

E-mail sent to Human Resources Offices on August 15, 1996:

SUBJECT: Workforce Management Support Specialist, GS-301-09

Some managers are concerned that they will not receive the level of personnel services they enjoyed previously when our District HROs become CPACs. IN addition, many functions previously performed in the HRO have now been delegated to the managers. Some managers are considering establishing a position to perform some of the delegated personnel functions, as well as performing other administrative work.

Many such positions perform duties that are primarily administrative technical and clerical. These positions would be one-grade interval in nature and evaluate to the GS-07 level or below.

Other positions may perform administrative management duties that are two-grade interval in nature and would evaluate to the GS-09 level. We have been asked to describe the kinds of duties that would need to be performed in order to support the GS-09 level. Attached is a suggested job description. Work was evaluated using the Administrative Analysis Grade-Evaluation Guide. Since position performs a variety of administrative management duties for which no other series is appropriate, it was placed in the GS-301 series, and given a descriptive title of Workforce Management Support Specialist.

If you have any questions regarding the use of this job description, please contact Millie Edwards, 202-761-1798.

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