



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>Belmopan, Belize</b>	2. Agency <b>Department of State</b>	3a. Position Number <b>310901100185</b>
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3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  
 Yes     No

4. Reason For Submission

a. Redescription of duties: This position replaces  
(Position Number) \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position

c. Other (explain) **New Incumbent**

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority <b>RHRO</b>	<b>Human Resources Assistant (D) FSN-305-06</b>	<b>06</b>		<b>3/25/2010</b>
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (if different from official title) <b>N/A</b>	7. Name of Employee <b>Vacant</b>
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8. Office/Section <b>Human Resources Office</b>	a. First Subdivision <b>Management Section</b>
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b. Second Subdivision	c. Third Subdivision
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9. This is a complete and accurate description of the duties and responsibilities of my position.

**Vacant**

\_\_\_\_\_

Printed Name of Employee

\_\_\_\_\_

Signature of Employee                      Date(mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

\_\_\_\_\_

Printed Name of Supervisor

\_\_\_\_\_

Signature of Supervisor                      Date(mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

\_\_\_\_\_

Printed Name of Section Chief or Agency Head

\_\_\_\_\_

Signature of Section Chief or Agency Head                      Date(mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

\_\_\_\_\_

Printed Name of Management or Human Resources Officer

\_\_\_\_\_

Signature of Management or Human Resources Officer                      Date(mm-dd-yyyy)

13. Basic Function Of Position: **This is a DEVELOPMENTAL POSITION DESCRIPTION established at the FSN-06 level. Incumbent's promotion to the full performance level, FSN-07, will be contingent upon funding availability and 52 weeks of fully satisfactory performance.**

Incumbent provides a variety of personnel services and support to the Human Resources Section. This includes managing the performance evaluation program; processing medical insurance and social security sickness benefit claims; check-in of FS Officers, Family Members, Interns, and CMR/ORE staff; maintaining subject matter and official personnel files/records; and providing general office clerical support.

14. Major Duties And Responsibilities \_\_\_\_\_ (Continue on blank sheet) \_\_\_\_\_ % of Time

## 15. Qualifications Required For Effective Performance

- a. **Education:** Completion of an Associate's Degree is required.
- b. **Prior Work Experience:** Two years of progressively responsible experience in Human Resources/personnel, administrative, Government services, customer service or office clerical work are required.
- c. **Post Entry Training:** On-the-job training of post HR procedures and basic personnel regulations; PA431 and PA432 WEBPASS Post Personnel, PA331 Basic HR Course (1 week); On-line Training: PS-530 Smart Messaging, PK-324 Tags and Terms, and ILMS.
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read). Level IV (Fluent) Speaking/Reading/Writing English is required.
- e. **Job Knowledge:** Must thoroughly understand the Performance Management Policy, Family Member employment regulations, medical/life insurance contract, HR ICASS standards, social security laws, workers' compensation guidance for injury-on-the-job, local labor law, work permits and visa requirements for third country national domestic workers. Incumbent must have good working knowledge of general office operations and procedures.
- f. **Skills and Abilities:** Typing ability of at least 30 words per minute. Good working knowledge of Microsoft Word, Outlook, Excel and PowerPoint programs. Good interpersonal skills. Employee must be able to develop and maintain good working relationships with all HR customers.

## 16. Position Element

- g. **Supervision Received:** Directly supervised by the HR Specialist; also receives working guidance from the grade 8 HR Assistant.
- h. **Supervision Exercised:** None.
- i. **Available Guidelines:** Department of State regulations (3FAM, 3FAH), immigration requirements for work permits and multiple entry visas for third country national domestic workers, MFA handbook, HR policies, Embassy published Standard Operating Procedures and/or Administrative Instructions, Performance Management Policy, Local Labor Law and Belize Social Security regulations, medical/life insurance contracts, and the pension plan.
- j. **Exercise of Judgment:** Must be adept at dealing with personal/personnel matters and initiates those actions deemed necessary to ensure the confidentiality and safeguarding of personnel information and records. Uses judgment in prioritizing heavy workload and determining when to handle a situation/problem or when to turn it over to the supervisor.
- k. **Authority To Make Commitments:** Incumbent can commit the HR Specialist and HR Assistant to HR related appointments.
- l. **Nature, Level, and Purpose of Contacts:** Embassy personnel, including family members and staff from other agencies including agency heads. MFA staff, Immigration department (work permits), Labor Dept re benefits for domestic staff, Belize Social Security representatives, Medical/Life Insurance Agents, ALICO, HR/EX, Charleston Financial Service Center.
- m. **Time Expected to Reach Full Performance Level:** One year.

## **14. Major Duties and Responsibilities**

### **Performance Evaluation**

**30% of Time**

Incumbent manages the LE Staff performance evaluation program by preparing requests for timely submissions of EPRs and WDPs and screening these submissions for revisions as per the policy guidelines. This includes ensuring the employees' position descriptions are current at all times and requesting changes if appropriate. Also submits Family Member's evaluations to the Department. Monitors completed and requested training for the local staff as submitted on the WDPs.

### **Medical/Life Insurance, Sickness Benefit, Injury-on-the Job**

**30% of Time**

**Medical/Life Insurance:** Incumbent processes LE Staff medical insurance claims, monitors timely receipt of reimbursement checks, distributes checks, reviews SAGICOR's Explanation of Benefit Forms to ensure reimbursement processed as per contract terms, tracks deductibles and lifetime maximums, processes new enrollments, address, beneficiary and family status changes, student certification forms, approvals for excess life insurance, separations, and requests new and replacement cards.

**Social Security Sickness Benefit Claims:** Incumbent processes all Belize Social Security sickness benefit, maternity, injury-on-the-job and retirement claims. Tracks validity of social security cards for local staff. Coordinates with FMO for stop payment of social security payroll deductions during periods when an employee is receiving a benefit.

**Injury-on-the-job:** Processes required documents for injuries-on-the job for all mission employees. This includes preparing letters to medical practitioners and laboratories for urgent medical attention and tracking of claims and reimbursement checks.

### **Orientation/Check-In and Check-Out**

**20% of Time**

Incumbent is responsible for the check-in and check-out portfolio for FS Officers (including non-resident officers), Family Members, CMR/ORE staff and interns. Check-in: This includes preparing all official documents required to in-process the employee (MFA accreditation dip note and letters for ID and condition stamps, TEMS travel messages (TM5 and TM8), personnel actions/position descriptions (summer hires and family members), e-Qip clearances, requesting bio date sheets for Fs Officers, FEHB/TSP/FEGLI enrollment forms etc.). This also includes actually performing the check-in process of explaining all relevant mission policies including contents of the employee's official documents and providing guidance to FS Officers for hiring domestic staff (e.g. social security enrollment as employers, local law requirements etc.). Incumbent has the responsibility for updating all in-house documents pertaining to the new employee (e.g. birthday listing, staffing photo, designation listing (if appropriate) and the orientation power point). Check-out: For the check-out process, incumbent ensures all embassy check-out procedures are carried out (e.g. INWS cables, departure cables, intern evaluations, diplomatic notes etc.)

**Other:****20% of Time**

**Awards Program:** Assists with the semi-annual awards program by preparing the nominations for the Awards Committee, preparing the excel sheet with the summary of the nominations for the committee chair and CFSC, drafting the program for the event, printing of the award certificates, copying, scanning and distribution of the nominations/certificates, processing safe driving award nominations and tracking length of service eligibility, submitting orders for replacement stock (frames, blank certificates, pins etc.) and assisting with the setting up for the event and the purchasing of the snacks.

**Student Intern Program:** Incumbent has the responsibility for the Student Intern Program and the Summer Hire Program. This includes check-in and check-out procedures.

**Cables:** Incumbent drafts routine cables for the HR Office through SMART Messaging, including EVT, Eldercare EVT, court deductions, seniority bonus requests, Separate Maintenance Requests, medical/life insurance changes, and others. Incumbent also conducts daily reviews of SMART cables, tracking action cables and filing relevant cables into subject matter files.

**ALICO:** Processes address and beneficiary changes. Tracks timely receipt of, distributes and requests corrections for ALICO's annual Certificate of Participation.

**Office Clerical Support:** Incumbent provides office clerical support by photocopying and/or binding documents, filing, typing routine memoranda, letters, staff announcements, administering tests for applicants interviewed, assisting with setting up for training sessions, and entering ARIBA/ILMS procurement requests for the section.

Incumbent updates and maintains all HR information resource files including HR electronic subject matter files and Official Personnel Folders (OPF).

**Back-Up duties:**

Incumbent is the 2<sup>nd</sup> back-up Time and Attendance Keeper for the Management Office and General Services Office. Incumbent keeps track of all employees who are nearing or are in extended sick leave status.

Incumbent performs the duties of the HR Assistant in the absence of that incumbent.

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.