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Personnel Staffing Series

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Personnel Staffing Series

GS-0212

CONTENTS

SERIES DEFINITION	1
EXCLUSIONS	1
SPECIALIZATION AND TITLES	1
GRADE-LEVEL STANDARDS	3

SERIES DEFINITION

This series includes positions which involve the performance of technical work in recruitment, examination, selection, or placement and utilization of employees to staff Government organizations. Positions are included in this series when they involve, as a primary responsibility, work which requires technical knowledge and skill in, and use of judgment in the application of the principles, practices and techniques of personnel recruitment, examination, selection and/or placement.

This fly sheet supersedes the fly sheet for the Personnel Staffing Series, GS-0212, issued June 1966, and rescinds the position classification standard for Executive Secretaries of Boards of Examiners in the Personnel Staffing Series, GS-0212, issued June 1964.

EXCLUSIONS

1. Not included in this series are positions which involve the performance of professional psychological work in the construction, validation, and standardization of tests and personnel measurement instruments. (See the [Psychology Series, GS-0180](#).)
2. Also excluded are positions primarily concerned with the performance of personnel clerical and assistance type work of the type described in the position classification standard for the [GS-0203](#) series. The relationship between personnel assistance work and personnel management specialist work is also discussed in the introduction to part II of the position classification standard for the [Personnel Management Series, GS-0201](#).

SPECIALIZATION AND TITLES

All positions included in this series are characterized by common basic knowledge requirements, e.g., the nature of occupations; the nature of skills, experience, and training required for the performance of different kinds of work; staffing principles and methods; manpower sources and availability and their effect on recruitment, examination and placement; the selection and use of personnel measurement and evaluation devices (when the professional knowledges of a psychologist are not required); the relationship of staffing to other fields of personnel management, etc. However, the scope, depth, and character of the knowledges required vary considerably with variations in the individual staffing processes and situations. As a result, the knowledges entailed in individual positions can range from a broad general knowledge of all aspects of personnel staffing to positions requiring such highly specialized knowledges as, for example, of examining practices and techniques or of recruiting practices and techniques.

Personnel Staffing Specialist

The title *Personnel Staffing Specialist* will be used for all positions in which general staffing knowledges and skills are paramount. Typically, positions requiring general staffing knowledges are concerned with the analysis of jobs and occupations to establish the skills, experience, and training required for effective work performance. They are responsible for identifying sources of job

applicants and candidates to staff Government organizations and activities through the application or development of qualification standards or other measurement devices, the selection of appropriate staffing methods to identify job candidates, the ranking of applicants or employees by analysis of experience, training, and quality factors, the operation of merit promotion plans, etc.

Incumbents often serve as advisers to management regarding such matters as merit principles, and the advantages and disadvantages of the various staffing methods in selecting employees for positions. They counsel supervisors and employees on placement problems on the basis of analyses of the strength and weaknesses of employees in relation to job and organizational needs. Incumbents may also advise supervisors regarding basic personnel management concepts and their practical value in identifying and resolving management problems.

Many of these positions are primarily concerned with the internal or specialized selective placement and utilization of qualified employees. This will typically include concern with determining career patterns and ladders for movement and progress of employees identifying promotional and reassignment opportunities, and relating these to skills and abilities of employees; studying and making improvements in manpower utilization; etc.

Other positions may be primarily concerned with the employment or initial placement of employees. Incumbents of such positions are typically responsible for exploring all possible sources of employees to locate and identify job applicants and candidates who are well qualified for specific positions. As a result, knowledges of labor market conditions, manpower sources and availability are of paramount importance in these positions. In addition, knowledges of such sources of qualified employees as reemployment priority lists, separated career employees, and the like, are also essential.

Personnel Staffing Specialist (Examining)

The title *Personnel Staffing Specialist (Examining)* is applicable to positions (not requiring the professional knowledges of a psychologist) in which intensive specialized knowledge of the selection and application of personnel measurement devices is paramount. Such positions are typically concerned with advising on, directing, supervising, or performing work involved in the examination and rating of individuals for positions in the Federal service. Duties of positions included in this specialization may involve the development or evaluation of examining and selection programs; the development of qualification standards and rating schedules; the selection and use of a variety of examining methods, such as written tests, reference checks, oral interviews, etc. Such positions require knowledge of and the ability to apply techniques developed through personnel research; and knowledge of the staffing needs of the Federal service or of a particular agency or activity, and of the role which examining, rating, and selection can play in best fulfilling these needs.

Personnel Staffing Specialist (Recruitment)

This title is applicable to positions in which recruitment skills and knowledges are paramount. The primary duties of such positions are to provide leadership for, develop, coordinate, and/or execute plans for stimulating interest in Federal employment and recruiting qualified applicants for positions

in the Federal service. Positions in this specialization are distinguished by a requirement for a high degree of skill in personal contacts in dealing with representatives of educational institutions, professional or trade associations, news media, public employment services, and other activities necessary to develop recruitment sources and to attract potentially qualified job applicants. They also involve skill in the utilization of various media for publicizing Federal job opportunities and interesting potential candidates.

Supervisory positions

Titles for supervisory positions will be constructed in accordance with the instructions in Section III, "Titling Practices," of the [Introduction to Position Classification Standards](#).

GRADE-LEVEL STANDARDS

The standard for [Nonsupervisory Personnel Positions GS-0201](#) (Part II) will be used to evaluate most positions in this series. While this standard does not deal specifically with the examining function, it provides level concepts and logic that can be used to evaluate most examining positions.