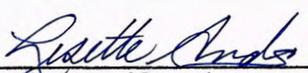
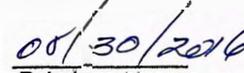


U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <u>LA PAZ</u>		2. Agency <u>STATE</u>		3a. Position Number <u>310401 A54205</u>
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) <u>A54205</u> (Title) <u>HR Assistant</u> (Series) <u>305</u> (Grade) <u>FSN-8</u> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	HR Assistant	FSN-7		
b. Other				
c. Proposed by Initiating Office Human Resources Office	HR Assistant			
6. Post Title of Position (if different from official title) Human Resources Assistant		7. Name of Employee Vacant		
8. Office/Section STATE		a. First Subdivision Management Section		
b. Second Subdivision Human Resources Office		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee _____ Signature of Employee		10. This is a complete and accurate description of the duties and responsibilities of this position. Lisette Anda, HR Specialist _____ Printed Name of Supervisor  _____ Signature of Supervisor <div style="float: right;">  Date (mm-dd-yyyy) </div>		
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. Karen Rodriguez, Regional HR Officer _____ Printed Name of Chief or Agency Head  _____ Signature of Chief or Agency Head <div style="float: right;"> <u>8/30/2016</u> Date (mm-dd-yyyy) </div>		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. Teena Ege, Regional HR Officer _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer <div style="float: right;"> _____ Date (mm-dd-yyyy) </div>		
13. Basic Function of Position: Under the direct supervision of the Human Resources Specialist, incumbent is responsible for managing the OR U.S. and LE Staff Personal Services Agreement for STATE Management section (100 LE Staff). S/he is also in charge of compilation, preparation and updating of organizational charts for the overall Mission. Manages the Mission Awards Programs. Incumbent plans and coordinates Post training activities, designs, facilitates and organizes trainings. Provides logistical support in other HR functional areas.				

14. Major Duties and Responsibilities

LE Staff Program - Foreign National/Ordinarily Resident Staff/General Support – 50%

Responsible for processing all transactions for the appointment of OR U.S. and LE Staff PSA personnel of STATE/Management Section. Creates official personnel folder for new hires, inputs all necessary information in the WebPass system and submits the SF-62A to Charleston.

Prepares individual personnel actions for all types of actions. Responds to LE staff on requests concerning Mission practices, internal regulations, and procedures.

Throughout the year, completes and distributes Evaluation Report requests. Maintains a current tickler file on anniversary dates and ensures that Evaluation Report requests are properly completed in a timely fashion.

Performs data input/changes on Post Personnel information for all agencies of the Mission. Maintains updated and accurate computerized and manual records to handle this information when requested by other offices. Updates the FSN staffing pattern as often as required.

Submits SIV requests to the Consular Section in his/her portfolio.

Works with supervisors in the updating of position descriptions for LE Staff (STATE/Management Section) when required and maintains control of related files.

Coordinates the LE Staff TDY program for post employees interested in serving temporarily at AIP on (Afghanistan/Iraq/Pakistan) posts. Advises employees of opportunities to serve at these posts, coordinates applications to serve from those interested, and processes personnel actions to initiate and administer the assignment.

Updates organizational charts for all Mission staff, ensures that staffing pattern information is maintained on a current basis and for reporting purposes, staff presentations, reorganization needs, etc.

Responsible to update/add information to the Human Resources site and to determine features that HR wants to reflect on the page like forms, helpful links, document sharing, SOPs, etc.

Responsible to update/add information to the Human Resources SharePoint site and to determine features that HR wants to reflect on the page like forms, helpful links, document sharing, SOPs, etc.

Awards – 25%

Incumbent coordinates the preparation of six award ceremonies each year, two with an average of a hundred recipients per event and four LE Staff of the Quarter small ceremonies. These preparations include requesting award materials (pins, blank certificates, frames, etc); preparing Management Notices regarding award nomination submissions, reviewing each award for accuracy and verify proper format and inclusion of appropriate citations prior to scheduling an InteraAgency Awards Committee meeting to review the nominations. Prepares summary information regarding nominees and awards for which they were nominated for each committee members review and assists the HRO in following up on the committee's action. returning nominations that were not approved to nominating officials for revision, forwarding nominations approved by the committee to the Chief of Mission for final approval and appropriately documenting and tracking correspondence concerning all award actions.

Transmits award nominations requiring Washington approval to the Department for action. Also provides Department with documentation of awards approved at post for State USDH personnel. file. Processes other awards actions on a continuing bases, e.g. Extra Mile Awards approved by supervisors. Maintains and orders stock of blank awards certificates, medals, etc. furnished by the Department.

Prepares award certificates for approved nominations and submits for Chief of Mission signature; coordinates with a local frame shop for to have certificates framed for presentation. Coordinates arrangements for awards presentation ceremonies at the Embassy twice annually, ensuring that participants and guests and all logistics are in order for a successful program. Records approved awards in employees' personnel data in Web.PASS as appropriate.

15. Qualifications Required For Effective Performance

- a. Education: A minimum of two years of college or technical studies in Business Administration, Human Resources are required.
- b. Prior Work Experience: Three years of experience in the administrative field is required.
- c. Post Entry Training: Training in the use of Post Personnel, WebPASS/myServices, human resources procedures (minimum of basic and intermediate HR training will be provided as funding permits), and PSA employment.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level III (Good Working Knowledge) English ability is required. Level IV (Fluent) Spanish ability is required.
- e. Job Knowledge: A good working knowledge of pertinent human resources regulations and procedures of State and associated agencies, particularly those regulations pertaining to the processing of the many types of personnel actions. Strong knowledge of the LES Handbook, 3 Foreign Affairs Manual and Local Labor law.
- f. Skills and Abilities: Must be adept at using Microsoft Suite programs Suite (Word, Excel, Power Point, Publisher, Access, Visio). Must be tactful and effective in dealing with employees and officials regarding human resources matters at the Embassy. Excellent interpersonal skills are required. Discretion.

16. Position Elements

- a. Supervision Received: Employee will be directly supervised by the HR Specialist.
- b. Supervision Exercised: None.
- c. Available Guidelines: LCP, LE Staff Handbook; FAM; PSA guidelines; management notices and policies; FSN Compensation Handbook; local labor law.
- d. Exercise of Judgment: Must be able to exercise sound judgment and resolve matters in assigned areas of responsibility with minimal supervision.
- e. Authority to Make Commitments: None.
- f. Nature, Level and Purpose of Contacts: Working level contacts throughout the US Mission. All Mission employees, working contacts in all State Department training related offices, such as FSI or the FRC, as well as, external and internal trainers.
- g. Time Expected to Reach Full Performance Level: 1 year.

Major Duties & Responsibilities, cont.

LE Staff Training and Development – 15%

Assists the HR Specialist in administering the post training plan/program, maintaining employment training records for all Mission (LES) employees, generating reports of employee training; verifying employee training needs and available funding, and recommend appropriate training and expenditures.

Coordinate and provide logistical support for other Mission-based training events as requested

Provides training information to HR assistants to update training records of the employees in their portfolios. When employees register for training, evaluates needs/qualifications based on training records maintained in Post Personnel. Generates training reports as needed.

FSN Compensation– 10%

If the Mission is authorized by the Department of State to implement a general salary adjustment based on the results of the off-the-shelf compensation survey, (which is revised every year), employee is responsible for entering the new salary rates into the personnel application system so that all transactions, i.e. promotions, periodic step increases, etc. reflect the new salary rates in any subsequent personnel actions prepared by the HR staff responsible for the employment of locally engaged staff.

In coordination with the HR Specialist, assists updating the narrative portion of the Local Compensation Plan and the Locally Employed Staff Handbook as needed; requests translations to PAS; submits the documents to HR/OE; once is approved, sends the final document to all Mission Agencies heads for signature.

Other Duties as Required: This position description 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 agency.