

**IBC GS-0201 Human Capital Program Manager and Human Resources Officer Cluster
Final**

Approved by the Competency Model Review Board 06/01/15

Competency	Definition	Proficiency Level	Remarks
Analytical Thinking	Able to breakdown raw information and undefined problems into specific, workable components that, in turn clearly identify the issues at hand. Makes logical conclusions, anticipates obstacles, and considers different approaches that are relevant to the decision making process.	<u>GS-5-10 GS-11-13 GS-14-15</u> 5	
External Awareness	Identifies and keeps up-to-date on key agency policies/priorities and economic, political, and social trends which affect the organization; understands where the organization is headed and how to make a contribution.	<u>GS-5-10 GS-11-13 GS-14-15</u> 5	

Competency	Definition	Proficiency Level	Remarks
Legal, Government & Jurisprudence	Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.	<u>GS-5-10</u> GS-11-13 GS-14-15 5	
Organizational Awareness	Knows the organizations mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.	<u>GS-5-10</u> GS-11-13 GS-14-15 5	
Vision	Envisions a long-term view and initiates organizational change for the future; builds the vision with others; spots opportunities to move the organization toward the vision.	<u>GS-5-10</u> GS-11-13 GS-14-15 5	

Competency	Definition	Proficiency Level	Remarks
Technical Competence- Program Management	Manages a program area for an organization that may consist of multiple projects and programs across a broad spectrum of functional specialties such as financial management, policy development, organizational development, quality management, and/or performance metrics; directs related resources, personnel and activities.	<u>GS-5-10</u> GS-11-13 GS-14-15 5	
Technical Competency – Personnel & Human Resources	Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state, and local employment regulations.	<u>GS-5-10</u> GS-11-13 GS-14-15 5	(Human Resources Officer ONLY)
Technical Competency – Human Capital Management	Management of Human Capital Programs specific to organizational needs including, workforce planning, competency management, work life program management, and employee training.	<u>GS-5-10</u> GS-11-13 GS-14-15 5	(Human Capital Program Manager ONLY)

Proficiency Level Definitions:

1 = Awareness: Applies the competency in the simplest situations; requires close and extensive guidance; demonstrates awareness of concepts and processes.

2 = Basic: Applies the competency in somewhat difficult situations; requires frequent guidance; demonstrates familiarity with concepts and processes.

3 = Intermediate: Applies the competency in difficult situations; requires occasional guidance; demonstrates understanding of the concepts and processes.

4 = Advanced: Applies the competency in considerably difficult situations; generally requires little or no guidance; demonstrates broad understanding of concepts and processes.

5 = Expert: Applies the competency in exceptionally difficult situations; serves as a key resource and advises others; demonstrates comprehensive expert understanding of concepts and processes.