

Report ID: NIHR148  
Report Date: 03/21/2012  
Database:

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Run Time: 08:38:07

WORK ROLE: 24BA

WORKROLE TITLE: HR Officer

WORKROLE DESCRIPTION:

HR Officers oversee and lead areas of work to meet the agency's human capital strategy. They apply a broad range of expertise to lead projects and programs, implement change management initiatives, and recommend process improvements. HR Officers advise management on the development, implementation, and maintenance of HR strategies and operational support.

ODNI CORE COMPETENCIES FOR ALL EMPLOYEES OF THE INTELLIGENCE COMMUNITY:

Adaptability	Building Professional/Technica	Continual Learning
Creative Thinking	Enterprise Perspective	Exploring Alternatives
Influencing/Negotiating	Information Sharing	Interpersonal Skills
Multi-media Communication	Oral Communication	Policy and Directives
Resource Management	Respect for Diversity	Situational Awareness
Synthesis	Written Communication	

WORKROLE FUNCTIONAL COMPETENCIES:

Skills

Advising/Consulting	Assessment and Evaluation	Business Case Analysis
Change Management	Conflict Management	Coordination
Customer Requirements Gatherin	Customer Service	Data Analysis
Decision Making	Facilitation	Financial Management
Human Resources Policy	Marketing	Organizational Representation
Process Analysis and Improveme	Project Management	Records Management
Research/Information Gathering	Strategic Planning	Technology Application and Int

Knowledges

Business writing	Cost-benefit analysis	Customer requirements
Ethical conduct Gvt employees	FOIA and privacy acts	Fed personnel leg, reg, & pols
Financial mgmt principles	HR tools and technology	Human Resources Information Sy
Human resources lifecycle prin	Meet/disc facilitation techn	NGA HD & ODE missions, visions
NGA HR Policies and Procedures	NGA occup & role struct & reqs	NGA org, missions, & vision
NGA products and services	NGA security plcy & prcds	POM/IPBS process
Talent management philosophy		

EDUCATION/LICENSES/CERTIFICATIONS:

ENVIRONMENTAL/PHYSICAL REQUIREMENTS: