IBC GS-0203 Human Resources Assistant (Benefits) Cluster
Final

Approved by the Competency Model Review Board 05/19/15

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.	GS-01-04 2	GS-05-06 3	GS-07-08 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.	GS-01-04 2	GS-05-06 3	GS-07-08 5	
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.	GS-01-04 2	GS-05-06 3	GS-07-08 5	

Competency	Definition	Proficiency Level			Remarks
		GS-01-04	GS-05-06	GS-07-08	
Technical Competency – Employee Benefits	Knowledge of HR concepts, principles, and practices related to retirement, insurance, injury compensation, and other employee benefits programs.	2	3	5	
Technical Competency – Personnel Action Processing	Utilize governing guidance to timely and accurately input actions into the automated personnel and payroll system to document personnel actions	GS-01-04 2	GS-05-06 3	GS-07-08 5	

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.

LSalazar - 05/26/2015 modified 06/24/16