



Specifically but not limited to the following:

- a) Provides advice to supervisors and employees on position management, regulatory requirements for position descriptions and the regional position classification process.
- b) Reviews position descriptions in accordance with the classification guidance contained in the Department of State Office of Overseas Employment (HR/OE) Job Evaluation Questionnaire (Annotated), occupational skill codes in 3 FAH-2 Chapter 4, MCLASS documentation, and other relevant information (e.g., duties and responsibilities of positions related to the position being classified in a given section).
- c) Obtains additional information by reviewing the Job Discussion Help Sheet (JDHS) and by requesting organization charts and/or staffing patterns. Formulates questions and schedules mandatory job discussions with the position supervisors and current job holders, as applicable.
- d) Evaluates position by completing the Job Evaluation Questionnaire in the MCLASS system on the basis of the information contained in the position description, JDHS, and information gathered in the job discussion.
- e) Verifies and validates position classifications with the position supervisor by providing the supervisor with a copy of the MCLASS Preliminary Job Report for their review and certification. If needed, discusses the classification with the supervisor and based on additional information may revise the Job Report based on supervisor's comments in the Job Report Review Form (JRRF).
- f) Coordinates with the AF Classification Support Team to determine the position's final grade and obtain classification approval. Informs post of the final classification status of the position in MCLASS, packages all documentation and forwards to the post.
- g) Maintains a log of position classification/MCLASS service requests as requests are received and processed.
- h) Develops and prepares presentations/statistics on regional position classification as required.
- i) As directed by supervisor, engages in special projects relating to regional position classification.

Regional HR Support

10%

Answers inquiries from serviced posts by e-mail and phone and assists with other related position classification and position management responsibilities for serviced posts, as appropriate.

Incumbent conducts individual and group training on a wide range of regional position classification and position management topics. As directed by supervisor, conducts training sessions and helps develop course materials and training manuals for such training.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**a. Education:** At least two years of post-secondary college/university studies in general coursework such as English composition, math, education and other general electives is required. a is required.

**b. Prior Work Experience:** Five years of progressively responsible work experience in human resources/personnel management, business/public administration is required. At least three years of this experience must be progressively responsible work experience in position evaluation with a U.S. Government Agency.

**c. Post Entry Training:** Successful completion of the PA232 and associated HR/OE certification is required to reach full performance level. Official human resources classroom training (Basic HR, Intermediate HR, Recruitment will be required post hire.)

**d. Language Proficiency:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) English (speaking, reading, and writing) is required. Note: English will not be the most widely spoken language in the majority of countries with whom the job holder will be dealing with staff.

**e. Job Knowledge:** Detailed working knowledge of Department of State regulations (3 FAM/FAH) and HR/OE policies and procedures, particularly those that pertain to position classification, re-classification, promotions and downgradings is required. A general understanding of educational levels and requirements in countries in which serviced posts reside is required in order to equate local education and occupational training levels to U.S. requirements. Job holder must have specialist knowledge of HR position management and job evaluation

**f. Skills and Abilities:** Excellent interpersonal skills and analytical skills are required. Ability to operate a computer work station (Microsoft Office suite, including Word and Excel) is required. Keyboarding skills that include both speed and accuracy are required. Ability to conduct an effective interview is required. Excellent organizational skills and ability to establish and maintain effective working relationships with employees and supervisors are required. Job holder must be willing to travel occasionally outside the country.

**16. POSITION ELEMENTS**

**a. Supervision Received:** Supervisor of record will be the Human Resources Officer in coordination with AF/EX/HR. Incumbent works independently, with general supervision from the AF Classification Support Team.

**b. Supervision Exercised:** None.

**c. Available Guidelines:** HR/OE Annotated Job Evaluation Questionnaire, HR/OE Position Classification Guidebook, Foreign Affairs Manuals and Handbooks (3 FAM and 3 FAH), MCLASS documentation and help sheets, regulations and procedures provided by HR/OE (recruitment policies, framework job descriptions, etc).

**d. Exercise of Judgment:** Employee must exercise sound judgment in the performance of duties and know when to consult the AF Classification Support Office.

**e. Authority to Make Commitments:** Incumbent has authority to schedule interviews and establish deadlines in accordance with the AF/W Classification Office SOPs on regional position classification.

**f. Nature, Level and Purpose of Contacts:** Contacts with all local staff and American direct-hire employees up to Senior Management and Agency Head levels at serviced posts in AF/W for matters of position classification, AF/EX/HR, AF Classification Support Team, HR/OE contacts.

**g. Time Expected to reach Full Performance Level:** 1 year.