U.S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
MEXICO, D.F.	DEPARTMENT OF STATE	312801 A54-104

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.
☐ Yes X☐ No

4. REASON FOR SUBMISSION

☐ a. Re description of duties: This position replaces

Position No. A54-104 , Human Resources Assistant (Title) 305 (Series) 7 (Grade)

☐ b. New Position

☒ c. Other (explain) PD Updated

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Florida Regional Center	Human Resources Assistant, FSN-305	FSN-7		01/17/2016
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) HUMAN RESOURCES ASSISTANT	7. NAME OF EMPLOYEE
8. OFFICE/SECTION U.S. EMB ASSY MEXICO, D.F.	a. First Subdivision MANAGEMENT SECTION
b. Second Subdivision HUMAN RESOURCES OFFICE	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position.
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.	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.

13. BASIC FUNCTION OF POSITION

One of four positions under the supervision of the Human Resources Specialist, performs a variety of administrative duties relating to Human Resources services for all U.S. citizen employees, family members, and Members of Household. Supports the Senior Human Resources Officer, Human Resources Officer for U.S. Personnel, and Human Resources Specialist in all areas pertaining to U.S. Human Resources personnel matters.

14. MAJOR DUTIES AND RESPONSIBILITIES % OF TIME

Incumbent is part of a team that provides detailed information, assistance, guidance, and a variety of HR services to over 900 U.S. Direct Hire personnel representing 29 USG Agencies and their family members as well as U.S. citizens, and Human Resources Assistants at Mission Mexico's Embassy and 9 consulates. Uses personal knowledge of HR services to respond to requests for assistance from HR customers through personal interaction, telephone calls and e-mail.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:
At least 2 years of college studies

b. Prior Work Experience:
At least two years of clerical/administrative experience in Human Resources, Administration or Customer Service, including experience working with the public is required.

c. Post Entry Training:
On-the-job training, local training, and Basic and Intermediate HR training offered by the Foreign Service Institute (FSI).

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):
Level III in English (speaking, reading and writing), and IV in Spanish (speaking, reading and writing) is required.

e. Job Knowledges:
Thorough working knowledge of the organization and function of the U.S. Mission to Mexico, thorough knowledge of Government of Mexico requirements regarding issuance of visas and credentials. General knowledge of office procedures. Thorough knowledge of 3 FAM 3700, 14 FAM 568 and 613,
3 FAH, and Standardized Regulations, Chapters 270 and 270.

f. Skills, and Abilities:
Excellent interpersonal skills. Level II typing skills (40 wpm). Ability to work under pressure independently as well as part of a team. Outstanding Organizational skills. Strong computer skills essential.

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16. POSITION ELEMENTS:

a. Supervision Received:
Supervised by the Human Resources Specialist in Charge of American Personnel issues. Receives instructions and guidance form the American Human Resources Officers

b. Supervision Exercised:
Work guidance provided to 9 HR Clerks at Mission Mexico's Consulates.

c. Available Guidelines:
HR Office standard operating procedures, verbal guidance from the Human Resources Officers and the Human Resources Specialist, FAM, FAH, Standardized Regulations for FEHB, TSP, FEGLI,Post Personnel WEBPASS manual, and Procedures regarding Travel Messages.

d. Exercise of Judgment:
Must exercise judgment in carrying out routine to complex duties and in deciding which matters should be brought to the supervisor for further Guidance.

e. Authority to Make Commitments:
N/A

f. Nature, Level and Purpose of Contacts:
In the performance of assigned tasks, maintains working level contacts with personnel in the Mission, GOM Foreign Ministry and Government Secretariat National Institute of Immigration.

g. Time Expected to Reach Full Performance Level:
Minimum of one year.

(Continued from Item 14 – Major duties and Responsibilities)

Serves as a contact for all U.S. Direct Hire employees and their family members seeking Human Resources assistance and advice. Answers various queries from employees concerning routine and complex benefits and leave questions. Liases with Charleston regarding routine to complex payroll and leave entitlement questions the process and follows up with WHA/EX.

40% of time

Prepares and translates all diplomatic notes regarding arrivals of employees and family members at the Embassy and Consulates. Secures accreditations, credential requests and renewals, visa requests and renewals, departures, and change of name and titles. Informs Government of Mexico (GOM) of Domestic employees of U.S. citizen employees and requests the appropriate accreditation, issuance and cancellation of corresponding visas and credentials for them.

Responsible for maintaining all U.S. current and departed personnel files current and accurate. Has the accountability of feeding sensitive and personal information into the Post Personnel System (WEBPASS – U.S. Module). Inputs all personal employment and education, data as well as visas, passports, credentials and emergency contacts into Human Resources database for U.S. Personnel and their dependents. Responsible for processing all inbound and outbound U.S. Government personnel and their family members through the HR Customer Service Center. Prepares check-in and check-out packages for U.S. employees and periodically updates the packages in compliance with Department of State and GOM directives. Reviews all documents associated with the in and out processing forms to insure they have been filled out accurately and distributes them to Embassy offices for their pertaining action. Provides newcomers and departure briefings on all procedures associated with the arrival and departure processes.

Prepares Embassy welcome cables for all incoming U.S. Embassy personnel, travel messages, TM-Threes, TM-Eights, and TM-Fives for all arriving and departing U.S. Department of State, and Department of Commerce Foreign Commercial Service personnel.

Provides assistance and guidance to U.S. personnel concerning Mission Member of Household (MOH) policy. Responsible for processing employee's MOH applications and requesting appropriate visas for MOHs.

Processing of work permit applications before GOM Secretariat of Foreign Relations (SRE) and Government Secretariat, National Institute of Immigration (INM), following De Facto Arrangement and Embassy Procedures.

Processes Separate Maintenance Allowance requests following Standard Operating Procedures before WHA/EX and makes sure that Charleston Payroll office stops payments upon departure of the employees receiving that allowance.

50% of time

Provides clerical and administrative support to the Supervisory Human Resources Office, U.S. Human Resources Officer and Senior FSN Human Resources Specialist.

Prepares travel authorizations using new computer application E-2 for the following types of travel:

Emergency visitation (EVT 3 FAM 3740), Educational Travel (Chapter 280, Standardized Regulations), Educational allowance (Chapter 276, Standardized Regulations), R&R travel orders (3 FAM 37200, Travel of Children of Separated parents (3 FAM 3750) and Travel for Delivery of privately owned vehicle (14 FAM 566).

Prepares and reviews HR Management Procedures and Announcements, thus it is imperative that the incumbent be well versed in regulations mentioned above.

Required to translate short Administrative Announcements/notices on and as needed urgent basis for other Management offices.

Provides instructions, work guidance and oversees the work of the 9 HR Assistants at Mission Mexico's Consulates as it relates to the American Portfolio.

Maintains the American Personnel Section of the Humans Resources page of the Mission's Sharepoint site by updating and uploading documents as necessary.

10% of time

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."