IBC GS-0201 Human Resources Specialist (Information Systems) Cluster
Final

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

Competency	Definition	Proficiency Level			Remarks
		GS-5-10	GS-11-13	GS-14-15	
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.	3	4	5	
Creative Thinking	Develops new insights into situations and applies innovative solutions to make organizational improvements; designs and implements new or cutting-edge programs/processes.	3	4	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.	3	4	5	
Influencing / Negotiating	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.	3	4	5	

Competency	Definition	Proficiency Level			Remarks
Organizational Awareness	Knows the organization's 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.	GS-5-10 3	GS-11-13 4	GS-14-15 5	
Strategic Thinking	Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risk.	GS-5-10 3	GS-11-13 4	GS-14-15 5	
Technical Competency – Personnel & HR	Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state, and local employment regulations.	GS-5-10 3	GS-11-13 4	GS-14-15 5	
Technical Competency – HR Information Systems	Knowledge of HR management concepts, principles, and practices related to identifying and analyzing HR processes, translating functional requirements into technical requirements, and delivering and maintaining HR information systems.	GS-5-10 3	GS-11-13 4	GS-14-15 5	

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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.