



FEDRECRUIT

STRATEGIC HUMAN RESOURCES ADVISOR: POSITION DESCRIPTION

STRATEGIC HUMAN RESOURCES ADVISOR: RECRUITMENT AND PLACEMENT, GS-13

A Strategic Human Resources (HR) Advisor is a knowledgeable HR professional who is skilled at developing solutions to organizational challenges and clearly communicating different options for doing so to management officials at all levels; anticipating and acting upon human capital issues and opportunities; and aligning recruitment and placement priorities with the department/agency's goals in support of its mission. This individual will have institutional knowledge, organizational awareness, strategic abilities, and technical expertise in the areas of recruitment and placement, as well as workforce planning, analysis and design.

MAJOR DUTIES

Knowledge of Business

Has a broad understanding of the agency mission, vision, goals and measures of success. Considers the organization's strategic intent and proactively generates solutions for reaching the desired end result. Analyzes inconsistencies or problems in attaining organizational goals and provides sound recommendations for management review and implementation.

Technical Expertise

Reviews recruitment and placement activities and provides authoritative advice on complex and multifaceted matters such as addressing critical staffing needs, reductions-in-force, substantial mission changes, and/or major reorganizations and realignments.

Analysis

Uses complex analytical techniques and trains other team members in their use. Analyzes workforce issues and collaborates with senior managers to determine current and future workforce requirements and to address competency gaps. Conducts surveys, comprehensive studies and analyses to determine the adequacy of current workforce competencies. Analyzes staff skills and conducts cost/benefit analyses. Analyzes and interprets performance management results, goal achievement, staffing, attrition and other workforce data. Uses detailed analyses of workflow and work methods to support recommendations.

Collaboration

Uses exceptional interpersonal skills to build rapport, gain trust and generate credibility with customers.

Workforce Planning

Evaluates department/agency operations and develops major organizational proposals involving extensive analysis prior to recommending changes in workforce distribution, positions or functional responsibilities. Includes anticipated impact of reorganizations, reductions in workforce or other significant changes. Develops workforce planning policies, programs and initiatives to meet the needs of the department/agency. Works across program areas to develop workforce utilization proposals for review by senior management officials. Oversees projects that affect a substantial revision of the organizational structure or workflow of the activities of the department/agency.

Workforce Development

Designs workforce development plans, workforce performance requirements and recognition activities.

Advisory Services

Serves as a trusted advisor and proactively develops creative, strategic HR solutions in the areas of workforce planning, recruitment, gap analysis and alignment to agency goals. Uses metrics and measures to create and negotiate a business case to support and justify recommended solutions.

Leadership and Teamwork

Coordinates and leads team efforts in projects dealing with significant changes in workforce distribution, positions or related organizational structures. Presents survey findings and recommendations to the affected managers and coordinates acceptance of the recommendations.

Credibility

Keeps abreast of human capital trends, policy changes and legal decisions in the human capital management arena that affect workforce strategies. Reviews, analyzes and explains legislative changes pertaining to recruitment and internal workforce changes, and their impact on the department/agency, to management officials. Issues department/agency-wide guidance to clarify changes and their effects on the department/agency.

FACTOR STATEMENTS

Factor 1: Knowledge Required for the Position

The position requires:

- ★ Knowledge and understanding of the agency's mission, vision, and program goals and objectives, and how to achieve them;
- ★ Knowledge and understanding of the methods of evaluating the worth of program accomplishments;
- ★ Comprehensive knowledge of the range of administrative laws, policies, regulations and precedents applicable to federal recruitment and placement, including workforce planning, and competency gap determination and analysis;
- ★ Mastery of a wide range of qualitative and/or quantitative methods of assessment and analysis to improve program effectiveness and achieve goals;
- ★ Ability to plan, organize and direct teams, and to negotiate effectively with management to accept and implement recommendations where the proposals involve significant agency resources or require extensive workforce changes; and
- ★ Ability to build partnerships using exceptional interpersonal skills.

Factor 2: Supervisory Controls

The supervisor and employee develop a mutually acceptable project plan which typically includes the identification of the work to be done, the scope of the project and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the work, coordinating with staff and managers, and conducting and/or overseeing all phases of the project. The employee keeps the supervisor informed of potentially controversial findings, issues or problems with widespread impact. Completed projects, evaluations, reports or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines and effectiveness in achieving intended objectives.

Factor 3: Guidelines

Guidelines consist of federal rules and regulations related to the recruitment and placement of personnel. Management and organizational theories are used with considerable adaptation and/or interpretation for application to specific department/agency issues. Federal policy and legal decisions are followed specifically, but incumbent determines details of the methods and processes used to accomplish the project. Department/agency strategic plan, workforce plan, vision and performance goals are the baseline for determining methods and human capital program goals and objectives. Within the context of broad regulatory guidelines, the employee may refine or develop more specific ones such as implementing regulations or methods.

Factor 4: Complexity

Analyzes interrelated issues of effectiveness, efficiency and productivity of substantive mission-oriented programs. Develops detailed plans, goals and objectives for the implementation and administration of human capital programs that address current and long-term needs. Develops specific metrics and measures or other criteria for evaluating the effectiveness of programs.

Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or re-evaluation of results. Options, recommendations and conclusions take into account and give appropriate weight to a changing environment and other uncertainties and variables which affect long-range program performance.

Factor 5: Scope and Effect

The scope of the work is department/agency wide; it affects the plans, goals and effectiveness of the department/agency mission. The purpose of the position is to assess the productivity, effectiveness and efficiency of program operations and/or analyze and resolve workforce problems as they affect agency-level goals and objectives. Criteria are established to measure and/or predict the success of programmatic or organizational goals and objectives. Contributes to the improvement of department/agency-wide productivity, effectiveness and efficiency in program operations and/or geographical locations within the organization.

Factor 6: Personal Contacts

Personal contact is made with the head of the department/agency and other senior officials several managerial levels removed from the employee. It may also be made with persons outside of the agency such as consultants, contractors, peers across government and/or business executives in a moderately unstructured setting.

Factor 7: Purpose of Contact

The purpose of the contact is to influence senior leadership to accept and implement findings and recommendations on organizational improvement and/or program effectiveness. This individual may encounter resistance as a result of organizational conflicts, competing objectives or resource constraints.

Factor 8: Physical Demands

The work is primarily sedentary.

Factor 9-1: Work Environment

Work is typically performed in an adequately lit and climate-controlled office.