

14. Major Duties And Responsibilities

% OF TIME

DATABASES

65%

WEBPASS POST PERSONNEL DATABASE

Duties include but are not limited to:

- Updates the Web Pass Post Personnel American module as soon as incumbent receives official documentation such as NSDD-38 position authorization cables, TM-1, Assignment cables, change of tour of duty cables, authorization for EFM's to enter on duty, etc. Following up with the different sections' POC according to the HR supervisor instructions.
- Maintains over 700 records related to American positions and employees, ensuring that the Embassy American Staffing Pattern is accurate.
- Prepares ad-hoc queries, staffing patterns, monthly Medical Unit statistics for Bogota and Cartagena, and other statistics reports as indicated by the HR Supervisors.
- Assists in the recollection and analysis of data from all Mission agencies/sections for several purposes including but not limited to Dependent' s report, F-77, Rightsizing, FAMER, Arrivals and Departures, CLO Activity Report, ICASS Counts, Embassy's Mission Strategic Reporting Plan (MSRP), Capital Security Cost Sharing (CSCS), and Mission Census, etc., following up with U.S. employees or supervisors about any changes/updates to the staffing.
- Proceeds with the establishment a/o abolishment of the records for the local module positions; assigns number and updates positions' data in the Local Module as soon as incumbent receives complete information about new authorized positions, funding approvals, authorization to abolish positions, etc. Keep up-to-date this information is necessary to prepare Ad-hoc queries and general statistics for reports like Rightsizing tables and census.
- Upkeeps and guarantee accurate data entry for USDH Staff records.
- Supports HR Supervisor following up with IRM a/o the IT Service Center Help Desk in WHA for the solution of any problems related with the system.
- Remains attentive to any updates to the system and coordinates with IRM for installation.
- Reviews files for new USDH and PSC positions and coordinates establishment of such positions in the system.
- Keeps track of the NSDD-38 records being the first POC with the sections' supervisors for appropriate action in the system.
- Keeps logs and any other post personnel database related records updated.
- Creates electronic folders for the USDH employees and creates records in the DOS intranet (Arrivals/Departures list) uploading the appropriate documentation.

LOCAL POSITION DESCRIPTIONS

- Creates, updates, and maintains the local Position Descriptions (PD) files and databases following HR supervisor instructions.
- Briefs supervisors in the process for having access to the shared folders containing the most updated PDs for their section's positions/employees.
- Reviews, prints, scans, and saves the most updated PDs ensuring that these documents are signed by the local employees and available for supervisors or employees in pdf and word versions.
- Supports the maintenance of official records for the local PDs, scanning and uploading in the electronic folders the old and new documents as indicated by the supervisor.
- As indicated by the HR Supervisor position sends the PDs as requested by the American or local supervisors.

RECRUITMENT

20%

- Coordinates the U.S. Embassy Bogota testing program ensuring that procedures and timing standards are met as well as advises HR Specialist and Human Resources Officer on how the program can be improved. Duties include but are not limited to: Perform market research to select the best options for administering the language tests, draft the Memorandum of Agreement (MOA) with the selected institutes, serve as the liaison with the Language Testing Centers (LTC), updating the Language Testing Policies. Responsible for the overall security of the CaMLA original package and for score the applicants' tests.
- Coordinates and administers language, driving and other required tests for current employees which positions are being re-classified. Review and gives the assessment to specific tests administered by the HR Office different to driving tests.
- Duties include but are not limited to: Serving as the liaison with the Language Testing Centers (LTC), coordinating test schedules, informing applicants of the procedures, suggesting changes to the Memorandum of Agreement, updating

language testing policies, advising on the quality of the service provided by LTCs, provides support to agencies in developing, administering and rating specific Embassy tests such as: Excel, Word, translation, and informing test results. For promotion issues, administers and rate theoretical driving test and coordinates the practical driving test with Motor pool section.

- As assigned by HR Supervisor, incumbent initiates the process of the announcements for LE Staff vacant positions, which includes but is not limited to advice on the required procedures to establish a new position or to reprogram an existing position; explaining the Department of State recruitment policy and processes; receiving funding approval to staff positions, asking for the approvals for advertising and assigning the recruitment processes to the HR Recruiters as appropriate.
- Answers questions from outside applicants, internal Embassy employees as well as American and Local supervisors regarding the status of the vacant positions and how the recruitment process works.
- Provides recruitment information to internal clients, responds to inquiries by telephone or via e-mail which require exercising a high degree of tact and outstanding customer service.
- As indicated updates the HR Recruitment system tracker (for advertising purposes) and other logs such as language/typing/excel/driving tests results (for promotion issues).
- Gives support and acts as back up for Position No. A54014 (HR Assistant supervisor) in the administration of Post Language Program (process new instructors' name checks, escort new language instructors for security briefing, receive/process enrollment forms, process task orders, etc.).

OTHER HR DUTIES

15%

- Is the primary backup for the Human Resources Assistant position # A54011 (HR Assistant/Accreditations) and during high season gives support with accreditation and visa processes.
- Acts as second back-up for the HR Assistant position # 97566266 giving alternated coverage to the HR Front Desk position.
- Prepares routine correspondence. Translates documents as necessary.
- Other duties as assigned in order to give support to the HRO.

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.

15. Qualifications Required For Effective Performance

a. Education:

Completion of high school and two years of full time, post-secondary study (or equivalent hours spread across a part time study period) at college or university is required.

b. Prior Work Experience:

Three years of administrative experience, including experience working with databases and one year in the Human Resources field is required.

c. Post Entry Training:

- PA 432 - Web. PASS Post Personnel American Track is required.
- PA 431 - Web. PASS Post Personnel Local Track is required.
- PA-459 - Protecting Personally Identifiable Information is required.
- EX251 - Annual Counterintelligence and Insider Threat Awareness is required.
- PDs online training
- PA331 - Basic Human Resources.
- PA249 - Customer Focused Management
- GTM responsibilities will be learned on the job training.
- T&A Training.

d. Language Proficiency:

English Level 4 (fluent) is required. Spanish Level 4 (fluent) is required.

e. Knowledge:

- Good working knowledge of general office operations and general personnel regulations is required.
- Good knowledge of the HR/OE Recruitment Policy for Local Employed Staff, Interagency EFM Employment Guidebook and procedures is required.
- General knowledge of the U.S. Government organization and U.S. Embassy operations and procedures is required.
- Job holder in this position must possess a strong knowledge of computer applications and takes full advantage of the computer programs in order to increase the efficiency when the reports or statistics are required.
- Good working knowledge of visa processing as well as host country regulations as they pertain to in-processing and out-processing of diplomatic personnel (i.e.: visa requirements, accreditation, immunities and privileges)..

f. Skills and Abilities:

- Excellent ability in the use of Microsoft Office (Excel, Outlook, Word, and Power Point) including proficiency in typing is required.
- Excellent oral communication skills are required.
- Must have good analytical skills and sound judgment.
- Must have outstanding customer service and interpersonal skills including the ability to work under pressure and as part of a team.
- Must be detail oriented, have initiative and resourcefulness skills.
- Must have good numerical skills.

16. Position Elements

a. Supervision Received:

Employee works under the direct supervision of the Human Resources Assistant position #A54014, and general supervision of the S/Human Resources Officer. Receives general guidance and instructions from the HR Specialist American unit position # N54050.

b. Available Guidelines:

HR handbooks and guidelines, 3 FAM/FAH, and HR/OE policies such as local employment recruitment and hiring policy. Language Testing Centers Service Agreements. Language Training Services contract. Web. PASS Post Personnel handbook. Foreign Entry Requirements Handbook of the DOS. Vienna Convention on Diplomatic Relations and other required guidelines for Visas and Accreditations processes.

c. Exercise of Judgment:

As it relates to job holder's assigned duties. The incumbent is authorized to make all commitments necessary to produce completed staff work and to meet established objectives. Judgment in the organization of work so that tasks are completed in a timely and correct manner. Judgment in selecting appropriated guidelines as the basis for action from among the published and precedent material available, including review, organization and management of PDs.

d. Authority to Make Commitments

As instructed by HRO and FMO (funding availability) incumbent commits to furthering the recruitment process, advertisement, etc.

e. Nature, Level and Purpose of Contacts:

All levels of employees and managers, heads of sections and agencies, USDH and LE Staff supervisors, EFM and LE Staff employees. Maintains contact with Languages institutes, acting as first POC between the HR Office and the Institutes' personnel for testing purposes. Other Embassies and MFA personnel. Outside applicants to solve recruitment inquires.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

Six (6) months.