

NON-CLINICAL HR SERVICES:

HR PRINCIPAL, MANAGEMENT, SPECIALIST, ASSISTANT, HUMAN CAPITAL EXPERT

Non-Clinical Occupational Series (OC2)				
Series	Labor Category	Description	Education	License/Certification
Human Resource Management (Series 0200-0299)				
0201	Human Resources Management	HR Specialists provide technical guidance and support and administrative, strategic, and consultative services to organizations with staffing, pay, benefits, leave, retirement, employee relations, labor relations, development, compliance, and other functional areas of human resources work.	BA/BS Degree	
0203	Human Resources Assistant	Provide day to day administrative HR support to organizations with routine services in staffing, pay, benefits, leave, retirement, employee relations, labor relations, development, compliance, and other functional areas of human resources work.	n/a	
Human Resource Management (Series 0200 – 0299)				
0203	HR Specialist Sr	Provides expertise for HR programs requiring expert knowledge of federal HR terminology, operations, procedures, and requirements. May perform tasks in any area/s of HR, including policy. Must be capable of completing high-quality work expeditiously under minimal supervision. May act as Team Lead over lower-level positions.	HS/GED College Degree is preferred	
	Human Capital Expert	Consults on or manages HR projects or programs requiring knowledge of federal HR or contract terminology, operations, procedures, and requirements. Work may be in any functional areas of HR policy or operations. Must be capable of completing high-quality work expeditiously without supervision. May manage entire projects or programs. May develop and implement resolutions of complex problems. May manage progressively complex contracts, including all financial, labor-related, and contractual information associated with each project.	BA/BS Degree: master's preferred	*
0201	Human Resources Manager	Plan, direct, or coordinate human resources activities and staff of an organization. Excludes managers who primarily focus on compensation and benefits and training and development.	BA/BS Degree	5 years
0201	Human Resource Principal	Performs Human Resource duties in one or more areas such as classification, staffing, recruiting, benefits administration, employee relations or labor relations. May specialize in one or more disciplines. Possesses expert level knowledge of the rules and regulations and addresses the technical requirements associated with complex problems in the area to which assigned. May be an expert in retirement counseling and processing.	BA/BS Degree	8 years