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## Investigation/Compliance Specialist 07

### **GS-1802-07**

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### **I. INTRODUCTION**

The position is assigned administrative and technical aspects of investigation/compliance cases, agreements and/or monitoring programs.

#### **II. MAJOR DUTIES AND RESPONSIBILITIES**

Provides assistance to investigation/compliance specialists in the program area and independently performs a variety of supporting administrative and technical assignments. Collects and analyzes data; develops and manipulates data bases; maintains data bases and case records; archives data and records.

#### **III. FACTOR LEVELS**

Factor 1 - Knowledge Required by the Position FL 1-4, 550 pts

Knowledge of the recurring or continuing investigation/compliance program activities assigned to higher level professionals in the organization.

Knowledge of basic U.S. laws, regulations and procedures applying to the investigation/compliance program area.

Ability to collect, organize and manipulate program data and information within both reports and large databases.

Ability to meet deadlines.

Communication skills to enable preparation of routine reports or data summaries and to allow clear and concise expression of program information to other organizational units.

Factor 2 - Supervisory Controls FL 2-3, 275 pts

Supervisor assigns continuing responsibilities in terms of general program or functional objectives and policies, while unique assignments are given with more specific guidance. Recurring program functions are handled independently. Complex and unusual work products are cleared with the supervisor upon completion.

Factor 3 - Guidelines FL 3-3, 275 pts

Specific agency, bureau, program and other business/industry guidelines are available as needed for reference purposes. Incumbent, in conjunction with supervisors or senior specialists, selects guidelines for application to individual cases and methods and information to complete assignments. Employee must occasionally adapt procedures and directives to special projects or situations.

Factor 4 - Complexity FL 4-3, 150 pts

Decisions regarding what needs to be done involve various considerations and different sources of program information. Assignments also involve processes which, while related, require different steps to meet specific

situations. Incumbent must analyze information and/or evaluate work products in order to assure that objectives/priorities have been met.

Factor 5 - Scope and Effect FL 5-3, 150 pts

The purpose of the work is to execute a variety of specific tasks within the investigation/compliance area. Work affects the adequacy and timeliness of government regulatory and/or service functions, and the overall effectiveness of the work unit in meeting objectives.

Factor 6 - Personal Contacts FL 6-2

Personal contacts are with other assistants and specialists throughout the unit, other agencies and/or importers or exporters.

Factor 7 - Purpose of Contacts FL 7-b, 75 pts

Contacts are to exchange data and information, coordinate assignment handling, explain agency programs or requirements, and to influence cooperation of other organization where no conflict or controversy is involved.

Factor 8 - Physical Demands FL 8-1, 5 pts

No special demands are present.

Factor 9 - Work Environment FL 9-1, 5 pts

Work is performed primarily in an office setting.

Total: 1485 pts

Grade: GS-7

This position is non-exempt from coverage under the Fair Labor Standards Act.

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last updated: November 4, 1994)

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