MACOM:** VARIES

**Command Code:** VARIES

**Region:** WEST

**Citation 1:** JFS ADMIN WORK IN HUMAN RESOURCE MANAGEMENT GRP, GS-0200, DTD  
DEC 2000

**Citation 2:** CIPMS, APP G, GUIDE-SERIES NOT CVRD BY SPECIFIC AOG, JAN 95

**Citation 3:** CIPMS PGS, PART 2 FOR NON-SUPERVISORY POSITIONS, JUN 90

**PD Library PD:** NO

**COREDOC PD:** NO

**Classified By:** JAMES M. MCCARL, JR, COL (LB)

**Classified Date:** 03/29/2004

**FLSA:** EXEMPT

**Drug Test Required:** VARIES

**DCIPS PD:** YES

This description is to be used  
for  
Title 10 Excepted Service,  
Defense Civilian Intelligence  
Personnel System positions  
only.

**Career Program:** 50

**Financial Disclosure Required:**  
NO

**Acquisition Position:** NO

**Functional Code:** 00

**Requires Access to Firearms:**  
VARIES

**Interdisciplinary:** NO

**Competitive Area:**  
VARIES

**Position Sensitivity:** VARIES

**Target Grade/FPL:** 12

**Competitive Level:**  
VARIES

**Emergency Essential:** VARIES

**Career Ladder PD:** NO

**Bus Code:** VARIES

**PD Status:** VERIFIED

## **Duties:**

This is a Defense Civilian Intelligence Personnel Management (DCIPS) Position.

Incumbent serves as technical advisor to the Chief, Management Support Office, 1st Information Operations Command (Land)(1st IO Cmd), responsible for the management and administration of all aspects of the military personnel management functions, and for providing guidance and assistance on these matters to subordinates elements of 1st Information Operations Command (Land) (1st IO Cmd).

1. Performs, monitors, and/or directs accomplishment of military personnel functions for the Command. Reviews and interprets regulations, directives, and reports pertinent to these functions. Based upon analysis of higher echelon requirements and needs of the Command, formulates and recommends military personnel policies designed to provide the Command with optimum manning and personnel support. Military personnel programs include such functions as classification and assignment, pay, evaluation, promotion, demotion, personnel utilization, transfer, awards, discharge and retirement, enlisted qualitative retention, strength management, information activities, researching circumstances and responding to Congressional and special inquiries, and the appropriate preparation and maintenance of personnel records and reports. Employee coordinates actions with appropriate staff elements. Responsible for coordinating strength maintenance program which is designed to maintain all elements of the command at maximum strength. Develops personnel plans to support mobilization and deployment. Ensures command personnel policies and procedures identify and support mobilization requirements to include identification of non-mobilization assets, family care plan accuracy, and pre-mobilization processing requirements. Prepares written instructions to announce and implement procedures. Maintains liaison with higher headquarters concerning military management and related subjects. May also be required to assist in civilian personnel issues.  
50%

2. Advises, guides, and assists subordinate staff members on military personnel matters. Provides advice in Manpower Management functions for military positions on the Modified Table Organization and Equipment (MTOE) and Tables of Distribution and Allowances Augmentation to include analysis of military position structures. Counsels and advises key personnel of command on promotional opportunities, career planning, military education, training, and related subjects. Coordinates conduct of various boards, such as appointment boards, elimination boards, and qualitative retention boards. Reviews personnel action requests submitted to ensure compliance with policies and regulations. Takes action on these matters in accordance with command policies. Interpret regulations, directives, and policies, and advises on appropriate courses of action. Composes correspondence concerning aspects of military personnel management and related subjects.  
25%

3. Ensures all procedural and administrative tasks are performed for the timely and correct completion of actions, individually or by other staff members. Obtains information and data from a variety of sources. Compiles and analyzes data to identify trends, deficiencies, and accomplishments. Prepares reports and presents briefings to inform management of analysis results for use in the decision making process or for in-progress status information.  
25%

Performs other duties as assigned.

#### FACTOR A. ESSENTIAL KNOWLEDGES DEGREE A-7 80 POINTS

Comprehensive knowledge of the full range of military personnel management regulations, concepts, legal requirements, and procedures sufficient to develop policies and procedures for formulation and enhancement of plans to implement 1st Information Operations Command (Land) (1st IO Cmd) policies and procedures relating to all aspects of military personnel management. Skill in applying this knowledge to difficult and complex work assignments.

Comprehensive knowledge of the Command's mission and organizational structure sufficient to provide effective advisory services.

Ability to gather and analyze facts, identify problems, draw conclusions, and formulate recommendations for corrective or other appropriate action.

Skill in verbal and written communication sufficient to brief supervisors and managers and address specific questions and concerns of military personnel in an understandable and acceptable manner.

#### FACTOR B. GUIDELINES DEGREE B-4 70 POINTS

Administrative policies and precedents are applicable but are stated only in very general terms. Guidelines for performing the work are scarce or of limited use. The employee uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies.

#### FACTOR C. SCOPE OF AUTHORITY AND EFFECT OF DECISIONS DEGREE C-3 50 POINTS

Employee is responsible for providing policy, guidance, consultation, and technical expertise in military personnel matters to all elements of 1st Information Operations Command (Land) (1st IO Cmd). Exercises considerable judgment in resolving related administrative and technical problems. Makes decisions based on interpretation of regulations and practices, and initiates actions that affect 1st Information Operations Command (Land)(1st IO Cmd)military personnel. Commitments that do not involve interpretation of policy or the setting of precedents may have an adverse affect upon the readiness posture and welfare of 1st Information Operations Command (Land)(1st IO Cmd). Errors through incumbent's delay and/or waste of time/resources could prove costly.

#### FACTOR D. WORK RELATIONSHIPS DEGREE D-3 35 POINTS

Incumbent regularly represents 1st Information Operations Command (Land) (1st IO Cmd) in negotiating and coordinating with INSCOM, G1 (MPD), Fort Belvoir (MPD) and (DFAS), DA/PERSCOM and HQ DA on military personnel matters. Person-to-person work relationships are for the purpose of giving or obtaining information on problems where some explanation or interpretation of facts is required in order to render service, implement regulations and policies, or maintain coordination.

#### FACTOR E. SUPERVISION RECEIVED DEGREE E-3 35 POINTS

Supervisor makes assignments by defining objectives, priorities, and deadlines, and assists employee with unusual situations that do not have clear precedents. Employee plans and carries out successive steps and handles problems and deviations in the work assignment in accordance with instructions, previous training, or accepted practices in the occupation. Finished work is reviewed for accuracy, quality, and compliance with more complex instructions and guidelines.

TOTAL POINTS - 270  
(245 - 294 = GG-12)

#### CONDITIONS OF EMPLOYMENT:

1. Must be able to obtain and maintain a Top Secret security clearance based on a single-scope background investigation (SSBI) with eligibility for sensitive compartmented information (SCI).
2. In accordance with Change 3 to AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, the incumbent of this position must successfully pass a urinalysis screening for illegal drug use prior to appointment and periodically thereafter.
3. TDY travel will be 25% of the work schedule.