

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

Page No : 1
Run Time: 08:38:07

WORK ROLE: 24BB

WORKROLE TITLE: HR Specialist

WORKROLE DESCRIPTION:

HR Specialists apply a range of concepts, laws, regulations, policies, and practices to provide HR services. They serve as points of contact, coordinators, and advisors; gather and analyze data to examine issues, concerns, or inquiries; and develop and recommend alternatives or solutions.

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	Marketing
Organizational Representation	Process Analysis and Improveme	Project Management
Records Management	Research/Information Gathering	Strategic Planning

Knowledges

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 facilitatation techn	Metrics	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	Talent management philosophy

EDUCATION/LICENSES/CERTIFICATIONS:

ENVIRONMENTAL/PHYSICAL REQUIREMENTS: