



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)				
1. POST <p align="center">Panama</p>	2. AGENCY <p align="center">State</p>	3a. POSITION NO. <p align="center">N54121</p>		
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. REASON FOR SUBMISSION <input type="checkbox"/> a. Redescription of duties: This position replaces Position No. _____ (Title), _____ (Series) _____ (Grade) <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) Recruitment Process				
5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date <i>(mm-dd-yyyy)</i>
a. Post Classification Authority HRO	Human Resources Assistant, 305	FSN8; FP6	GMS	06/04/07
b. Other				
c. Proposed by Initiating Office HRO	Human Resources Assistant, 305	FSN8		
6. POST TITLE OF POSITION (If different from official title) Human Resources Assistant		7. NAME OF EMPLOYEE		
8. OFFICE/SECTION Management Section		a. First Subdivision Human Resources Office		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my responsibilities of position.		10. This is a complete and accurate description of the duties and responsibilities of this position.		
----- Typed Name and Signature of Employee Date <i>(mm-dd-yyyy)</i>		----- Typed Name and Signature of Supervisor Date <i>(mm-dd-yyyy)</i>		
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 this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
----- Typed Name and Signature of Section Chief or Agency Head Date <i>(mm-dd-yyyy)</i>		----- Typed Name and Signature of Admin or Human Resources Officer Date <i>(mm-dd-yyyy)</i>		
13. BASIC FUNCTION OF POSITION Serve as Human Resources Assistant responsible for the health/life insurance plans for LE Staff of all agencies, Workers Compensation for State American and LE Staff only. Responsible for updating the Post Personnel (WebPASS), OBO Capital Security Cost Sharing Program, the Designation of Responsibilities list and other HR Reports. Responsible for the position classification using the Mission Classification (MClass). Assist HR Specialist in the implementation of new policies mandated by HR/OE. Provide administrative support to the Senior HR Specialist and HRO.				
14. MAJOR DUTIES AND RESPONSIBILITIES See Continuation sheet				% OF TIME

(continue on blank sheet)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Two years of college is required.

b. Prior Work Experience:

Three years of experience in HR work to include recruitment is required.

c. Post Entry Training:

During probationary period incumbent must complete the Mission Classification (MClass) training and be certified as MClass evaluator and be recertified every five years. In addition, must attend the WebPASS training, Workers Comp Training.

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

Level III (Good Working Knowledge) Speaking/Reading/Writing English and Spanish are required.

d. Job Knowledges:

Knowledge of HR regulations and policies in all fields are required. Basic knowledge of the Panamanian Labor Law is required. Knowledge of corporate health and life insurance plans. Knowledge of Workers Compensation procedures is required. Basic knowledge of position classification is required. Must know MS Programs such as Word, Excel, and Outlook. Must know how to navigate in Internet.

e. Skills and Abilities:

Must be able to deal with a wide variety of customers, either from inside or outside with tact and diplomacy when providing information via phone or in person. Must pay attention to detail especially when inputting data in Post Personnel Database. Must know how to work in team when implementing new HR policies, procedures, etc. Must possess good drafting skills when drafting letters, diplomatic notes, etc.

16. POSITION ELEMENTS :

a. Supervision Received:

Reports directly to the Senior Human Resources Specialist (N54003).

b. Supervision Exercised:

None.

c. Available Guidelines:

3 FAM Personnel Regulations and Handbooks, Panamanian Labor Law, HR/OE Recruitment Policy, Local Employment Policy Handbook, U.S. Mission policies, OPM web site, Department of State Intranet. ALICO contract, Workers' Compensation guidelines and regulations. MClass manuals. SOPs on Workers Compensation. FSN Handbook.

d. Exercise of Judgement:

When typing personnel reports specially statistics, documents and correspondence. Judgment when reading and interpreting 3 FAM and ALICO contract. Alert supervisor of potential problems. Must be careful when providing information that falls under the Privacy Act.

e. Authority to Make Commitments:

Position has no authority to make commitments.

f. Nature, Level, and Purpose of Contacts:

U.S. Mission employees of all levels when contacted for information regarding employment and benefits (must of time health/life insurance is of personal issue and must be handled with care), WHA/EX/HR, HR/OE, Workers Comp, DOL to discuss personnel issues and local insurance company to discuss LE Staff insurance issues.

g. Time Expected to Reach Full Performance Level:

One Year

Continuation Sheet

**A. Responsible for Health and Life Insurance for LE Staff and DOS Americans
30%**

1. Serve as the Contracting Officer Representative (COR) for the LE Staff Health and Life Insurance contract. Responsible for the management of the contract as provided in the COR memo. Duties include day-to-day overview of the contract including reviewing claims, reviewing bills to ensure bill is charged as established in contract, providing inputs to the insurance company as required, delivering claims either resolved or not resolved; contacting employees directly in regard to claims, sending monthly changes in salary and/or enrollment in health; providing information to new LE Staff on health/life insurance, maintaining and updated list of LE Staff, dependents, etc enrolled in health and life insurance, coordinating monthly and quarterly meetings; contacting the claims department, contacting the manager when required. Deal with the retirees in the plan and any issue related to their plan, verify their payments. Must draft correspondence related to the health and life insurance, making copies, distributing, filing and delivering. Responsible for verifying that benefits are paid according to the contract.

2. Process out-of country health coverage for LE Staff traveling outside country while on training. Provide necessary forms depending on case (i.e., traveling to the U.S or other non-US city; American or Panamanian employee), request thru ILMS to buy insurance, make sure the insurance is obtained prior to employee traveling out of country and assuring the employee has the necessary documentation (ID card, forms, policy number, etc).

3. Provide information on enrollment in health benefit plans and life insurance plans for State Americans. Handles the Health Open Season for American employees including announcing thru a Management Notice, keeping supplies, providing booklets, reviewing forms for accuracy and sending them to Washington for processing. When State American employees arrive at Post, incumbent advises them on their eligibility to change health plans. Provide information on Temporary Continuation Coverage for State Americans who are retiring and/or resigning from the service and for their dependents.

B. Data Maintenance and Report Preparation

25%

1. Responsible for the daily data input for Post Personnel WebPASS for Americans and LE Staff. Responsible for OBO Capital Security Cost Sharing (CSCS) data and maintenance of the data. Responsible for the update of data in the Mission Strategic Plan (MSP) including sending memos requesting data, inputting data, etc. Responsible for the maintenance, monthly preparation and accuracy of the Staffing Pattern and prepare monthly statistics for HRMS for ICASS purposes. Responsible for providing statistics on number of positions and employees required for official use or as requested by the Bureau and any other office in Washington. Update the Organizational charts for the Embassy on a monthly basis. Responsible for providing data to CLO for FAMER. Prepares from WebPASS report on expiration date of visas, passports, ids, driver's licenses, tax exempt card for American employees and their dependents and gives this report to HR Assistant.

2. Responsible for the compilation of emergency data from the WebPass for the SafeHaven. Data is compiled monthly on CDs.

3. Responsible for preparing the Arrivals/Departures list which includes coordinating with the CLO in obtaining information. The Arr/Dep list is distributed every other Friday. Must be maintained up to date as changes are received.

C. Admin Duties

20%

1. Provide administrative support to the HRO (designate) and the HR Specialist. Work side by side with the HR Specialist in the implementation of new policies, regulations, laws, etc affecting the LE Staff and the LCP, including reading the policy, discussing, practicing and learning the policy to answer questions once is implemented. Assists HR Specialist with the advertisement of the EEO Counselor and FWPC positions, coordinates selection by Post and S/OCR of EEO Counselor FWCP also coordinates when training for EEO is given. Prepares cables as required for any subject. Assist the HRO in the processing of Eligible Family Members security clearances through EQIP.

2. Other administrative duties include: receives all incoming correspondence and is responsible for its distribution, maintain personnel files for LES and subject files, maintain files and a card system of LES

departed employees, maintain and updates administrative personnel manuals, administrative memoranda file, FSN handbooks, etc, request and maintain supplies, assures that copy machine and printer papers are in plentiful supply, request procurement and maintenance services, report copier machine when broken, research in 3 FAM or any resource available, translate personnel documents and correspondence, prepare diplomatic notes in response to the MFR inquiries to HR issues not related to accreditation, tax cards, etc, prepare job letters or other required letters and forms for both LE Staff and American employees.

D. Position Classification Duties

15%

1. Responsible for position classification of local positions using Mission Classification (MClass). This includes given advice on how to prepare positions descriptions, MClass JDHS, etc. Conducts the MClass process from beginning to end.

E. Workers Compensation Duties

5%

1. Process on-job-injury claims for DOS American and LE Staff. For American and LE Staff employees of other agencies incumbent can provide guidance, forms, etc. Must keep up to date with changes, announce the program, maintain forms, provide information, and maintain contact with HR/ER in Washington to check status of claims. Review forms for accuracy, send forms to HR/ER for processing. Prepares the annual report.

F. Back Up Duties

5%

1. Other related duties as assigned and acts as back up for HR Specialist (N54001) and HR Assistant (N54222) during absence.