

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Mexico City	2. AGENCY NAS Mexico	3a. POSITION NO. ANA-U27
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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

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces
 Position No. ANA-U27 Management Assistant (Title) FSN (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	Administrative Assistant HR - Liaison	FSN-7		
b. Other				
c. Proposed by Initiating Office INL	Human Resources Assistant			

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

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

The incumbent serves as the Human Resources Assistant in the Management Section of the INTERNATIONAL NARCOTICS AND LAW ENFORCEMENT AFFAIRS (INL) Section. The position is responsible for providing HR support services to the INL Deputy Management Officers in charge of Human Resource issues. Support duties include but are not limited to maintaining personnel files on all INL LE Staff and Personal Services Contractors (PSC), ensures timely submission of performance evaluations, reviews requests for training, assists INL/RM in the PSC hiring process, serves as principle post contact for INL PSC HR issues, and serves as main timekeeper for the entire INL Section. The position serves as the back-up to the INL Administrative Assistant.

14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

Act as liaison between INL Mexico and INL/RM for all PSC issues. Monitor and assist in the PSC hiring process. Organize technical review panels, interviews, and transmission of technical review findings to INL/RM. May be tasked to participate and contribute in technical review panels. Once PSC contracts are awarded, assists in the in-processing of PSCs with regards to payroll, contract expense reimbursement forms, and other administrative assistance. Liaise with INL and PSCs to ensure a smooth arrival and departure from post. Assist in resolving pay, and human resource issues with PSCs while at post. Ensures that performance evaluations are completed prior to contract renewal or departure from post.

40%

Maintains personnel files on all INL LE and EFM Staff, ensures that all performance evaluation documentation is completed and submitted on time. Reviews training plans and monitors training requests for appropriateness submitted by INL supervisors for LE & EFM Staff. Work with INL projects supervisors in the creation of new positions and ensures that existing PDs are up-to-date and accurate.

20%

Acts as main timekeeper for all INL direct-hire employees and acts as back-up for the INL Administrative Assistant.

20%

Maintains, on a weekly basis, the INL organizational charts to include FSOs, EFMs, detailees, LE Staff, and third-party contractors.

10%

Acts as liaison between the INL Section and the Embassy HR office. Disseminates HR instructions to INL employees. Ensures that INL input for the HR staffing pattern is updated regularly. Ensures that INL complies with HR data calls and other reporting requests. Provides daily briefings to the INL Deputy Management Officer on HR issues. Job Holder is not making changes, is requesting changes through HR Office.

10%

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

Two years of university level studies in administration, business, human resources or other administrative function.

b. Prior Work Experience:

Two years of experience in human resources, office management or other related business administration work.

c. Post Entry Training:

Training in USG and INL office procedures, methods, and data management systems.

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

e. Job Knowledge:

Must have good knowledge of local business practices and customs.

f. Skills, and Abilities:

Level II typing skill. Must be proficient in use of standard office equipment and standard MS Office products.

16. POSITION ELEMENTS:

a. Supervision Received:

Directly Supervised by the INL Deputy Management Officer.

b. Supervision Exercised:

N/A

c. Available Guidelines:

FAM, standardized regulations, post policies and management announcements, INL/RM specific guidelines and handbooks. Oral instructions from Management Officer. Distance learning courses via FSI.

d. Exercise of Judgment:

Must prioritize daily workload so as to complete important tasks in timely fashion in accordance with the needs of the Deputy Management Officer.

e. Authority to Make Commitments:

N/A.

f. Nature, Level and Purpose of Contacts:

Must establish and maintain regular working contact with all levels of employees within INL. Must establish and maintain regular working contact with INL/RM, and embassy counterparts in FMC and HRO.

g. Time Expected to Reach Full Performance Level:

six months.