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Investigation/Compliance Specialist 09

GS-1801-09

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

This position is responsible for assisting senior personnel in the analysis of less complex investigative/compliance cases, agreements and/or monitoring programs. Based on these analyses, assists in the preparation of recommendations on their disposition.

II. MAJOR DUTIES AND RESPONSIBILITIES

Participates as a member of teams administering less complex assignments in the program area; assists in discharge of investigative responsibilities; assists in the analysis and evaluation of data; participates in meetings, briefings and hearings; assists in the verification of data; prepares less complex portions of findings and recommendations.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 pts

Knowledge of and ability to apply U.S. laws which govern the area of assignment.

Knowledge of investigative and compliance review methods, information sources and protocols specific to assigned programs and cases.

Knowledge of international business and economic practices and of the the specific commercial activities addressed within the assignment.

Ability to research, analyze and interpret financial, statistical, economic and/or accounting data and information, and to apply conclusions to recommended case handling actions and decisions.

Ability to meet statutorily imposed case development and presentation schedules and deadlines.

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

The supervisor assigns work and provides specific instructions and generalized supervision in projects to be performed. Deadlines are established to ensure that the statutory time limits are met. The employee plans and executes assignments, seeking guidance on situations presenting external conflict and/or difficulties without clear precedent. Finished work is evaluated for soundness, accomplishment of objectives and policy/regulatory compliance.

Factor 3 - Guidelines FL 3-3, 275 pts

Guidelines include statutes, regulations, legal and administrative precedents, agreements and established policies and procedures. The incumbent must use initiative and judgement in the interpretation of existing guidelines and, in conjunction with the supervisor, develop new guidelines for the conduct of assignments in the program area.

Factor 4 - Complexity FL 4-3, 150 pts

Work involves the analysis of less complex issues and programs which may be approached through established methods and processes. Decisions and recommendations may require the employee to select among possible choices of action, or to determine which case approach has most successfully met comparable situations in the past.

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

The purpose of the work is to ensure that the applicable U.S. laws, regulations and agreements are fairly and effectively enforced. Work affects the adequacy and timeliness of government regulatory and/or functions, and the overall effectiveness of the work unit in meeting objectives.

Factor 6 - Personal Contacts FL 6-2

Personal contacts are with other specialists throughout the unit; with other U.S./foreign government offices and/or agencies on cooperative efforts; with U.S./foreign business and industry representatives in areas of assignment; and with lawyers whose clients are involved in the cases.

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

Contacts are to gather and exchange data and information, coordinate assignment handling, explain agency programs or requirements, and to influence cooperation where conflict or controversy is involved.

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

Work is primarily sedentary.

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

The work is normally performed in an office setting.

Total: 1885 pts

Grade: GS-9

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

IV. UNIQUE POSITION REQUIREMENTS

(Last updated: November 4, 1994)

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