

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000387

2. Reason for Submission
 Redescription New Hdqtrs Field
 Reestablishment Other

3. Service
 Hdqtrs Field

4. Employing Office Location
 7. Fair Labor Standards Act
 Exempt Nonexempt

5. Duty Station
varies
 8. Financial Statements Required
 Executive Personnel Financial Disclosure Employment and Financial Interest

6. OPM Certification No.
 9. Subject to IA Action
 Yes No

Explanation (Show any positions replaced)
 Standard Position Description approved for Service-wide use.

10. Position Status
 Competitive Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position Is
 Supervisory Managerial Neither
 12. Sensitivity
 1--Non-Sensitive 3--Critical
 2--Noncritical Sensitive 4--Special Sensitive

13. Competitive Level Code
 14. Agency Use
 BUS: 7777

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management	FPL: GS-12					
b. Department, Agency or Establishment						
c. Second Level Review	Program Analyst (Affirmative Employment)	GS	0343	12		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
 Affirmative Employment Specialist

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
 Department of the Interior

a. First Subdivision
 U.S. Fish & Wildlife Service

b. Second Subdivision
 Region _____

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision
 Org. Code

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (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 _____

a. Typed Name and Title of Immediate Supervisor

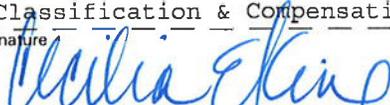
b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____

Signature _____ Date _____

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action
 Cecilia E. King
 Classification & Compensation Manager

Signature  Date 02/00/11

22. Position Classification Standards Used in Classifying/Grading Position
 Flysheet Mgmt/Prog Analysis Srs, GS-0343, 08/90;
 Admin Analysis GEG, 08/90; JFPCS Admin Work in HR Mgmt Group, GS-0200, 12/00; PCS for EEO Series, GS-0260, 11/80

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 the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 Risk Designation=Moderate

25. Description of Major Duties and Responsibilities (See Attached)

Program Analyst (Affirmative Employment), GS-0343-12
Organizational Title: Affirmative Employment Specialist
U.S. Fish and Wildlife Service
Standard Position Description
S000387

INTRODUCTION

This is a standardized position description (SPD) for use throughout the U.S. Fish and Wildlife Service (Service). The Service' activities are conducted in cooperation with the Department of Interior and its bureaus. The incumbents of this position are assigned to individual Regional Offices responsible for supporting the Service through its development and review of procedures, standards and guidelines regarding implementation of Executive Order 11478, as amended, the EEOC and the Department of the Interior (DOI) regulations.

The primary purpose of the work is to provide support and direction to the assigned Regional Office and the Office of Diversity and Inclusive Workforce Management (ODIWM) on recruitment operations; independently planning, budgeting, and evaluating outreach and recruitment needs of the FWS workforce to ensure diversity and inclusion efforts are maximized.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as a consultant to Diversity managers in their assigned Region and with the Washington Office. The incumbent is responsible for a wide range of recruitment duties which are highly complex and sensitive in nature, due to varied sizes in the Regions, geographical disbursement of regional offices, large percentage of positions which are professional, scientific, and highly technical in nature.
2. Coordinates with the Service Statistician for statistical data for which to conduct studies and projects, including workforce studies, to solve broad, difficult, and complex workforce issues. These tasks are accomplished through systematic fact-finding, analysis, and consultation efforts, in order to make recommendations to management.
3. Performs program analyses, and develops goals and objectives. Performs statistical analysis, and conducts workforce analysis to determine attitude and significant changes in the composition of the workforce. Performs statistical analyses by using spreadsheets, graphics, and database applications. Implements action items to ensure the achievement of Service goals and objectives. Advises managers on matters affecting the employment of women, minorities, and employees with disabilities.
4. Works closely with other Diversity managers and staff, collateral duty Special Emphasis Program Coordinators to recruit applicants and candidates for vacant positions, to assist in the development of Affirmative Employment Program goals, toward Management Directive 715 and other coordinated recruitment activities.
5. The following duties and responsibilities are performed with a focus on recruitment and retention of individuals from protected groups to ensure a diverse and inclusive workforce across the Service and are performed in partnership with staff within their respective Regional Human Resources Offices.
 - Provides advisory services and serves as technical expert on identifying sources of job applicants and candidates; and advising management on the selection of the most appropriate and effective staffing methods to identify job candidates.
 - Pre-screens job applicants, and assess experience, training, and qualifications of potential applicants to determine what types of positions for which they may qualify.

- Provides technical advice with regard to position management planning as it relates to creating positions for workforce recruitment, recruitment strategies, and employee retention.
- Provides guidance and direction to management officials, managers, and supervisors on advantages and disadvantages of various staffing methods and identifying career patterns or ladders. The incumbent provides management officials with guidance relative to regulations as they pertain to recruitment practices and methods; lawful interviewing; and creative recruitment techniques and strategies.
- Serves as a primary contact and liaison for management officials, managers, supervisors, and employees on workforce recruitment issues, and for providing guidance and direction on effective outreach methods and strategies for recruitment.
- Responsible for exploring all possible sources for FWS employees to locate and identify job applicants and candidates who are well qualified for specific positions. The incumbent actively solicits and utilizes private sector employment representatives, public employment services, and professional or trade associations; representatives of educational institutions, minority, women's, disabled and veteran advocacy groups; and other groups as necessary to develop recruitment source to attract qualified job applicants.
- Coordinates teams, both internally, locally, and regionally for recruiting efforts. As needed, coordinates national recruitment efforts when national activities take place in the assigned region. Provides orientation, counseling, training, and feedback to workforce recruitment team members on recruitment activities. Coordinates travel throughout assigned region to conduct recruitment.
- Develops and presents comprehensive employee and manager training related to targeted recruitment, lawful interviewing; creative recruitment techniques and strategies; and barrier-free work environments.

FACTOR LEVEL DESCRIPTIONS

Factor 1 — Knowledge Required by the Position (Level 1-7, 1250 points)

Comprehensive knowledge of laws, regulations, Executive orders, court decisions, and issues related to the Federal EEO program and skill to apply this knowledge to a variety of difficult and complex work assignments.

Knowledge of Federal personnel management laws, regulations, policies, principles, and practices including position management planning, staffing, and recruitment.

Knowledge of basic principles involved in recruitment, selection, labor relations, employee relations, position classification, training, etc. as they apply to the recruitment and retention of a diverse and inclusion workforce.

Knowledge of principles, practices, methods and techniques of recruitment sources among underrepresented groups, outreach activities to develop recruitment methodologies targeting colleges and universities that afford high quality candidates, professional recruitment activities, career counseling, workforce analysis and employee retention. Ability to analyze and evaluate targeted recruitment methods and techniques to effectively develop recruitment sources.

Expert knowledge of labor market conditions, workforce resources, and a wide variety of sources of qualified applicants for employment.

Knowledge of and ability to use a wide range of qualitative and/or quantitative methods for the assessment and evaluation of targeted and/or under-represented populations recruitment programs.

Ability to independently plan, budget, develop, administer, coordinate, execute, analyze, and evaluate workforce recruitment.

Expert consulting skills to advise key management officials, managers, supervisors, and selecting officials on broad, complex, and sensitive issues associated with recruitment of highly skilled workforce which is reflective of the nation.

Expert communication skills to effectively interact with job applicants, university officials, representatives from Federal, State, and private sector agencies, trade associations, news media, public employment services, divergent interest groups from various socioeconomic and educational backgrounds:

High degree of skill to utilize a wide variety of media for publicizing vacant positions and attracting potential job candidates.

Expert verbal and writing skills to develop and make effective presentations; to develop and conduct training seminars; and to prepare letters, memoranda, and technical reports.

Factor 2 — Supervisory Controls (Level 2-4, 450 points)

The incumbent works under general supervision appropriate to their organizational setting. The incumbent is responsible for independently developing, designing, managing, and evaluating an effective workforce recruitment program. Work is assigned in terms of general objectives and priorities as well as availability of resources available to the program. The incumbent is responsible for independently planning and carrying out assignments. Completed work is reviewed for general content and fulfillment of program objectives. Results are accepted as technically authoritative, and are usually accepted without significant change. The work is reviewed in terms of achievement of broad program goals.

Factor 3 — Guidelines (Level 3-4, 450 points)

General guidelines that are available consists of laws, regulations, and broadly stated government wide, Departmental, or Service equal employment opportunity policies, statements and directives, Federal personnel regulations, policies and procedures; as well as precedent setting EEOC/MSPB decisions or civil court cases that may not be specific to the issue at hand or may not adequately deal with basic program development, or redesign problems to meet new policy goals and objectives. The incumbent must use considerable judgment and ingenuity in extending or redefining guidelines, and solves complex issues that are unique to the organization in mission accomplishments. The incumbent uses initiative and resourcefulness in developing guides where necessary, and in interpreting broad and nonspecific guidelines.

Factor 4 — Complexity (Level 4-5, 325 Points)

The duties of this position are multi-faceted and require the incumbent to possess expert knowledge in personnel management, EEO and Diversity areas. Many problems require departing from past approaches to workforce recruitment, or extending beyond traditional techniques which have not historically produced results for the Service, without comprising either personnel management or EEO principles. Additional challenges encountered involve 1) broad and high complex program areas for which recruitment is conducted; 2) variety of position settings and conditions for which recruitment of underrepresented groups must take place (from extremely remote places, rural, urban, etc.) and 3) unfamiliarity of public, private, and educational sector with FWS and its mission. Judgment is applied when developing new guides where none exist, indentifying priorities, and advising management.

Factor 5 — Scope and Effect (Level 5-4, 225 points)

The guidance, expertise, direction, decisions, and recommendations provided by the incumbent will form the basis for policy decision which will have a profound impact on and contribute significantly to the Regions, the Service, and the Department.

The incumbent develops guides, methods, and strategies to design, build, and develop the recruitment components of workforce recruitment efforts, in particular for underrepresented groups. In addition, the incumbent conducts studies and projects to solve broad, difficult, and complex problems through systematic fact-finding, analysis, and consultation. Recommendations and decisions on this work could impact employment policies and practices for the Service and at the Department level.

Factors 6/7 — Personal Contacts/Purpose of Contacts (Level 3-C, 180 points)

The incumbent contacts, establishes, and maintains effective liaisons and working relationships with other Federal office administrators, leaders or civil rights organizations, staff or educational institutions, leaders or chairs of community groups, directors of minority, women's, disability or veteran advocacy groups, heads of professional and trade organizations, public and private sector employment representatives, contractors or consultants. Other contacts include office co-workers, peers from all regions; Department employees, Equal Employment Opportunity Commission staff; and all levels of management. Each contact varies in content, and the role of each party must be established during the course of the contact. Contact may involve highly charged, emotional issues.

Personal contacts are to resolve difficult, complex, and sensitive employment problems; to obtain agreement and/or necessary action on the part of management concerning employment; to negotiate fundamental changes in long standing policies and practices affecting employment; to develop sources for new recruitment activities; to promote the missions of the Service; to provide management with appropriate advisory services; to persuade high level officials of the appropriateness of a course of action; to conduct applicant interviews; to problem solve, etc.

Factor 8 — Physical Demands (Level 8-1, 5 points)

This work involves regular office duties including sitting, reading, using the telephone, or using computer systems. Workload and time pressures are considerable and unremitting. There may be contact with individuals who are emotional or confrontational. The work involves a large amount of travel, both locally and nationally.

Factor 9 — Work Environment (Level 9-1, 5 points)

The work is generally performed in an adequately lighted and climate controlled office setting within the general space available, but could vary to numerous work sites such as college placement fairs, job fairs, interviewing rooms, training sessions, etc. The incumbent will participate in frequent travel which will include long hours of driving or flying.

Evaluation

References:

- 1) Office of Personnel Management (OPM) Job Family Position Classification Standard (PCS) for Administrative Work in the Human Resources Management Group, GS-0200, December 2000;
- 2) OPM PCS for Equal Employment Opportunity Series, GS-0260, November 1980;
- 3) OPM Position Classification Flysheet for Management and Program Analysis Series, GS-0343, August 1990; and
- 4) OPM Administrative Analysis Grade Evaluation Guide (GEG), TS-98, August 1990

Title and Series Determination: The focus of the position is on the development of program goals and evaluation of programs that are specifically designed or geared toward the recruitment and retention of a diverse and inclusive workforce. The incumbents will perform workforce analysis to identify federal workforce trends and obstacles affecting the employment of women, minorities, and employees with disabilities; evaluate, develop, and improve assigned Region's targeted workforce recruitment efforts; and advise management in such areas as identifying sources of recruitment for a high quality and diverse workforce and identifying creative methods and strategies for recruitment.

Although the position requires the incumbents possess basic knowledges and skills in the human resources management area, this knowledge is not paramount to the successful performance of the position nor does it require the full range embrace of human resource management necessary for classification in the GS-201, Human Resources Management, series (reference 1), especially with regard to understanding and applying merit system principles in attracting and recruiting candidates, classification/position management principles to ensure correct grade/series or organizational positioning, labor relations, employee relations (performance, benefits, leave), and/or training. The incumbents do not exercise any of the authorities delegated to a human resource management specialist; therefore, classification to the GS-0201, Human Resources Management, series is not appropriate.

The position was then compared against the GS-0260, Equal Employment Opportunity, series (reference 2), since the position will be located within the appropriate Regional Office that houses EEO-related programs (i.e., diversity and inclusive workforce). As with the GS-0201 series consideration above, the incumbents will be required to have a comprehensive knowledge of laws, regulations, Executive orders, court decisions, and issues related to the Federal EEO program and skill to apply this knowledge to a variety of difficult and complex work assignments; however, this individual will not be involved with either compliance or enforcement activities. This individuals will not be involved with administering EEO programs – rather they will be involved with developing program goals, exploring untapped resources for outreach/recruitment, and evaluating targeted recruitment programs. Moreover, there will be EEO specialists within the assigned office that will serve as the primary contact for authoritative advice on these regulations and principles. Given that the position is not involved with EEO compliance/enforcement activities nor program administration, classification to the GS-0260, Equal Employment Opportunity, series is not appropriate.

As it has been determined that the incumbents will be required to perform workforce analysis and advise management in such areas as identifying sources of recruitment for a high quality and diverse workforce and identifying creative methods and strategies for recruitment, and is required to possess administrative, management, and consulting skills, the GS-343, Management and Program Analysis series (reference 3), is the next possible alternative. This series includes positions which primarily serve as analysts and advisors to management on the evaluation of effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. Positions in this series require knowledge of: the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency. Some positions also require an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The work requires skill in: application of fact-finding and investigative techniques; oral and written communications; and development of presentations and reports.

This series' criteria best captures the duties and responsibilities described in the proposed position; therefore, the position is properly classified in the GS-0343 series. Positions primarily involved in planning, analyzing and/ or evaluating the effectiveness of line or operating programs are titled Program Analyst. This series allows for parenthetical titles to be added in order to more clearly identify the specific duties/responsibilities of the position, (Affirmative Employment) is added to achieve this distinction.

Grade Level Determination: The grade of the position was derived by application of the *Administrative Analysis Grade Evaluation Guide (reference 4)* which is the classification standard most often used to classify positions assigned to the GS-0343 series. The GEG uses the Factor Evaluation System's nine factor format. The grade assigned is based on the total points assigned to the position and the total points for this position is 2890 which falls within the GS-12 point range (2755 – 3150).

Final Classification: Program Analyst (Affirmative Employment), GS-0343-12

Organizational Title: Affirmative Employment Specialist

FLSA Determination Worksheet

Region: Service-wide

Organizational Unit: Varies

Position Description Number: S000387

Title, Series, and Grade: Program Analyst (Affirmative Employment) GS-0343-12

FLSA Determination: Exempt

Note: Do not presume that an employee is FLSA nonexempt or exempt based on the grade level of the position. Human Resources specialists must analyze the duties to make a determination--do not use a checklist. Employees are FLSA nonexempt unless we determined that the employee meets the requirements of one or more of the exemption criteria in 5 CFR Part 551(see 225 FW 6) and supplemental OPM guidance.

Basis: If you determine a position is exempt, cite the 5 CFR Part 551 reference and the primary duties that form the basis for the determination:

Under the **ADMINISTRATIVE EXEMPTION (5 CFR 551.206)**, if all the criteria below are met then the position is designated **Exempt**.

1. Primary duty is performing office non-manual work directly related to the management or general business operations (as distinguished from production functions) of the organization or the organization's customers.

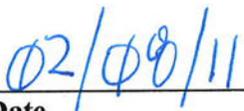
This is met - the incumbents of this position are responsible for analyzing information and recommending courses of action; evaluating diversity and inclusive workforce recruitment program goals; and providing technical advise to managers on alternative options/sources from which to recruit to reach/exceed the Service's diversity and inclusive workforce target numbers. S/he uses considerable **discretion and independent judgment** in extending or redefining guidelines, developing guides where necessary, and in interpreting broad and nonspecific guidelines

2. Primary duty involves exercise of **discretion and independent judgment** with regard to **matters of significance**.

This is met - actions taken/decisions made fit the **matters of significance** criteria as the individual solves complex issues that are unique to the organization in mission accomplishments.



HR Specialist



Date