

**IBC GS-1601 Facilities Services Specialist Cluster  
Final**

Approved by the Competency Model Review Board 06/14/2016

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							
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.	<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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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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<b>Competency</b>	<b>Definition</b>	<b>Proficiency Level</b>	<b>Remarks</b>
Technical – Automated Accounting & Business-Related Systems	Effectively uses systems for posting data, making adjustments, analyzing, reconciling, and processing transactions to accurately and timely provide accounting services to internal and external clients.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3                      4                      5	
Technical – Facilities Management	Manages projects and performs work pertaining to building accessibility and building maintenance, repairs and alterations of system furniture and equipment, mail operations, and space management.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3                      4                      5	
Technical – Public Safety and Security	Knowledge of intelligence operations; public safety and security operations; occupational health and safety; investigation and inspection techniques; or rules, regulations, precautions, and prevention techniques for the protection of people, data, and property.	<u>GS-05-10</u> <u>GS-11-13</u> <u>GS-14-15</u> 3                      4                      5	

**Additional Competencies:**

**The Project Manager Competency Cluster will be assigned to all GS-1601.**

### **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.