

**GS-0203 Human Resources Assistant Model  
Draft**

<b>Competency</b>	<b>Definition</b>	<b>Proficiency Level</b>			<b>Remarks</b>
Attention to Detail	Is thorough when performing work and conscientious about attending to detail.	<u>GS-1-4</u> 2	<u>GS-5-6</u> 4	<u>GS-7-8</u> 5	
Decision Making	Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.	<u>GS-1-4</u> 1	<u>GS-5-6</u> 3	<u>GS-7-8</u> 5	
Teamwork	Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.	<u>GS-1-4</u> 3	<u>GS-5-6</u> 5	<u>GS-7-8</u> 5	
Technical Competency – Employee Benefits	Knowledge of HR concepts, principles, and practices	<u>GS-1-4</u> 1	<u>GS-5-6</u> 2	<u>GS-7-8</u> 4	

	related to retirement, insurance, injury compensation, and other employee benefits programs.			
Technical Competency – Staff Acquisition	Knowledge of HR concepts, principles, and practices related to identifying, attracting, and selecting individuals and placing them into positions to address changing organizational needs.	<u>GS-1-4</u>	<u>GS-5-6</u>	<u>GS-7-8</u>
		1	2	3
Technical Competency – Personnel Action Processing	Utilize governing guidance to timely and accurately input actions into the automated personnel system to document personnel actions.	<u>GS-1-4</u>	<u>GS-5-6</u>	<u>GS-7-8</u>
		1	3	5
Technical Competency – Personnel Security	Utilize governing guidance to timely and accurately initiate and process background investigations using the appropriate automated or manual system and to maintain application documentation.	<u>GS-1-4</u>	<u>GS-5-6</u>	<u>GS-7-8</u>
		1	3	5
		<u>GS-1-4</u>	<u>GS-5-6</u>	<u>GS-7-8</u>

Technical Competency – Recordkeeping	Utilize governing personnel recordkeeping guidance to create, file, maintain, and safeguard personnel records.	2	4	5	- NOAA-specific competency and definition
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Proficiency Level Definitions:

**1 = Awareness:** Employee is aware of the competency or has had training but has not applied the competency.

**2 = Basic:** Employee has a minimum level of knowledge, experience and training in this competency area, and has had little opportunity to apply this competency on the job. Employee requires considerable coaching, guidance and direction.

**3 = Intermediate:** Employee has participated in multiple assessments requiring the application of this competency. Employee can generally work independently but needs occasional guidance to apply this competency on the job.

**4 = Advanced:** Employee has strong knowledge and training in this area and is comfortable serving as a technical advisor. Employee can easily apply the competency on the job with little or no guidance.

**5 = Expert:** Employee is looked to as an expert in this area. Employee is able to apply the competency in multiple situations on the job without guidance and is qualified to train others in this competency. Others come to this employee for guidance or assistance with work requiring this competency.