

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST AmEmbassy Mexico City	2. AGENCY Department of State	3a. POSITION NO. A54-212
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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 A54-202, A54-205, A54-211, A54-212, A54-220, A54-224

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. A54-212 Human Resources Assistant (Title) 305 (Series) 7 (Grade)

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, 305	FSN-7/ FP-7		
b. Other – HRO U.S. Embassy Bogota	Human Resources Assistant, 305	FSN-7/ FP-7	<u>HE</u>	2113/15
c. Proposed by Initiating Office	HUMAN RESOURCES ASSISTANT, FSN-305	FSN-8		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Human Resources Office	a. First Subdivision Management Section
b. Second Subdivision	c. Third Subdivision

<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p>_____ Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p>_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>
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<p>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.</p> <p>_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p>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.</p> <p>_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>
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13. BASIC FUNCTION OF POSITION

The incumbent is responsible for the Locally Employed (LE) staff personnel support for specific agencies/offices/posts within Mission Mexico. Incumbent is responsible of full range of personnel services for local staff which include but are not limited to: hiring processes, in-service processes, and separation processes. Incumbent is responsible for safeguarding of the locally employees staff personally identifiable information (PII). Provides guidance and acts as mentor to HR Assistants located in Consulates for which the position provides support. Incumbent processes the full range of personal action/cables of the Consulates's employees.

14. MAJOR DUTIES AND RESPONSIBILITIES

OF TIME

A. Appointment Processing

25%

1. Reviews and analyzes the 13.7 (recruitment history packages), verifying employee's file contains security and medical certification, education certificates, Mexican social security number, approved position description, employee nationality,. Confirms creation of digital OPF and verify all required documentation and information is included and correct, these requirements are necessary to initiate the hiring process.
2. Creates an account and enters newly hired employee's required personal employment information into WEBPASS: personal, Creates client personnel actions (JF-62A) which reflects important information: salary, grade/step, position number, working title, section/agency, and effective date of the action. A personnel action is the official USG documents which is generated to document any action for an employee since his/her enter on duty, passing to the in-service process, up to a separation process.
3. Generates client cable actions through the WEBPASS PERTEL system. This document is approved by the local Supervisor, FMC and the HRO Officer. The cable is the official mechanism to request that the Global Financial Service Center Payroll Section initiate newly hired employees' salary payments.
4. Prepares and processes Personal Services Agreement for the newly hired employee; obtaining necessary HRO approval. The PSA is the legal employment contract for each employee.
5. Provides a welcome orientation to newly hired employees on their first day of work. Provides a general overview of the employee benefits and regulations. Receives and reviews the check-in documents. Obtains HRO and employee signatures on required employment documentation. Scans and files check-in documents into the employee's digital OPF.
6. Calculates integrated base salary and prepares IMSS enrolment information; submits information to the Benefits Coordinator to newly hired employee enrollment into the Mexican Social Security System (IMSS).
7. Submits Infonavit loan confirmation and Direct Deposit formats.
8. Provides Financial Management Center Payroll section with a copy of the appointment cable and request that the newly hired employee be entered into the time and attendance database/system.
9. Participates as a presenter in the Embassy Newcomers Orientation for newly hired LE Staff.
10. Briefs new employees on the different mandatory training courses and follows up to ensure that the courses are completed within the prescribed timeframe.
11. Prepares required diplomatic notes to the SRE requesting new employee registration and work permits; follows up on these requests.

B. Counseling and guidance

20%

1. Counsels employees, explains regulatory, procedural and policy requirements regarding: maternity benefits, injury and disability claims; life insurance and survivor benefits; IMSS, retirement, Infonavit laws; leave issues including LWOP and AWOL; responds to questions regarding premium pay, evaluations, WGI, promotions, disciplinary actions, resignations, terminations, etc.

2. Assists and provides guidance to American and LE supervisors on the preparation and submission of evaluations (EPR), Work Development Plans (WDP), Performance Improvement Plans (PIPs), and Performance Discussion Summary (PDS).
3. Performance Improvement Plan: in accordance with Mission EPR Policy, provides guidance to supervisors and employees; and reconciles with the goal of satisfactory performance.
4. Provided guidance and counsel to employees and supervisors in disciplinary and conduct relations; provides grievance procedures.
5. Reviews and analyses EPRs, confirming that narratives, job elements and summary ratings are congruent, if not provide guidance to supervisors and employees in the proper regulations.
6. Provides guidance and acts as mentor to the respective Consulate HR Assistants on regulations and HR procedures.

C. Processing personal actions, cables and providing service to in-service local employed staff 35%

1. Reviews and verifies that documents received in conjunction with Personnel Action (e.g. WGI, Promotion, Reassignments, Suspensions, LWOP, etc.) meet 3 FAM regulations. Submit cables through the PERTEL system to the Global Financial Services Center Charleston.
2. Professional management of the complete LE Staff EPR process. Sends reminders of EPRs due date to Supervisors at least a month prior to employee's anniversary, ensures that EPRs are received in a timely manner to permit preparation of Within-Grade Increases and /or Promotions as appropriate.
3. Keeps and updates evaluation control chart for requesting EPRs, following-up and/or preparing a memo of delinquent reports on a monthly basis.
4. On an annual basis, updates fiscal data information and PSA extensions through WEBPASS using a Change in Data action for each employee.
5. Receives Special Immigrant Visa (SIV) requests, reviews and analyzes the OPF to assure requesting employee meets SIV nomination requirements; prepares background information for submission to the SIV Committee. Once Committee reviews and approves the petition, prepares a recommendation memorandum to request the Ambassador's approval.
6. Prepares diplomatic notes to SRE requesting new employee registration and reviews accompanying documentations for accuracy and completeness before submission to SRE (A3, SRE webpage).
7. Responsible for digitalization processes of documentation for employee Official Personnel files and safeguard of them.
8. Collects, reviews and analyses all the necessary documentation to prepare Multi-grade Promotion Comparative Charts which includes the employee's qualifications, education, experience, knowledge, skills, abilities, language level, performance ratings, certificates, and occupational training and which have to be sent to HR/OE for approval.
9. Upon employee request, prepares length of service letters, IMSS work risk correspondence, Infonavit loan forms.
10. Updates WEBPASS Post Personnel System medical and security certification for each employee; files documents in the digital official personal file.
11. Assists Human Resources Officers with specific employee issues, researching files, making termination benefit computations. drafts correspondence in English and Spanish, drafts cables and obtains required signatures.
12. At the request of the HROs, translates specific documents.
13. Supports Award Ceremony logistics.
14. In support of the OBO Post Position Management and CSCS, analyses position thread submitted by agencies and offices to reflect correct information in WEBPASS Post Personnel System OBO module. At the request of the agency or office, may be required to abolish positons.
15. At the request of the HRO, prepares reports through WEBPASS Post Personnel System query application.

D. Separation processing**20%**

1. Performs the full range of required HR actions for out-processing employees, including receipt of letters of resignation and preparation of SRE diplomatic notes to request cancellation of work permits, ID badge submitted to RSO, termination actions (e.g., Retirement, Discharge, Removal, etc.) utilizing the Webpass Post Personnel System. Notifies Benefit Coordinator of separations in order to process cancellation of health and life insurances, IMSS, and Infonavit. Provides notification to FMC and other relevant offices so that they may conduct their out-processing of the employee from their systems.
2. Preparation of final payment calculations and assuring payments are processed and received by employees within a reasonable time. Delivers final payment check to former employees and obtains he/she signature as the legal receipt.
3. In case of separation for death of the employee, incumbent reviews and verifies that proper documentation is submitted by beneficiaries and follows up with the life insurance company for benefits payment to the employee's designated beneficiaries.
4. One year after the employee's departure, reviews and analyses OPF documentation for file retirement to Washington, D.C.. Ensures submission of the Inactive OPF follows Records Management regulations.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**Education:**

Two years of college studies.

Prior Work Experience:

Two years of experience in Human Resources or business management required.

Post Entry Training:

Training in Web Pass Post Personnel system, LE Staff Performance Management, Protecting Personally Identifiable Information, Ethics Orientation for LE Staff, Cyber Security. On the job training incumbent must read and understand specific programs, policies and procedures. FSI Human Resources training for American and LE Staff, Compensation, etc.

Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level IV Spanish (fluent) in speaking/writing, Level III English (fluent) in speaking/writing.

Job Knowledges:

A good working knowledge is required of Foreign Service Human Resources System, Recruitment, Retirement and other Locally Employed Staff plans and procedures, 3 FAM, 2 FAH, in-depth knowledge of labor laws and systems. Must possess strong knowledge of Mission's local compensation plan. Prior thorough knowledge of human resources prevailing practices, local compensation norms, local labor laws is required.

Skills, and Abilities:

Excellent interpersonal skills, Level II typing (40 wpm). Ability to use computer and calculator. Ability to work under pressure and be flexible and able to work with constant changes in work priorities. Ability to draft and translate correspondence in English and Spanish and vice versa.

16. POSITION ELEMENTS:**5. Supervision Received:**

Works under the supervision of the LE Staff Support Services Supervisor. Receives general supervision from the Human

Resources Officers. Most supervision is general in nature and incumbent is required to work independently in the performance of day-to-day activities.

6. Supervision Exercised:

None.

7. Available Guidelines:

3 FAM, 2 & 3 FAH, Local Employment Policy Guidebook, LE Staff Performance Management Policy, Local Compensation Plan, LES Handbook, Ethics Orientation, Mission Management Announcements and Procedures, Mexican Labor Law, Department of State guidance provided through ALDAC cables, and notices.

8. Exercise of Judgment:

This position exercises sound judgment and accuracy in processing and preparation of required personnel documentation and actions, calling to the attention of supervisors to real or potential problems in a timely fashion. This position exercises considerable judgment in managing confidential information contained in OPF documentation as well as the information discussed within the HR Office, and meetings.

9. Authority to Make Commitments:

None

10. Nature, Level and Purpose of Contacts:

Establishes and maintains contacts all levels within Mission Mexico: Local employed staff, Local and American Supervisors, Head of Agencies, Management Officers, FMC staff (Financial and Payroll Section). Mid-level Global Financial Service Center Charleston. Mid-level HR/OE Specialists, Mid-level Mexican Government contacts.

11. Time Expected to Reach Full Performance Level:

12 months.