

**IBC GS-0335 Computer Clerk and Assistant Cluster**

**Final**

Approved by the Competency Modeling Validation Review Board 06/29/11.

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-01-04</u>	<u>GS-05-06</u>	<u>GS-07-08</u>	
Technical – Automated Integrated Personnel & Payroll System / Subsystems	Effective use of integrated system for data management, analysis and problem identification, and or performance of personnel and payroll processing to ensure compliance with regulations and accurate and timely personnel and payroll services to client agencies.	<u>GS-01-04</u>	<u>GS-05-06</u>	<u>GS-07-08</u>	

Competency	Definition	Proficiency Level			Remarks
Technical - Operating Systems	Knowledge of computer network, desktop, and mainframe operating systems and their applications.	<u>GS-01-04</u> 2	<u>GS-05-06</u> 3	<u>GS-07-08</u> 5	
Technical - Process Control	Knowledge of the principles, methods, and procedures used for the automated control of a process, including the design, development, and maintenance of associated software, hardware, and systems.	<u>GS-01-04</u> 2	<u>GS-05-06</u> 3	<u>GS-07-08</u> 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.