

Human Resources Staffing Technical Competency Model

Validation Date: July 2020



DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

THIS TECHNICAL COMPETENCY MODEL HAS BEEN VALIDATED AND APPROVED FOR INTEGRATION INTO THE HUMAN RESOURCES LIFECYCLE. THIS COMPETENCY MODEL SHOULD NOT BE USED FOR PERFORMANCE MANAGEMENT.

HUMAN RESOURCES STAFFING TECHNICAL COMPETENCY MODEL

Comp ID	Competency Title	Competency Description
1.0	Application and Interpretation of HR Guidance	Apply laws, regulations, and HR policies and interpret how they differ and interact.
	Task Statements	1.A Advise on the procedural and regulatory requirements governing the recruitment process.
		1.B Provide policy guidance on a wide range of pay administration (e.g. pay setting, incentives) policies and regulations.
		1.C Research and evaluate the interrelationships between various federal personnel systems (e.g. General Schedule (GS), Federal Wage System (FWS), Defense Civilian Intelligence Personnel System (DCIPS), Demonstration Projects (Demos)) and unique components of each system.
2.0	HR Staffing Advisory Services	Advise and/or assist throughout the staffing process, tailoring communication to address multiple audiences.
	Task Statements	2.A Work with the respective internal or external stakeholders to determine specific recruitment needs of the organization.
		2.B Recommend recruitment strategies for hard-to-fill positions and/or locations.
		2.C Analyze and evaluate current and/or past staffing situations, including turnover, vacancies, and current recruitment strategies to identify and forecast staffing challenges and future mission demands.
		2.D Provide guidance on a variety of staffing, placement, and/or career related questions.
		2.E Provide supporting documentation and responses to third party inquiries (e.g. union, congressional, appeals, Equal Employment Opportunity (EEO)).
3.0	Recruitment and Placement	Identify and analyze job requirements to determine evaluation criteria, and develop and execute recruitment strategy. Evaluate candidate eligibility and qualification in accordance with HR statutory and regulatory guidance. Leverage current automated staffing tools throughout the recruitment and placement process.
	Task Statements	3.A Conduct a job analysis on a variety of positions in order to develop an approved assessment questionnaire and identify other supplemental assessment tools (e.g. USA Hire, Administrative Careers with America (ACWA)), as applicable.
		3.B Provide recruitment and placement services for assigned organizations or assist others in processing recruitment and/or placement actions for a variety of federal pay and performance-based systems (e.g. General Schedule (GS), Federal Wage System (FWS), Defense Civilian Intelligence Personnel System (DCIPS), Demonstration Projects (Demos)).
		3.C Utilize hiring authorities (e.g. Pathways, Schedule A, veteran hiring programs, expedited hiring, direct hiring) and innovative recruitment techniques to locate and identify qualified job applicants.

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		3.D Advertise vacancies internally and externally using appropriate media.
		3.E Determine qualifications and eligibility of applicants to provide selecting official with qualified/ eligible applicants.
		3.F Coordinate pre-employment requirements to onboard applicants (e.g. physical, drug screening, security clearance).
		3.G Ensure audit readiness by properly documenting staffing case file (e.g. touchpoints, Priority Placement Program (PPP)) in accordance with HR statutory and regulatory guidance.
		3.H Use resume mining to identify potential candidates for direct hire authorities.
		3.I. Use USAStaffing to research existing assessments and apply or modify, as appropriate.
4.0	Personnel Action Processing	Code and/or process personnel actions, using the current automated tools, in accordance with HR statutory and regulatory guidance.
Task Statements		4.A Review supporting documentation to validate coding accuracy.
		4.B Review and validate the completion of pre-employment and/or onboarding documents.
		4.C Process and set pay for personnel actions.
		4.D Code and process, via an automated system, a wide variety of personnel actions following prescribed procedures and rules (e.g., appointments, separations, reassignments, pay adjustments).
		4.E Calculate service computation dates (SCD).
		4.F Review and verify justifications for requesting use of special salary rates, recruitment bonuses, retentions, allowances, and other authorities.
		4.G File or retrieve documents related to the Official Personnel Folder in accordance with the guide to personnel record keeping.