



### INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

**1. POST**

Bogota

**2. AGENCY**

Department of State

**3a. POSITION NO.**

**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. Reclassification of duties: This position replaces  
(Position No.) (Title) Human Resources Assistant (Series)
- b. New Position
- c. Other (explain) \_\_\_\_\_

**5. CLASSIFICATION ACTION**

Position Title and Series Code

Grade

Initials

Date (mm-dd-yy)

a. Post Classification Authority

Human Resources Assistant

FSN-7

b. Other

c. Proposed by Initiating Office

**6. Post Title Position (if different from official title)**  
Human Resources Assistant

**7. Name of Employee**

**8. Office/Section**  
Management Section (MGT)

**a. First Subdivision**  
Human Resources Office (HRO)

**b. Second Subdivision**

**c. Third Subdivision**

**9. This is a complete and accurate description of the duties and responsibilities of my position.**

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

Printed Name of Employee

Printed Name of Supervisor

Signature of Employee Date (mm-dd-yyyy)

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.**

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

Printed Name of Chief or Agency Head

Printed Name of Admin or Human Resources Officer

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

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

**13. Basic Function Of Position**

The primary purpose of this position is to assist the Human Resources Office (HR) in administering the Locally Employed Staff (LE Staff) direct-hire/Personal Services Agreement/Personal Services Contract program to include the hiring and recruitment processes to Official Residence Employees (ORE) Staff, coordinate the mission awards portfolio, and manage the HR SharePoint site and internet, and other administrative duties. This position is under the supervision of the Human Resources Specialist.

## 14. Major Duties And Responsibilities

% OF TIME

### MISSION AWARDS COORDINATOR

40%

- Coordinates the awards portfolio, including Awards Ceremony twice a year with an average of 450 people. Drafts management notices and awards related memoranda, updates award ceremony schedule for the whole season, sets up meetings with the Joint Country Awards Committee, scans all awards nominations and uploads in a share point to be distributed to the Joint Country Awards Committee for review.
- Updates awards files in web pass.
- Prepares procurement requests , for stage, frames pins, blues folders, catering, photographer;
- Sends invitation to awards recipients; coordinates all logistics for the ceremony; coordinates with HR officer the script to be sent to Front Office, sends honor Awards nominations to Washington for approval; prints and frames certificates.
- Sends nominations of Americans employees with fiscal data to WHA/Awards office for payment and added to e-OPF.
- Prepares and formats the awards program booklet using Microsoft Publisher program; prints each award certificate according to the category, Meritorious Honor, Mission Honor, Franklin, Eagle, Length of service, certificates of appreciation; sends memos to FMO/payroll, INL and USAID with copies of each nomination and amount for payment.
- Processes Extra Mile Award nominations. Seeks appropriate approval signatures and fund cites.
- Drafts and finalizes award certificates and drafts memo to Finance to process cash award. Records award in employee's file in the post personnel database and files copy in employee's folder.
- The incumbent is the POC between post and WHA/EX Awards Office in Washington.
- Coordinates the Employee of the Quarter award process.

### CONTENT MANAGER FOR HR SHAREPOINT SITE AND INTERNET

30%

- Coordinates operation of the HR intranet/internet SharePoint. As such, the incumbent monitors all the intranet/internet SharePoint, reviews and updates HR SharePoint. Uses a wide variety of HR information sources to select appropriate materials and links for inclusion on the intranet/internet SharePoint. Ensures that posted information is applicable, accurate and timely. Edits or rewrites this material as necessary to ensure content clarity and space conformity before posting on SharePoint. Works with HR staff to build HR specific SharePoint to increase HR's presents on the Intranet/internet.
- Functions as primary point of contact for the intranet/internet SharePoint to ensure smooth functioning of the SharePoint. Stays abreast of the latest developments in SharePoint technology, the internet, information technologies and DOS policy on SharePoint content, security and design to use in updating and designing the HR's intranet/internet SharePoint. Conducts presentations of the SharePoint and provides instructions to other HR staff.

### ADMINISTRATIVE DUTIES AND OFFICIAL RESIDENCE EMPLOYEES (ORE)

30%

- Prepares certifications of employment and certifications for income taxes purposes for LE Staff -- assuring salary is accurate.
- Confirms employment data on behalf of employees when requested (e.g., by banks, financial entities, for loans and real estate purchases.)
- Verifies information in Kactus Software agrees with data in Web. PASS and researches any variation in data.
- Reviews LE Staff member's eligibility for education allowance: i.e. checks if employee's child, or children, is eligible and whether an employee has passed the probationary period.
- Serves as backup for Human Resources Assistant position A54023.
- Assists HR Specialist in any issue related to Local Maids. Assist to departing meetings when necessary with American employees.
- Serves as secondary back up for the timekeeper.
- In charge of **ORE Staff**:
  - a. Requests background investigation, prepares letters for medical insurance, health insurance, life insurance, completes forms for LSSSS (health, pension, workers compensation, "Caja de Compensación"), prepares contracts, amendments of contracts, termination of contracts, memoranda, and filing. Conducts salary surveys.
  - b. Prepares documentation and memorandum to administer funeral benefit: Receives death certificate, reviews employee's file to determine dependents, and prepare memorandum from HRO to Financial Management Officer (FMO) to request payment of funeral benefit to beneficiaries.
- POC between different agencies of the embassy and HR in the embassy local internship program.

*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:**

Minimum two years of experience in office operations with human resources, public and customer service is required.

### **c. Post Entry Training:**

- On the job training using program documentation and User Manuals.
- PA 431 - Web. PASS Post Personnel: Local Track.
- PA 432 - Web. PASS Post Personnel: American Track
- Employee Profile, Kactus
- PA331 - Basic Human Resources.
- PA459 - Protecting Personally Identifiable Information
- EX251 - Annual Counterintelligence and Insider Threat Awareness
- Ariba Training

### **d. Language Proficiency:**

English Level 3 (good working knowledge) is required. Spanish level 4 (fluent) is required.

### **e. Knowledge:**

- Good working knowledge of office operations and Local Social Security System is required.
- Good knowledge of 3 FAM (7000 and 4800), LE Staff Handbook, the Embassy's internal procedures.

### **f. Skills and Abilities**

- Must have intermediate computer skills in office programs such as Word, Excel, Outlook, Power Point, Publisher and database software.
- Must be able to work under pressure.
- Must have advance interpersonal and customer service skills.
- Must be detail oriented.
- Must have initiative and resourcefulness skills.
- Must have good analytical skills.
- Must be able to run meetings with internal and external clients in both English and Spanish.
- Must have good public speaking skills
- Must be able to type 25 wpm.

## **16. Position Elements**

### **a. Supervision Received:**

Employee works under direct supervision of the Human Resources Specialist (N54040) and the general supervision of the Human Resources Officer.

### **b. Available Guidelines:**

Provided orally by supervisor, LE Staff Handbook, 3 FAM, Mission Policies, Colombian Labor Code, and Local Compensation Plan.

### **c. Exercise of Judgment:**

Judgment in the organization of work so that tasks are completed in a timely and correct manner.

### **d. Authority to Make Commitments**

Make commitments based on conversation with American supervisor.

**e. Nature, Level and Purpose of Contacts:**

American and LE Staff employees, American Head of Agencies, and LE Staff Specialists. External clients, External vendors. Frequent contact with WHA/EX HR Specialist, Local Workers Compensation managers, SIPLAS (Clinical Lab) General Director and Commercial Doctors (local medical tests laboratory), ORE applicants, Colombian Social Security representatives. Most of the local contacts as well as numerous staff have limited or no English proficiency business executives as needed.

**f. Supervision Exercised**

None.

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

One (1) year.