

**IBC GS-1082 Writer Editor Cluster
Final**

Approved by the Competency Modeling Validation Review Board 04/27/12.

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.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"><u>GS-05-10</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>GS-11-13</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>GS-14-15</u></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>	<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>	3	4	5	
<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>							
3	4	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.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"><u>GS-05-10</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>GS-11-13</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>GS-14-15</u></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>	<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>	3	4	5	
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3	4	5							
Technical – Writing/Editing	Ability to acquire information on a variety of subjects to write and edit materials, such as reports, regulations, articles, training materials, etc., to appropriately present information in a form, ensuring quality of work product and level of suitable for the intended audience.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;"><u>GS-05-10</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>GS-11-13</u></td> <td style="text-align: center; border-bottom: 1px solid black;"><u>GS-14-15</u></td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table>	<u>GS-05-10</u>	<u>GS-11-13</u>	<u>GS-14-15</u>	3	4	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.