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Investigation/Compliance Specialist 14

GS-1801-14

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 incumbent plans, manages and independently completes the conduct of investigation/compliance cases, agreements and/or monitoring programs based on the analysis of the data presented, the preparation of recommendations on their disposition.

II. MAJOR DUTIES AND RESPONSIBILITIES

Plans and manages major and continuing investigation/compliance programs which involves high-priority cases which are central to agency objectives; discharges complex investigative responsibilities; develops and implements significant new program strategies; analyzes key policy questions in the investigation/compliance area and makes significant agency decisions, policy recommendations and positions; and acts as agency authority and spokesperson to other government agencies and foreign counterparts.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-8, 1550 pts

Thorough knowledge of the U.S. laws, regulations, acts, executive orders and agreements which govern the investigative and/or compliance work for which the employee is responsible.

Expert knowledge of the theories, dynamics and factors underlying investigation/compliance area to enable authoritative and independent handling of programs and functions.

Expert knowledge of the roles, responsibilities and programs of government agencies, private sector interests, and other involved in the investigation/compliance area sufficient to guide and coordinate external contributions to programs and services and to disseminate information to concerned agencies.

Demonstrated ability to effectively and independently analyze and communicate sound and authoritative recommendations on highly complex and sensitive investigation/compliance issues/policies.

Knowledge sufficient to serve as recognized technical authority in the investigation/compliance area and to serve as an authoritative bureau spokesperson to outside organizations.

Strong communication skills sufficient to convince audiences including outside agencies and private sector representatives with divergent and conflicting views on issues involved.

Factor 2 - Supervisory Controls FL 2-5, 650 pts

Work is assigned on a continuing basis, with the employee independently responsible and accountable for planning, managing and coordinating work necessary to meet program or functional objectives. Within broad administrative and policy guidance the employee defines and revises program approaches as judged necessary, and establishes external work relationships with public and private sector organizations to best serve assignment objectives. Technically, work is accepted as authoritative; completed assignments are considered in

terms of resource utilization and fulfillment of goals. The employee refers issues of external conflict or political sensitivity for discussion and consults the supervisor for availability of additional personnel and/or funding.

Factor 3 - Guidelines FL 3-5, 650 pts

Guidelines consist principally of government and agency policy and priorities, relevant statutes and regulations, and administrative and management policies and procedures. Such guidance provides a broad framework within which the employee plans and develops assigned functions and programs. The employee works with considerable discretion and latitude in establishing cooperative relationships with other federal agencies, and in revising or developing guidelines and program procedures. Within the scope of the assignment, the employee develops guidance to be followed by others, and works as an authoritative agency expert in the subject-matter or functional area.

Factor 4 - Complexity FL 4-5, 325 pts

The incumbent must consider, assess and frequently reconcile numerous and diverse variables and interests in developing program approaches and positions. Issues faced require extensive analysis, and decisions and recommendations reflect the need to balance sensitive investigation/compliance information with expert interpretation and analysis performed by the employee.

Factor 5 - Scope and Effect FL 5-5, 325 pts

The purpose of the work is to plan, manage, and successfully ensure that applicable U.S. laws, regulations, and agreements are enforced. The employee impacts effectiveness of operations, quality of government services, and relationships with domestic/foreign businesses, and/or other agencies and governments.

Factor 6 - Personal Contacts FL 6-4

Contacts extend to senior representatives of other agencies and with top U.S./foreign business and industry executives, senior state/local/foreign government officials, and to members of congressional committees in unstructured situations where the incumbent may be the sole organization representative.

Factor - 7 Purpose of Contacts FL 7-d, 330 pts

Contacts are for the purpose of justifying and defending the basis for decisions in particular cases and to participate in high-level negotiations and discussions on assignments where there are often participants with divergent points of view. Exceptional tact, diplomacy, persuasion and negotiating skills are required due to delicate private sector and domestic/foreign relationships and/or sensitive regulatory, investigation or compliance issues.

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 a standard office setting.

Total: 3840 pts

Grade: GS-14

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

IV. UNIQUE POSITION REQUIREMENTS

(Last updated: November 4, 1994)

