

# Personnel Management Specialist (GS-9)

## Major Duties

A Personnel Management Specialist sets pay rates of Forest Service jobs by comparing job responsibilities and determining at what level (GS-3 to GS-18) a job should be classified. A lot of time is spent recruiting potential employees and hiring new employees. This job is performed in an office setting. A Personnel Management Specialist has many different responsibilities including;

- Providing advice and recommendations on how to classify all Forest Service jobs
- Classifying jobs using accepted position classification principles
- Examining pay and leave situations to determine if problems exist with individual employees, and advises supervisors of requirements to be sure employees are paid in accordance with the law
- Using qualification standards and employment regulations to help managers recruit and select job applicants
- Giving advice to supervisors having performance or disciplinary problems with their employees
- Advising employees on the benefits available to them
- Helping in labor management negotiations
- Helping start employee development and safety programs (performance appraisal, training, and awards)
- Support the Civil Rights and Affirmative Action programs in all areas of personnel management

A person at this level may also supervise other employees. This can require monitoring employee performance, conducting performance appraisals, developing budgets, coordinating staff efforts, etc.

## A Typical Day

Sharon has been a Personnel Management Specialist with the Forest Service for six years. Before that, she worked in a personnel department for a large electric company and had two years of community college training in the personnel field.

For the last few days Sharon has been reviewing job descriptions to see if some jobs need to be reclassified based on new responsibilities of employees in those jobs. To see if the jobs should be reclassified, Sharon spent one day interviewing five supervisors who oversee employees in those specific jobs. She wanted to find out exactly what types of responsibilities each employee has and what tasks they did each day.

After collecting the information from each supervisor, Sharon began to examine and compare it to see if what the employees did in their job matched what the job description said they did. In almost every case the employees were doing things beyond what the present job description called for. It was clear to Sharon that the employees needed to be compensated for their efforts by either having their job reevaluated and upgraded or having them reclassified to a higher level. Sharon decided to begin writing a report to management recommending that she conduct a more extensive review of the situation.

## Personnel Management Specialist

### Career Sheet #19

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## Knowledge and Education

A college degree is not required to be a Personnel Management Specialist. However, a degree or formal education in the following is helpful;

- Personal administration
- Psychology and Counseling
- Salary Administration
- Career Planning and Evaluation
- Interviewing and Recruiting
- Business Courses (Accounting, finance, personnel)
- Math

## Career Path

Here are some jobs that lead to becoming a Personnel Management Specialist (GS-9)

- Personnel Clerk (GS-4/5) – A person in this job performs clerical duties in the personnel department. These duties may include processing personnel action forms (for appointments, separation, pay adjustments, retirements, etc.), maintaining personnel files posting time and attendance reports, typing, maintaining position descriptions in binders.
- Personnel Management Specialist (GS-5) – This is an on-the-job training position that orients the person to basic personnel concepts, regulations, policies, guidelines, and practices of Federal Personnel Management. The PMS (GS – 5) assists with a Varsity of duties associated with the day-to-day operation of the unit's personnel program
- Personnel Assistant (GS-7) – Duties this person performs include;
  - Advising supervisors on recruitment option available to them
  - Preparing recruitment notices and vacancy announcements
  - Reviewing job applicants to the right units for selection reviews
  - Helps expedite personnel action forms
  - Runs the Summer / Seasonal Temporary Employment Program