



# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. Post</b> Belmopan, Belize	<b>2. Agency</b> Department of State	<b>3a. Position Number</b> 310905100012 (C54201)
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**3b. Subject to identical positions? Agencies may show the number of such positions authorized and/or established after the "yes" block.**  
 Yes     No

**4. Reason For Submission**

a. Redescription of duties: This position replaces  
 (Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_

b. New Position

c. Other (explain) Change of Duty Station and Revised Duties

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Human Resources Assistant FSN 305-7	07		
b. Other				
c. Proposed by Initiating Office				

<b>6. Post Title Position (if different from official title)</b> N/A	<b>7. Name of Employee</b> Vacant
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<b>8. Office/Section</b> Human Resources Office	<b>a. First Subdivision</b> Management Section
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<b>b. Second Subdivision</b>	<b>c. Third Subdivision</b>
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee      Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  Francine Castillo _____ Typed Name and Signature of Supervisor      Date(mm-dd-yy)
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  Sharon K. Featherstone _____ Typed Name and Signature of Acting Section Chief or Agency Head      Date(mm-dd-yy)	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  Sharon K. Featherstone _____ Typed Name and Signature of Acting Admin or Human Resources Officer      Date(mm-dd-yy)
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**13. Basic Function Of Position**  
Incumbent provides varied personnel services and support to the Human Resources Section. Duties include portfolios for recruitment, post's orientation program and the WEBPASS system for processing personnel actions.

**14. Major Duties And Responsibilities** \_\_\_\_\_ % OF TIME

(See attached sheet)

## 15. Qualifications Required For Effective Performance

### a. Education

An Associates Degree is required.

### b. Prior Work Experience

Three to five years of progressively responsible experience in Human Resources/personnel or administrative management work are required.

### c. Post Entry Training

On-the-job training in post procedures and applicable regulations; 7 week Basic HR Management Course, WEBPASS, Computer Aided Job Evaluation (CAJE) and Recruitment training are required.

### d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III ) and specialization (sp/read).

Level IV (Fluent) Speaking/Reading/Writing English is required.

### e. Job Knowledge

Incumbent must have a good working knowledge of general personnel practices and procedures, and regulations and procedures governing claims for job related injury.

### f. Skills and Abilities

Must be tactful but effective in dealing with employees and other officials. Good working knowledge of MS Microsoft Word, Outlook, Excel and PowerPoint programs. Excellent interpersonal skills are required. Excellent customer service and organizational skills are required.

## 16. Position Element

### a. Supervision Received

Incumbent is directly supervised by the Human Resources Specialist.

### b. Supervision Exercised

None. Incumbent may however, provide working guidance to the HR Clerk position.

### c. Available Guidelines

Department of State regulations (3FAM, 3FAH), PSA guidelines, Local labor law and social security regulations; Recruitment policy manual; Embassy published Standard Operating Procedures and/or Administrative Instructions and WEBPASS manual;

### d. Exercise of Judgment

Incumbent exercises judgment processing applications for vacancies and in the processing of employee's information (e.g. medical insurance claims) and in safeguarding that information. Must exercise sound judgment when dealing with grievances, dismissals, disciplinary and other sensitive personnel actions. Exercises judgment in determining when to handle a situation/problem or when to turn it over to the supervisor.

### e. Authority To Make Commitments

None.

### f. Nature, Level, and Purpose of Contacts

All Embassy personnel, including those of other agencies. Belize Social Security representatives, MFA staff, local business persons, medical/life insurance agents, Belize Labor Department staff, Immigration department (work permits), Charleston Financial Service Center, Office of Overseas Employment;

### g. Time Expected to Reach Full Performance Level

One year.



14. MAJOR DUTIES AND RESPONSIBILITIES CONT.– POS. NO. C54201

**Personnel Actions/PSA's/PSA-LTDs:**

**20% OF TIME**

- Prepares Personnel Actions in the Post Administrative System Software (PASS) for review by the supervisor including within-grade increases (WGI), promotions, appointments, disciplinary actions and terminations and resignations for all employees. Processes corresponding Personal Services Agreement Actions, amendments, Compensation Worksheets and promotion eligibility sheet, including monitoring 10 year expiration of the PSA's; seeks appropriate signatures on personnel actions and forwards the actions to CFSC for final processing; Coordinates the Personal Services Agreement Limited (PSA-LTD) program at post.

**WEBPASS:**

- Maintains WEBPASS database for American and LE staff, ensuring all staffing actions and employee's data are entered, running and reviewing reports such as staffing patterns, reviewing the OBO data call report, entering new positions and new employees and deleting departed employees.

**CAJE:**

**20% OF TIME**

- Is responsible for CAJEing assigned positions in the Department's CAJE system to include meeting with the supervisor of the position, and at times, the incumbent of the position, to complete a job interview to solicit other information pertinent to the position. Incumbent follows through with the necessary procedures to relay the CAJE Report and finally, the grade of the position to the supervisor.

**Recruitment:**

**30% OF TIME**

- Prepares and distributes announcements to recruit applicants to fill all locally hired vacant positions for STATE, MLO, PC, DEA, USDA. Updates position descriptions for all vacant positions before posting on website. Determines the appropriate vacancy announcement model; Screens all applicants responding to vacancies, eliminating those not eligible or qualified and forwarding or rank ordering the remaining applicants; coordinates the required interview process with selecting officials including the Post Employment Committee, and serves as the HR representative and note taker during these interviews; Administers and grades appropriate tests to applicants, i.e. typing, word processing, drafting skills, language etc. Responds to applicants not selected; Recruits staff for the Chief of Mission residence (CMR) (chef, maid, and residence coordinator). Prepares eligibility certificates for the selected applicant and requests for pre-employment security and medical clearances; Tracks and files changes to the recruitment policy; Responds to routine letters re employment queries. Maintains recruitment statistics and prepares necessary reports. Provides guidance to American Officers on the local law requirements on hiring domestic workers; Assist with the processing of work permits;

**Orientation:****20% OF TIME**

- Serves as a key member of the Post Orientation Team. Prepares and conveys relevant personnel-related information to incoming and departing employee and/or family members during post's in and out-processing briefings; Prepares arrival/departure diplomatic notes and accreditations to the Ministry of Foreign Affairs (MFA) (including non-resident personnel); prepares letters and memos to MFA to request diplomatic identification cards, condition stamps and airport passes and renewals. Prepares all other in-house memoranda to ensure social security, time and attendance, security and IT processing requirements are processed.

**Miscellaneous/Others:****10% OF TIME**

- Works with the HR Specialist in preparation for post's annual awards program to include in-house printing of award certificates, drafting memoranda and cables for the processing of award payments, tracking length of service eligibility, requesting purchase of safe driving pins, award frames and blank certificates to replenish stock and distributes certificates and pins as accordingly.
- Downloads incoming HR cables from the Department's intranet site and electronically distributes the cables daily.
- Incumbent solicits information for, prepares and submits post's annual invitational travel report for FS Officers to the Department.
- Assists in delivering training courses both locally and by overseas instructors, including copying manuals or other training materials; Incumbent assist in managing post's training program. This includes soliciting projected training for both American and Locally Employed Staff.
- Prepares corresponding memoranda and forwards Thrift Savings Plan (TSP), Federal Employees Health Benefit (FEHB) program and Federal Employees Group Life Insurance (FEGLI) program forms to the Bureau Coordinator.
- Assist in managing the student intern program, both for local and Department interns.
- Responsible for copying, distributing and filing all documents relating to incumbent's duties.
- Acts as HR Specialist in that incumbent's absences. Provides other administrative support to the HR office as required.