

Position Number: N54001
Position Title: Supervisory Human Resources Assistant

BASIC FUNCTION OF POSITION

The incumbent is responsible, under supervision of the Management Officer, for the administration of the Human Resources program in Slovenia. Advises the Management Officer on issues related to the labor laws and practices in Slovenia. Provides advice and guidance to the American and Foreign National employees at the Embassy on a wide variety of personnel matters. Advises Embassy supervisors on HR policies regarding Embassy policies and procedures, including annual and sick leave, disciplinary procedures and terminations. Supervises one LES HR Assistant and one LES HR Clerk. Provides day-to-day guidance for one Eligible Family Member Administrative Assistant.

MAJOR DUTIES AND RESPONSIBILITIES

Locally Engaged Staff (LES) Human Resources Management 50%

The Incumbent is responsible for administering the Post's Recruitment Program including recruitment for all FSN, PSA/PSC, AFM, PSA-Plus and ORE positions. Initiates recruitment actions, making use of all available and appropriate means. Reviews all job announcements to ensure they are in accordance with the position description and regulations. Screens, tests and refers suitable candidates to supervisors and/or the Embassy's hiring committee, and participates in interviews where appropriate. Following hiring, briefs new employees on Embassy policies and procedures and oversees their participation in Post's LES Orientation Program. Ensures all new LES employees receive all necessary information about the Embassy and its policies, including the Local Compensation Plan, Embassy Leave Plan and Embassy LES Handbook.

In the area of labor/employee relations and employee counseling, renders counseling services and advice to Post Management and LES employees (also referred to as Foreign Service Nationals, or FSNs) on local and Department of State practices in compensation, social security, labor legislation and other related areas. Also counsels employees throughout their career on other employment-related matters. Provides advice on the legal implications on issues involving salary and leave entitlements (including maternity and paternity leave and extended sick leave) separations, resignations, etc. Provides advice on such sensitive matters as disciplinary problems, grievances and the like. When necessary, presents evidence of their employment to Slovene and local Government entities as well as private institutions, thereby guaranteeing access to social services and financial loans.

Consults with Post's local labor attorney on a regular basis regarding labor legislation, collective agreements and changes to the Slovene labor law. Cultivates and maintains contacts with officials in the Slovenian Social Security Office, Department of Taxation, Department of Labor and other pertinent Ministries and offices.

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The Incumbent is responsible for classifying all LES positions at Post, using the Computer Aided Job Evaluation (CAJE) process. Conducts position description reviews and interviews. When necessary, performs desk audits, and obtains further background information from supervisors. Evaluates positions in terms of CAJE classification standards, and recommends grade levels and titles to the Management Officer.

Monitors Post's performance evaluation program for all LES evaluation reports and work plans, and looks for consistency with position descriptions. Suggest modifications to work plans, work objectives or position descriptions where appropriate.

With the Management Officer, the Incumbent prepares analysis for Washington offices responsible for establishing and implementing Ljubljana's Local Compensation Plan (LCP). Updates the LCP and Embassy Leave Plan on an annual basis, including the Meals and Transportation allowances. Reports on developments in the Slovene Labor Law that affect the LCP to both Post Management and pertinent Washington offices. Raises any local Slovene issues and factors that might be inaccurately reported or omitted in the annual Watson Wyatt Wage Survey. Collects and provides all relevant wage and employment data to Watson Wyatt for use in the preparation of its annual local wage survey. Conducts additional interviews with local companies should more or different information be required.

Prepares required monthly/quarterly reports and provides required information for annual staffing patterns, allowance forms, personnel actions and other documentation required by the Department's Overseas Employment (HR/OE) office and/or regulations.

Oversees the preparation and annual updates to the LES Handbook, detailing the rights and responsibilities of all LES employees. Ensures all employees receive the updated LCP, Embassy Leave Plan and LES Handbook as they become available. Responsible for updating the ICASS Service Standards annually, and for ensuring that the Service Standards are adhered to. Participates in regular meetings between Post Management and the LES Committee, and brings general LES concerns to the attention of the Management Officer.

Oversees Post's Award Program, maintaining all files pertaining to awards, ensures that all LES awards are appropriately nominated, awarded, and recorded. Oversees preparations for all award ceremonies, the printing of all award certificates and coordinates the participation of the Ambassador.

Also oversees Post's Training Program. This includes ensuring that all LES employees receive the training necessary, within budget constraints, to successfully fulfill their job requirements.

The Incumbent manages the work of Post's HR Assistant and HR Clerk and Eligible Family Member Administrative Assistant, and is responsible for the training and development of each employee. Divides the work between the three employees in a logical manner in order to ensure that Customer Service standards are met. Ensures that

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each HR employee has completed Standard Operating Procedures (SOPs) for all duties, and that the employees are cross-trained in all areas.

American Human Resources Management

30%

In the absence of an American HR Officer at Post, the Incumbent assists the Management Officer in managing the U.S. Human Resources program. The Incumbent ensures that all required information concerning arrival, departure and other HR matters are transmitted to the Department or other appropriate office accurately and within the deadline specified by the Department or the ICASS Service Standards.

The Incumbent ensures that Post's check-in and check-out procedures, including orientation, itinerary preparation, local medical evaluations, etc., run smoothly and are appropriately reported. Cultivates and maintains contacts at the Foreign Ministry to ensure the process for receiving Slovene credentials and approvals operates smoothly.

Advises American employees on supervision, preparation of evaluation reports, disciplinary actions, etc. involving LES employees.

Processes all necessary employment forms, documents and approvals for locally hired American and Eligible Family Member (EFM) employees.

General Human Resources Management

15%

The Incumbent regularly meets with the Management Officer to discuss general HR management, and assists the Management Officer and individual section and agency supervisors with their HR planning.

Oversees the maintenance of Embassy Ljubljana's staffing patterns, organization charts, contributes to its EUR electronic Post Profile and serves as the Mission's main drafter of all cables, e-mails and reports that describe, justify and request the Mission's human resources, as well as all other documentation required by a fully functioning Human Resources office.

Maintains complete HR files on all LES and American employees, as required by DOS regulations and local practice.

Other Duties as Assigned

5%

Performs additional duties as and when required by the Management Officer, the Deputy Chief of Mission or the Ambassador.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Secondary degree required. University or College degree in Administration, Human Resources Management or related field highly desirable.

b. Prior Work Experience:

Three years of progressively responsible work experience in personnel and wage administration. At least one year of supervisory experience.

c. Post Entry Training:

FSN Position Classification (CAJE) training. Various courses in Department of State Human Resources Management

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level and specialization:

Level IV English (fluent) and Level IV Slovene (fluent).

e. Job Know ledges:

Pre-Entry: In-depth knowledge of Slovene labor and social security laws and prevailing practices in compensation and employment.

Post-Entry: Thorough knowledge of US Government handbooks and manuals on compensation, position classifications and recruitment policies. A good working knowledge of 3 FAM, the FSNPAH, 3 FAH-2 and other pertinent materials.

f. Skills and Abilities:

Good managerial and interpersonal skills in dealing with employees, applicants and official contacts. Good computer skills, including Microsoft Word, Excel and Outlook. A high degree of analytical ability is required for position classification and recruitment procedures.

POSITION ELEMENTS:

a. Supervision received:

Supervision provided by the Management Officer, who is also the American HR Officer. Must be able to work independently and with minimum supervision.

b. Supervision Exercised:

Directly supervises Position No. A54002 HR Assistant and A54010 HR Clerk. Provides day-to-day guidance to Position No. 97003034 Administrative Assistant (EFM).

c. Available Guidelines:

2 FAM and 3 FAM; FSNPAH; 3 FAH-2; Standardized Regulations; Slovene Labor Law; Social Security laws and collective agreements;

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d. Exercise of Judgment:

Must possess good judgment in dealing with complex personnel matters. Must decide which issue should be raised at what level with local labor authorities and what options to present to post management. Considerable judgment is required on day-to-day basis in interpreting and applying regulations, classifying positions, solving employee/supervisor disagreements and issues, and evaluating possible candidates for positions.

e. Authority to Make Commitments:

Incumbent has the authority to determine new hire beginning salaries, as well as eliminate unqualified candidates for employment. Commits Embassy in routine matters such as newspaper ads. Sets own priorities and deadlines and is authorized to make commitments to meet those priorities. Has authority to provide information to survey companies. Has the authority to provide advice to all levels of staff on HR matters.

f. Nature, Level and Purpose of Contacts;

Working level contacts with personnel/HR officers at local companies, office directors and legal advisors of Slovenian social security system and tax department.

g. Time Expected to Reach Full Performance Level:

Two years