

457-02-9348
 epf, 6/15/14

POSITION DESCRIPTION (Please Read Instructions on the Back)							1. Agency Position No. 00003880			
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location Washington DC		5. Duty Station Commandant (CG-13)		6. OPM Certification No.		
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code A199		
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input checked="" type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		14. Agency Use		
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management										
b. Department, Agency or Establishment										
c. Second Level Review		Human Resources Specialist (Military)				GS	0201	14	TLB	04/24/2014
d. First Level Review										
e. Recommended by Supervisor or Initiating Office		Human Resources Specialist				GS	0201	14		
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify) Robert Hinds				
18. Department, Agency, or Establishment U.S. Coast Guard, Department of Homeland Security						c. Third Subdivision Director of Reserve and Military Personnel (CG-13)				
a. First Subdivision USCG						d. Fourth Subdivision				
b. Second Subdivision Assistant Commandant for Human Resources (CG-1)						e. Fifth Subdivision				
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)				
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				
a. Typed Name and Title of Immediate Supervisor Stephen B. Nye, CAPT, Acting Director COMDT (CG-13)						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature NYE, STEPHEN. B. 1005480945			Date 04/25/2014			Signature			Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position JFPCS for Administrative Work in the Human Resources Management Group, GS-0200, 12/00				
Typed Name and Title of Official Taking Action Thomas L. Barth HR Specialist						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
Signature <i>Thomas L. Barth</i>			Date 6/3/14							
23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										
24. Remarks BUS = 3575										

25. Description of Major Duties and Responsibilities (See Attached)

Human Resources Specialist (Military)
GS-00201-14
00003880

INTRODUCTORY STATEMENT: The Director, Reserve and Military Personnel (CG-13) serves as the program director for the Coast Guard retiree services program. The Director is tasked to resource and maintain an enterprise-wide retiree services program, including the appropriate level of full-time personnel resources to manage the program and the designation of a program manager, responsible for the routine program management of the retiree services program.

The incumbent Human Resources Specialist serves as the designated program manager and coordinates the execution of effective pre-retirement, transition, and post-retirement retiree services program requirements, as specifically defined in COMDTINST 1800.5 (series), with the responsible policy, program, and technical authorities. The incumbent coordinates field level execution of the Coast Guard retiree services program at Bases and certain Training Centers and oversees the retiree services program strategic communications, including multi-channel communications infrastructure needed to inform Coast Guard leaders, members, and military retiree community. The incumbent supports all activities associated with the Director's role as the Commandant's executive agent for the Commandant's National Retiree Council (CCGNRC).

MAJOR DUTIES:

1. Policy Formulation and Implementation (25%)

Manages, plans, directs, integrates and evaluates all actions related to policy formulation and implementation of the Coast Guard retiree services program. Issue-related strategy development is frequently undefined and resource-intensive requiring the development of complex plans among Coast Guard Headquarters and Headquarters unit proponents in establishing the Coast Guard's position on matters associated with military retirement.

2. Manage, Review, Evaluate, and Organize (35%)

Plans and manages policy initiatives, program standards, procedures and measures of effectiveness for the Coast Guard retiree services program. Manages and integrates Coast Guard-wide retiree services program development within resource requirements. Establishes objectives, plans, overall work to be accomplished, sets priorities and establishes schedules for work completion. Reviews work completed with CG-13, accepting or amending work as appropriate. Ensures timely performance and quality of work ensuring standards are met. Makes decisions on work problems and presents recommended solutions to the chain of command. Evaluates program operational effectiveness of mission accomplishment, quality and quantity of standards met, procedural and policy compliance, and technical competence.

Advises the chain of command of problems involving the relationships of retiree services to broader programs and the impact on such programs. Makes changes in work flow and balances workload to increase program effectiveness.

3. Technical or Staff Work (40%)

Serves as the Coast Guard's primary expert and subject matter specialist on all areas, issues and concerns associated with retiree services as it relates to: pre-retirement planning, post-retirement services, retiree benefits advice and services, the CCGNRC, communications, and collaboration with external agencies.

Develops guidance and formulates plans, standards and procedures for the management and direction of retired affairs. Guidance, plans, standards and procedures are for purposes of program development, improvement/ strengthening of services and for formulating policies for new areas or refining issues where policies and/or precedents are non-existent.

Collaborate with external agencies, including the DVA and particularly with the DoD and DoD military services' retirement activities. Prepares staff studies and position papers to defend military retirement programs at DHS and higher levels.

Evaluates and supports the Commandant's (CCG's) National Retiree Council, on behalf of CCG's executive agent, CG-13. Supports regular meetings with CG-13, CCG, the Master Chief Petty Officer of the Coast Guard (MCPOCG) and the Coast Guard Reserve Force Master Chief (CGRF-MC) to review retirement programs and retiree issues.

Develops guidance for the Coast Guard's retiree services program and the network of retiree services desks, organized by geographic areas of responsibility. Evaluates staffing logic, manpower and training requirements for field-level retiree services desks. Develops training programs and communications plans to implement and advance program objectives.

Develops guidance for the establishment of retiree services desks. Serves as the central referral entity. Implements and maintains a comprehensive informational network. Maintain the interface of the retiree services program within the Coast Guard organization and with the DoD military services' retirement activities. Analyzes, evaluates, and monitors trends that reinforce current policy or require policy changes.

Establishes rapport and maintains relationships with key leaders in the field of retiree services. Coordinates with the Coast Guard Headquarters staff with office and division chiefs and program managers in developing management policy which impacts retiree services for which these offices and managers have policy making and/or program execution responsibilities. Formulates and justifies changes to direction or policy which other Coast Guard, DHS and DoD entities are proponents and which impact retiree services management.

Represent CG-13 and CG-1 on retiree services matters requiring coordination with other Coast Guard organizational entities. Respond to congressional inquiries, Coast Guard and DoD staffs, civilian agencies and individuals. Personally brief flag officers and senior civilians at the GS-15 level or above.

Evaluate field and operational level retiree services program execution for policy compliance and the development and application of new program techniques, as well as impact on changes in policies. Integrates and coordinates changing emphasis and requirements based on Coast Guard directives, special needs of Coast Guard personnel, changing levels of resources, budgetary guidance and technology and professional advances. Monitors and provides assistance during field and operational level reviews and assessments to ensure that overall retiree services policy is being followed and are adequate to accomplish the mission. Evaluates field and operational level standard operating procedures. Briefs diverse cross-functional commands and staffs concerning program deficiencies. Writes after-action reports.

Develops instruments to collect field and operational level retiree services demographic information. Uses the information to prepare statistical studies, determine resource requirements, and program trends, and develops and implements new policy where the need dictates. Develops and implements an evaluation system to assess program effectiveness, quality of service, and effectiveness of field operations. Analyzes the information to determine compliance with Coast Guard program standards.

Oversees Coast Guard Pay and Personnel Center publishing of the Coast Guard/NOAA Retirees' Newsletter, the official national communication link between the Coast Guard and its military retiree community.

PERFORMS OTHER DUTIES AS ASSIGNED

OTHER SIGNIFICANT FACTS:

- Security clearance is not required.
- Weekend TDY is routinely required.

FES Factors:

1. Knowledge Required by the Position:

- Mastery of advanced military retiree principles, concepts, regulations, and practices, analytical methods and techniques, and seasoned consultative skill sufficient to resolve military retiree problems not susceptible to treatment by standard methods.
- Broad knowledge of:
 - transitioning and retirement issues and programs
 - program funding
 - Coast Guard organization
 - DHS

- DoD
- DVA
- other military services' retirement activities programs
- Mastery of the concepts, principles, practices, laws, and regulations of the military retiree specialty, the relationships between subordinate and senior levels of military HR management within the USCG.
- Knowledge of and skill in using a wide range of qualitative and/or quantitative methods sufficient to:
 - design and conduct comprehensive HR studies in the military retiree field characterized by boundaries that are extremely broad and difficult to determine in advance;
 - identify and propose solutions to HRM problems and issues that are characterized by their breadth, importance, and severity and for which previous studies and established techniques are frequently inadequate;
 - collaborate with and/or lead management in employing change process concepts and techniques by assessing organizational readiness for change, marketing organizational awareness, and leading change initiatives;
 - develop recommendations for legislation that would modify the way military agencies conduct programs, evaluate new or modified legislation for projected impact upon existing USCG military retiree programs, and to translate complex legislation to meet USCG needs;
 - plan, organize, and/or direct team efforts to persuade management officials to accept and implement recommendations, where the proposals involve substantial agency resources or require extensive changes in established procedures and methods;
 - evaluate and make recommendations concerning overall plans and proposals for complex USCG projects in the military retiree field; and
 - develop, interpret, and analyze data extracts and reports from automated HR and military databases and develop the most efficient and effective automated systems approaches for presenting HR reports and graphics for management.

2. Supervisory Controls

The supervisor provides administrative and policy direction in terms of the USCG Military Retiree program. The incumbent:

- serves as the designated program manager and coordinates the execution of effective pre-retirement, transition, and post-retirement retiree services programs requirements;
- defines objectives;
- interprets policies promulgated USCG authorities senior to the Director, Reserve and Military Personnel and determines their effect on program needs;
- independently plans, designs, and carries out the work to be done; and
- is the technical authority on USCG military retirees and retiree programs.

The Director, Reserve and Military Personnel:

- reviews work for potential impact on broad USCG policy objectives and program goals;
- normally accepts work as being technically authoritative; and
- normally accepts work without significant change.

3. Guidelines:

The employee uses guidelines that are often ambiguous and express conflicting or incompatible goals and objectives, requiring extensive interpretation. The employee uses judgment and ingenuity and exercises broad latitude to:

- determine the intent of applicable guidelines;
- develop policy and guidelines for specific areas of work; and
- formulate interpretations that may take the form of policy statements and guidelines.

The Commandant of the Coast Guard and other top USCG officials and senior staff recognize the employee as the technical expert in the field of USCG Military Retirees. Serves as the designated program manager and coordinates the execution of effective pre-retirement, transition, and post-retirement retiree services program requirements, as specifically defined in COMDTINST 1800.5 (series), with the responsible policy, program, and technical authorities.

4. Complexity:

Serves as key advisor to the Commandant of the USCG and CG-1 on the Military Retiree Program.

- serves as the technical expert on all aspects of the military retiree program;
- develops legislative proposals, new policies, and regulations to resolve critical problems affecting major parts of the military retiree program; and
- recommends long-range plans and changes in program emphasis.

Exercises considerable ingenuity and originality to:

- conduct extensive analyses of the USCG Military Retiree Program, which will be complicated by major areas of uncertainty in the appropriate approach, methodology, or interpretation because of conflicting requirements, rules, regulations, laws; and
- persuade superiors to accept findings, recommendations, and conclusions based on these analyses.

5. Scope and Effect:

Work involves:

analyzing, evaluating, and developing major aspects of the USCG Military Retiree Program that requires:

- isolating and defining unknown conditions
- resolving critical problems in the program
- developing new concepts and methodologies to use in the program, and

- issues of sensitivity and potential controversy that when resolved may promote advances in the USCG Military Retiree Program plans, goals, objectives, and milestones to make it the top Military Retiree Program in the United States Armed Services.

The incumbent's work establishes precedents for other technical experts to follow.

Findings and recommendations:

- are typically of major significance to USCG management officials; and
- often serve as the basis for new legislation, regulations, or programs.
- Work may also influence and persuade top management officials to change major HR policies or procedures.

6. Personal Contacts:

Contacts are with personnel outside the USCG, including consultants, contractors, or business executives, military retirees from the USCG and other military organizations and military retiree organizations, in moderately unstructured settings. Regular and recurring contacts inside the USCG include the Commandant of the Coast Guard.

7. Purpose of Contacts:

The purpose of contacts is to influence and persuade employees (military and civilian) and managers to accept and implement findings and recommendations. The incumbent may encounter resistance due to such issues as organizational conflict, competing objectives, limited/competitive funding and other resource problems. Must be skillful in approaching contacts to obtain the desired effect; e.g., gaining compliance with established policies and regulations by persuasion or negotiation.

8. Physical Demands:

The work is primarily sedentary. Some work may require walking in offices, military facilities, high rise office buildings, etc. and similar areas for meetings and to conduct military retiree HR work (e.g., presentations, training, briefings, retiree organization meetings, etc.). Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite. Some employees may carry light items or drive a motor vehicle. The work does not require any special physical effort.

9. Office Environment:

The work is primarily sedentary. Some work may require walking in offices, hospitals, VA facilities, high rise office buildings, military facilities, and similar areas for meetings and to conduct HR work. Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite. Some employees may carry light items or drive a motor vehicle. The work does not require any special physical effort.

EVALUATION STATEMENT

1. References:

- a. JFPCS for Administrative Work in the Human Resources Management Group, GS-0200
December 2000

2. Pay Plan: The proper Pay Plan for this position is "GS".

3. Series: The Director, Reserve and Military Personnel (CG-13) serves as the program director for the Coast Guard retiree services program. The Director is tasked to resource and maintain an enterprise-wide retiree services program, including the appropriate level of full-time personnel resources to manage the program and the designation of a program manager, responsible for the routine program management of the retiree services program. The incumbent serves as the designated program manager and coordinates the execution of effective pre-retirement, transition, and post-retirement retiree services program requirements, as specifically defined in COMDTINST 1800.5 (series), with the responsible policy, program, and technical authorities.

This is a good match for Reference a., where *"This series covers two-grade interval administrative positions that manage, supervise, administer, advise on, or deliver human resources management products or services."* Thus, the proper series for this position is 0201.

4. Title: "The basic title for this occupation is *Human Resources Specialist*." The incumbent serves as the designated program manager and coordinates the execution of effective pre-retirement, transition, and post-retirement retiree services program requirements, as specifically defined in COMDTINST 1800.5 (series), with the responsible policy, program, and technical authorities. The incumbent coordinates field level execution of the Coast Guard retiree services program at Bases and certain Training Centers and oversees the retiree services program strategic communications, including multi-channel communications infrastructure needed to inform Coast Guard leaders, members, and military retiree community. The incumbent supports all activities associated with the Director's role as the Commandant's executive agent for the Commandant's National Retiree Council (CCGNRC).

We add a parenthetical title of "(Military)", which covers *"Work that involves administering, delivering, maintaining, advising on, and adapting basic concepts, principles, and theories of military HR to the unique organizational, management, and mission requirements of military departments or organizations."*

The official title of this organization is "Human Resources Specialist (Military)".

5. Grade:

1. Knowledge Required by the Position:

Level 1-8, 1550 Points

- Mastery of advanced military retiree principles, concepts, regulations, and practices, analytical methods and techniques, and seasoned consultative skill sufficient to resolve military retiree problems not susceptible to treatment by standard methods.
- Broad knowledge of:
 - transitioning and retirement issues and programs
 - program funding
 - Coast Guard organization
 - DHS
 - DoD
 - DVA
 - other military services' retirement activities programs
- Mastery of the concepts, principles, practices, laws, and regulations of the military retiree specialty, the relationships between subordinate and senior levels of military HR management within the USCG.
- Knowledge of and skill in using a wide range of qualitative and/or quantitative methods sufficient to:
 - design and conduct comprehensive HR studies in the military retiree field characterized by boundaries that are extremely broad and difficult to determine in advance;
 - identify and propose solutions to HRM problems and issues that are characterized by their breadth, importance, and severity and for which previous studies and established techniques are frequently inadequate;
 - collaborate with and/or lead management in employing change process concepts and techniques by assessing organizational readiness for change, marketing organizational awareness, and leading change initiatives;
 - develop recommendations for legislation that would modify the way military agencies conduct programs, evaluate new or modified legislation for projected impact upon existing USCG military retiree programs, and to translate complex legislation to meet USCG needs;
 - plan, organize, and/or direct team efforts to persuade management officials to accept and implement recommendations, where the proposals involve substantial agency resources or require extensive changes in established procedures and methods;
 - evaluate and make recommendations concerning overall plans and proposals for complex USCG projects in the military retiree field; and
 - develop, interpret, and analyze data extracts and reports from automated HR and military databases and develop the most efficient and effective automated systems approaches for presenting HR reports and graphics for management.

This is comparable to Level 1-8, which requires, "*Mastery of the concepts, principles, practices, laws, and regulations of the HR specialty, the relationships between subordinate and senior levels of HR management within the employing entity and/or between the organization and programs of other Federal departments, bureaus, or equivalent organizations; and a wide range of qualitative and/or quantitative methods sufficient to:*

- *design and conduct comprehensive HR studies characterized by boundaries that are extremely broad and difficult to determine in advance;*
- *identify and propose solutions to HRM problems and issues that are characterized by their breadth, importance, and severity and for which previous studies and established techniques are frequently inadequate;*
- *collaborate with and/or lead management in employing change process concepts and techniques by assessing organizational readiness for change, marketing organizational awareness, and leading change initiatives;*
- *develop recommendations for legislation that would modify the way agencies conduct programs, evaluate new or modified legislation for projected impact upon existing agency programs, or translate complex legislation to meet agency needs;*
- *plan, organize, and/or direct team efforts to persuade management officials to accept and implement recommendations, where the proposals involve substantial agency resources or require extensive changes in established procedures and methods;*
- *evaluate and make recommendations concerning overall plans and proposals for complex agency projects; and*
- *develop, interpret, and analyze data extracts and reports from automated HR databases and/or develop the most efficient and effective automated systems approaches for presenting HR reports and graphics for management."*

2. Supervisory Controls

Level 2-5, 650 Points

The supervisor provides administrative and policy direction in terms of the USCG Military Retiree program.

The incumbent:

- serves as the designated program manager and coordinates the execution of effective pre-retirement, transition, and post-retirement retiree services programs requirements;
- defines objectives;
- interprets policies promulgated USCG authorities senior to the Director, Reserve and Military Personnel and determines their effect on program needs;
- independently plans, designs, and carries out the work to be done; and
- is the technical authority on USCG military retirees and retiree programs.

The Director, Reserve and Military Personnel:

- reviews work for potential impact on broad USCG policy objectives and program goals;
- normally accepts work as being technically authoritative; and
- normally accepts work without significant change.

This is a good match for Level 2-5, where

"... The supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the organization.

... The employee:

- *is responsible for a significant program or function;*
- *defines objectives;*

- *interprets policies promulgated by authorities senior to the immediate supervisor and determines their effect on program needs;*
- *independently plans, designs, and carries out the work to be done; and*
- *is a technical authority.*

... The supervisor:

reviews work for potential impact on broad agency policy objectives and program goals; normally accepts work as being technically authoritative; and normally accepts work without significant change."

The Director, Reserve and Military Personnel (CG-13) serves as the program director for the Coast Guard retiree services program. The Director is tasked to resource and maintain an enterprise-wide retiree services program, including the appropriate level of full-time personnel resources to manage the program and the designation of a program manager, responsible for the routine program management of the retiree services program.

The incumbent Human Resources Specialist serves as the designated program manager and coordinates the execution of effective pre-retirement, transition, and post-retirement retiree services program requirements, as specifically defined in COMDTINST 1800.5 (series), with the responsible policy, program, and technical authorities. The incumbent coordinates field level execution of the Coast Guard retiree services program at Bases and certain Training Centers and oversees the retiree services program strategic communications, including multi-channel communications infrastructure needed to inform Coast Guard leaders, members, and military retiree community. The incumbent supports all activities associated with the Director's role as the Commandant's executive agent for the Commandant's National Retiree Council (CCGNRC).

3. Guidelines:

Level 3-5, 650 Points

The employee uses guidelines that are often ambiguous and express conflicting or incompatible goals and objectives, requiring extensive interpretation. The employee uses judgment and ingenuity and exercises broad latitude to:

- determine the intent of applicable guidelines;
- develop policy and guidelines for specific areas of work; and
- formulate interpretations that may take the form of policy statements and guidelines.

The Commandant of the Coast Guard and other top USCG officials and senior staff recognize the employee as the technical expert in the field of USCG Military Retirees.

This is a very good match for Level 3-5, where *"The employee uses guidelines that are often ambiguous and express conflicting or incompatible goals and objectives, requiring extensive interpretation.*

The employee uses judgment and ingenuity and exercises broad latitude to:

- *determine the intent of applicable guidelines;*
- *develop policy and guidelines for specific areas of work; and*
- *formulate interpretations that may take the form of policy statements and guidelines.*

Top agency management officials and senior staff recognize the employee as a technical expert."

For the most part, this factor was copied directly from Reference a. However, we should remember that this is a new position. The incumbent will serve as the Coast Guard's primary expert and subject matter specialist on all areas, issues and concerns associated with retiree services as it relates to: pre-retirement planning, post-retirement services, retiree benefits advice and services, the CCGNRC, communications, and collaboration with external agencies. Manages, plans, directs, integrates and evaluates all actions related to policy formulation and implementation of the Coast Guard retiree services program. Issue-related strategy development is frequently undefined and resource-intensive requiring the development of complex plans among Coast Guard Headquarters and Headquarters unit proponents in establishing the Coast Guard's position on matters associated with military retirement.

4. Complexity:

Level 4-5, 325 Points

Serves as key advisor to the Commandant of the USCG and CG-1 on the Military Retiree Program.

- serves as the technical expert on all aspects of the military retiree program;
- develops legislative proposals, new policies, and regulations to resolve critical problems affecting major parts of the military retiree program; and
- recommends long-range plans and changes in program emphasis.

Exercises considerable ingenuity and originality to:

- conduct extensive analyses of the USCG Military Retiree Program, which will be complicated by major areas of uncertainty in the appropriate approach, methodology, or interpretation because of conflicting requirements, rules, regulations, laws; and
- persuade superiors to accept findings, recommendations, and conclusions based on these analyses.

This is a good match for Level 4-5, where the incumbent *"Serves as key advisor to top level management of a military component.*

... Performs the following duties:

- *serves as the technical expert on all aspects of the military personnel program;*
- *develops legislative proposals, new policies, and regulations to resolve critical problems affecting major parts of the military HR program; and*
- *recommends long-range plans and changes in program emphasis.*

... Exercises considerable ingenuity and originality to:

- *conduct extensive component-wide analyses complicated by major areas of uncertainty in the appropriate approach, methodology, or interpretation because of conflicting requirements; and*
- *persuade superiors to accept findings, recommendations, and conclusions based on these analyses."*

Incumbent develops recommendations for legislation that would modify the way military agencies conduct programs, evaluate new or modified legislation for projected impact upon existing USCG military retiree programs, and to translate complex legislation to meet USCG needs. Serves as the Coast Guard's primary expert and subject matter specialist on all areas,

issues and concerns associated with retiree services as it relates to: pre-retirement planning, post-retirement services, retiree benefits advice and services, the CCGNRC, communications, and collaboration with external agencies.

5. Scope and Effect:

Level 5-5, 325 Points

Work involves:

analyzing, evaluating, and developing major aspects of the USCG Military Retiree Program that requires:

- isolating and defining unknown conditions
- resolving critical problems in the program
- developing new concepts and methodologies to use in the program, and
- issues of sensitivity and potential controversy that when resolved may promote advances in the USCG Military Retiree Program plans, goals, objectives, and milestones to make it the top Military Retiree Program in the United States Armed Services.

The incumbent's work establishes precedents for other technical experts to follow.

Findings and recommendations:

- are typically of major significance to USCG management officials; and
- often serve as the basis for new legislation, regulations, or programs.
- Work may also influence and persuade top management officials to change major HR policies or procedures.

This is an excellent match for Level 5-5, where "Work involves:

- *analyzing, evaluating, and developing major aspects of agencywide HR programs that require isolating and defining unknown conditions, resolving critical problems, or developing new concepts and methodologies; and*
- *issues of sensitivity and potential controversy that when resolved may promote advances in principal HR program plans, goals, objectives, and milestones.*

Work establishes precedents for other technical experts to follow. Findings and recommendations:

- *are typically of major significance to agency management officials; and*
- *often serve as the basis for new legislation, regulations, or programs.*
- *Work may also influence and persuade top management officials to change major HR policies or procedures."*

However, as is obvious, this factor is almost copied totally from Reference a. Still the supervisor signed block 20.a. of the OF-8.

6. Personal Contacts:

Level 6-3

Contacts are with personnel outside the USCG, including consultants, contractors, or business executives, military retirees from the USCG and other military organizations and military retiree organizations, in moderately unstructured settings. Regular and recurring contacts inside the USCG include the Commandant of the Coast Guard.

This meet and exceeds the intent of Level 6-3, where contacts include "*Persons outside the agency, including consultants, contractors, or business executives, in moderately unstructured settings. This level may also include contacts with agency officials who are several managerial levels removed from the employee when such contacts occur on an ad hoc basis.*" However, it falls short of meeting Level 6-4, where contacts include "High-ranking officials from outside the agency at national or international levels, in highly unstructured settings. Typical contacts at this level include:

- *heads of other agencies and Presidential advisors;*
- *Members of Congress;*
- *State governors or mayors of major cities;*
- *leading representatives of foreign governments;*
- *executives of comparable private sector organizations;*
- *presidents of national unions; and/or*
- *nationally recognized representatives of the news media on human resources management matters of national significance."*

7. Purpose of Contacts:

Level 7-c

The purpose of contacts is to influence and persuade employees (military and civilian) and managers to accept and implement findings and recommendations. The incumbent may encounter resistance due to such issues as organizational conflict, competing objectives, limited/competitive funding and other resource problems. Must be skillful in approaching contacts to obtain the desired effect; e.g., gaining compliance with established policies and regulations by persuasion or negotiation.

This is a very good match for Level 7-c, where the purpose is to "*To influence and persuade employees and managers to accept and implement findings and recommendations. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems. Must be skillful in approaching contacts to obtain the desired effect; e.g., gaining compliance with established policies and regulations by persuasion or negotiation.*"

The combination of Levels 6-3 and 7-c scores 180 Points

8. Physical Demands:

Level 8-1, 5 Points

The work is primarily sedentary. Some work may require walking in offices, military facilities, high rise office buildings, etc. and similar areas for meetings and to conduct military retiree HR work (e.g., presentations, training, briefings, retiree organization meetings, etc.). Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite. Some employees may carry light items or drive a motor vehicle. The work does not require any special physical effort.

This is comparable to Level 8-1, where *"The work is sedentary. Some work may require walking in offices, hospitals, shipyards, depots, warehouses, and similar areas for meetings and to conduct HR work. Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite. Some employees may carry light items or drive a motor vehicle. The work does not require any special physical effort."*

9. Office Environment:

Level 9-1, 5 Points

The work is primarily sedentary. Some work may require walking in offices, hospitals, VA facilities, high rise office buildings, military facilities, and similar areas for meetings and to conduct HR work. Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite. Some employees may carry light items or drive a motor vehicle. The work does not require any special physical effort.

This is a good match for Level 9-1, where *"The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions. Some employees may occasionally be exposed to uncomfortable conditions in such places as research and production facilities."*

Total Points: 3690

Grade: GS-14 (3605-4050)

6. Final Classification:

Human Resources Specialist (Military)
GS-0201-14

7. BUS: 3575

Normally, military HR positions are in the bargaining unit. This position comes close to being exempted from the bargaining due to being a "management official".

Manages, plans, directs, integrates and evaluates all actions related to policy formulation and implementation of the Coast Guard retiree services program. Issue-related strategy development is frequently undefined and resource-intensive requiring the development of complex plans

among Coast Guard Headquarters and Headquarters unit proponents in establishing the Coast Guard's position on matters associated with military retirement. Plans and manages policy initiatives, program standards, procedures and measures of effectiveness for the Coast Guard retiree services program. Analyzes, evaluates, and monitors trends that reinforce current policy or require policy changes. However, this PD does not give the incumbent credit for developing policy nor having a direct effect on agency policy. Thus, it belongs in the bargaining unit.

8. FLSA: EXEMPT (Management Official)

A handwritten signature in black ink, appearing to read 'Thomas L. Barth', written in a cursive style.

THOMAS L. BARTH
4/24/14