HR MODSS Contract Labor Category Guidelines

NASA Labor Category	Education (or equivalent training or experience)	Job Description Guidelines
Program Manager	It is desirable to have either a Bachelor's degree and at least 7 years of experience or a Master's degree and at least 5 years of experience in a related area; or 9-11 years of equivalent experience without a degree.	Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts or programs. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of employees from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Reportsdirectly to an executive or head of a unit/department.
Deputy Program Manager	It is desirable to have either a Bachelor's degree and at least 5 years of experience or a Master's degree and at least 3 years of experience in a related area; or 10 -12 years of equivalent experience without a degree.	Assists the Program Manager in coordinating and monitoring the scheduling, pricing, and technical performance of company programs. Responsibilities also include assisting with the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts or programs. Ensures adherence to maste plans and schedules, develops solutions to program problems, and directs work of employees from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically assists the Program Manager in supervision of contractor employees and reports to Program Manager.
Engineering Training Specialist I	Bachelor's degree in an engineering field	Participates in and conducts engineering training programs such as the Engineering Academy and technical development programs. Assesses the overall quality and effectiveness of training courses, programs and initiatives within the engineering discipline and recommends and implements changes or updates as required. May be involved in initial plan design and existing plan enhancements. Familiar with standard concepts, practices, and procedures within technical training and development. Relies on limited experience and judgment to plan and accomplish goals. Provides training administration and performs data administration and records management. Identifies training and development options. Assist in implementing and executing a communication plan. Assists with the development of an engineering curriculum strategy and individual systems engineering development tools. Assist in managing and coordinating engineering training courses and budget. Identifies and assesses real-time (just-in-time), short-term, and future long-range training needs. Works under general supervision; typically reports to Training Specialist Lead. A certain degree of creativity and latitude is required.
Engineering Training Specialist II	Bachelor's degree in an engineering field	Designs and conducts engineering training programs such as the Engineering Academy and technical development programs. Assesses the overall quality and effectiveness of training courses, programs and initiatives within the engineering discipline and recommends and implements changes or updates as required. May be involved in initial plan design and existing plan enhancements. Familiar with standard concepts, practices, and procedures within technical training and development. Relies on experience and judgment to plan and accomplish goals. Provides training administration and performs data administration and records management. Identifies training and development options. Implements and executes a communication plan. Develops of an engineering curriculum strategy and individual systems engineering development tools. Manages and coordinates engineering training courses and budget. Identifies and assesses real-time (just-in-time), short-term, and future long-range training needs. Typically reports to Training Specialist Lead. Some degree of creativity and latitude is expected.

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Engineering Training Specialist III	Bachelor's degree in an engineering field	Designs and conducts engineering training programs such as the Engineering Academy and technical development programs. Assesses the overall quality and effectiveness of training courses, programs and initiatives within the engineering discipline and recommends and implements changes or updates as required. Involved in initial plan design and existing plan enhancements. Familiar with a variety of engineering training concepts, practices, and procedures within technical training and development. Relies on extensive experience and judgment to plan and accomplish goals. Provides training administration and performs data administration and records management. Identifies training and development options. Implements and executes a communication plan. Develops an engineering curriculum strategy and individual systems engineering development tools. Manages and coordinates engineering training courses and budget. Identifies and assesses real-time (just-in-time), short-term and future long-range training needs. Performs a variety of complicated tasks. Typically reports to a Training Specialist Lead. Wide degree of creativity and latitude is expected.
Engineering Training Specialist IV	Bachelor's degree in an engineering field	Designs and conducts engineering training programs such as the Engineering Academy and technical development programs. Assesses the overall quality and effectiveness of training courses, programs and initiatives within the engineering discipline and recommends and implements changes or updates as required. Involved in initial plan design and existing plan enhancements. Has expertise in a a variety of engineering training concepts, practices, and procedures within technical training and development. Relies on extensive experience and judgment to plan and accomplish goals. Provides training administration and performs data administration and records management. Identifies training and development options. Implements and executes a communication plan. Develops an engineering curriculum strategy and individual systems engineering development tools. Manages and coordinates engineering training courses and budget. Identifies and assesses real-time (just-in-time), short-term, and future long-range training needs. Performs a variety of complicated tasks. Typically reports to a Training Specialist Lead. Extensive degree of creativity and latitude is expected.
Training Specialist I	Bachelor's degree in a related area is desirable and at least 0-2 years of experience; or 4-6 years of equivalent experience without a degree.	Coordinates training programs or other operational objectives required. For example, monitors and reports the effectiveness of programs or objectives on employees for career development. Has knowledge of commonly-used concepts, practices, and procedures within training and development. Relies on instructions and pre-established guidelines to perform the functions of the job. Provides training administration and performs data administration and records management. Identifies training and development options. Implements and executes a communication plan. Develops a training curriculum strategy and individua systems engineering development tools. Manages and coordinates training courses and budget. Identifies and assesses real-time (just-in-time), short-term, and future long-range training needs. Works under immediate supervision; typically reports to a Training Specialist Lead. Primary job functions do not typically require exercising independent judgment.
Training Specialist II	Bachelor's degree in a related area is desirable and at least 2-3 years of experience; or 6-7 years of equivalent experience without a degree.	Participates in and conducts training programs. Assesses the overall quality and effectiveness of training courses, programs and initiatives within training discipline and recommends and implements changes or updates as required. May be involved in initial plan design and existing plan enhancements. Familiar with standard concepts, practices, and procedures within training and development. Relies on limited experience and judgment to plan and accomplish goals. Provides training administration and performs data administration and records management. Identifies training and development options. Assist in implementing and executing a communication plan. Assists with the development of a training curriculum strategy and individual training development tools. Assist in managing and coordinating training courses and budget. Identifies and assesses real-time (just-in-time), short-term, and future long-range training needs. Works under general supervision; typically reports to Training Specialist Lead. A certain degree of creativity and latitude is required.
Training Specialist III	Bachelor's degree in a related area is desirable and at least 3-5 years of experience; or 7-9 years of equivalent experience without a degree.	Designs and conducts training programs. Assesses the overall quality and effectiveness of training courses, programs and initiatives within training discipline and recommends and implements changes or updates as required. May be involved in initial plan design and existing plan enhancements. Familiar with standard concepts, practices, and procedures within training. Relies on experience and judgment to plan and accomplish goals. Provides training administration and performs data administration and records management. Identifies training and development options. Implements and executes a communication plan. Develops a training curriculum strategy and individual training tools. Manages and coordinates training courses and budget. Identifies and assesses real-time (just-in-time), short-term, and future long-range training needs. Typically reports to Training Specialist Lead. Some degree of creativity and latitude is expected.

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Training Specialist IV	Bachelor's degree in a related area is desirable and at least 5-6 years of experience; or 9-10 years of equivalent experience without a degree.	Designs and conducts training programs. Assesses the overall quality and effectiveness of training courses, programs and initiatives within training discipline and recommends and implements changes or updates as required. Involved in initial plan design and existing plan enhancements. Familiar with a variety of training concepts, practices, and procedures within training. Relies on extensive experience and judgment to plan and accomplish goals. Provides training administration and performs data administration and records management. Identifies training and development options. Implements and executes a communication plan. Develops a training curriculum strategy and individual training tools. Manages and coordinates training courses and budget. Identifies and assesses real-time (just-in-time), short-term, and future long-range training needs. Performs a variety of complicated tasks. Typically reports to a Training Specialist Lead. Wide degree of creativity and latitude is expected.
Training Specialist V	Bachelor's degree in a related area is desirable and at least 6-7 years of experience; or 10-11 years of equivalent experience without a degree.	Designs and conducts training programs. Assesses the overall quality and effectiveness of training courses, programs and initiatives within training discipline and recommends and implements changes or updates as required. Involved in initial plan design and existing plan enhancements. Has expertise in a a variety of training concepts, practices, and procedures within training. Relies on extensive experience and judgment to plan and accomplish goals. Provides training administration and performs data administration and records management. Identifies training and development options. Implements and executes a communication plan. Develops a training curriculum strategy and individual training tools. Manages and coordinates training courses and budget. Identifies and assesses real-time (just-in-time), short-term, and future long-range training needs. Performs a variety of complicated tasks. Typically reports to Training Specialist Lead. Extensive degree of creativity and latitude is expected.
Training Specialist - Lead	Bachelor's degree in a related area is desirable and at least 7-8 years of experience; or 11-12 years of equivalent experience without a degree.	Acts as advisor and lead to other training specialists regarding projects, tasks, and operations. Designs and conducts training programs. Assesses the overall quality and effectiveness of training courses, programs and initiatives within training discipline and recommends and implements changes or updates as required. Involved in initial plan design and existing plan enhancements. Has expertise in a a variety of training concepts, practices, and procedures within training. Relies on extensive experience and judgment to plan and accomplish goals. Provides training administration and performs data administration and records management. Identifies training and development options. Implements and executes a communication plan. Develops a training curriculum strategy and individual training tools. Manages and coordinates training courses and budget. Identifies and assesses real-time (just-in-time), short-term, and future long-range training needs. Performs a variety of complicated tasks. Typically reports to Program Manager. Extensive degree of creativity and latitude is expected.
Training Assistant I	High School Diploma or equivalent	Responsible for training support and/or other administrative duties as required supporting the Human Resources Development Office. Example of duties include, but not limited to, schedules training events, obtains instructional materials, and ensures employees are kept abreast of training requirements. Familiar with standard concepts, practices, and procedures within training and development. Relies on limited experience and judgment to plan and accomplish goals. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision. Typically reports to a Training Specialist Lead.
Training Assistant II	High School Diploma or equivalent	Responsible for training support and/or other administrative duties as required supporting the Human Resources Development Office. Example of duties include, but not limited to schedules training events, hires instructors, obtains instructional materials and ensures employees are kept abreast of training requirements. Familiar with standard concepts, practices, and procedures within training and development. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. Typically reports to Training Specialist Lead
Training Assistant III	High School Diploma or equivalent	Responsible for training support and/or other administrative duties as required supporting the Human Resources Development Office. Example of duties include, but not limited to, schedules training events, hires instructors, obtains instructional materials, and ensures employees are kept abreast of training requirements. Familiar with a variety of the training and development concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a wide variety of tasks. Works under general supervision. Typically reports to Training Specialist Lead.

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Subject Matter Expert - Mentor	Bachelor's degree in a technical field is desirable and at least 5-10 years of experience; or 9-14 years of equivalent experience without a degree.	Serves as technical expert with a comprehensive understanding of NASA Program/Project Manager/Systems Engineer roles in a design and development environment and understand the challenges in implementing the programs in the design and development phase. Experts have program and project management expertise, experience in systems engineering or are technical experts in designing and implementing hardware. Provides support JSC and development program participants through one-on-one meetings with participants, attending group training, and participating in organized discussions and meetings. Participates in customization workshop meetings and/or discussions with the Human Resources Office regarding the development programs. Analyzes participant interview data on the desired training topics and recommend course objectives and topics for training modules. Review presentations and work with speakers and panelists to ensure the content of their presentations is in line with the course objectives. Serves as mentor to individuals in the development programs. Typically reports to Program Manager.
Workforce Planner I	Bachelor's degree in a related area is desirable and at least 0-2 years of experience; or 4-6 years of equivalent experience without a degree.	Participates in workforce planning and analysis. Assists monthly and quarterly reviews of the JSC workforce. Assists in preparation for development of proposals and recommendations for workforce restructuring and rebalancing that account for changes in program life cycles. Basic understanding of workforce tracking and analysis systems for diversity, hiring, promotions, attrition, the Relevant Civilian Labor Force, and workforce capabilities and competencies. Assists in JSC's organizational diagnosis and modeling activities to identify: workforce capabilities, current dynamics, turnover, and possible gaps to support the future JSC organization. Has basic knowledge of commonly-used workforce planning concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision; typically reports to Workforce Planner Lead. Primary job functions do not typically require exercising independent judgment.
Workforce Planner II	Bachelor's degree in a related area is desirable and at least 2-3 years of experience; or 6-7 years of equivalent experience without a degree.	Participates in workforce planning and analysis. Integrates HR processes and strategies. Supports preparation for monthly and quarterly reviews of the JSC workforce. Supports development of proposals and recommendations for workforce restructuring and rebalancing that account for changes in program life cycles. Detailed understanding of workforce tracking and analysis systems for diversity, hiring, promotions, attrition, the Relevant Civilian Labor Force, and workforce capabilities and competencies. Supports JSC's organizational diagnosis and modeling activities to identify: workforce capabilities, current dynamics, turnover, and possible gaps to support the future JSC organization. Supports HR management in evaluating JSC's workforce capabilities. Familiar with standard workforce planning concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Works under general supervision; typically reports to Workforce Planner Lead.
Workforce Planner III	Bachelor's degree in a related area is desirable and at least 3-5 years of experience; or 7-9 years of equivalent experience without a degree.	Performs strategic workforce planning and analysis. Integrates HR processes and strategies. Supports monthly and quarterly reviews of the JSC workforce. Develops proposals and recommendations for workforce restructuring and rebalancing that account for changes in program life cycles. Understands and supports a number of workforce tracking and analysis systems for diversity, hiring, promotions, attrition, the Relevant Civilian Labor Force, and workforce capabilities and competencies. Supports JSC's organizational diagnosis and modeling activities to identify: workforce capabilities, current dynamics, turnover, and possible gaps to support the future JSC organization. Partners with HR management in evaluating JSC's workforce capabilities. Provides analysis and advice on complex program issues. Familiar with a variety of workforce planning concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Some degree of creativity and latitude is expected. Typically reports to Workforce Planner Lead.

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Workforce Planner IV	Bachelor's degree in a related area is desirable and at least 5-6 years of experience; or 9-10 years of equivalent experience without a degree.	Performs strategic workforce planning and analysis. Integrates HR processes and strategies. Supports monthly and quarterly reviews of the JSC workforce. Develops proposals and recommendations for workforce restructuring and rebalancing that account for changes in program life cycles. In-depth understanding andsupports a number of workforce tracking and analysis systems for diversity, hiring, promotions, attrition, the Relevant Civilian Labor Force, and workforce capabilities and competencies. Executes JSC's organizational diagnosis and modeling activities to identify: workforce capabilities, current dynamics, turnover, and possible gaps to support the future JSC organization. Partners with HR management in evaluating JSC's workforce capabilities. Provides analysis and advice on complex program issues. Familiar with a variety of workforce planning concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. May report to Workforce Planne Lead.
Workforce Planner V	Bachelor's degree in a related area is desirable and at least 6-7 years of experience; or 10-11 years of equivalent experience without a degree.	Performs strategic workforce planning and analysis. Integrates HR processes and strategies. Supports monthly and quarterly reviews of the JSC workforce. Develops proposals and recommendations for workforce restructuring and rebalancing that account for changes in program life cycles. Expertise in a number of workforce tracking and analysis systems for diversity, hiring, promotions, attrition, the Relevant Civilian Labor Force, and workforce capabilities and competencies. Executes JSC's organizational diagnosis and modeling activities to identify: workforce capabilities, current dynamics, turnover, and possible gaps to support the future JSC organization. Partners with HR management in evaluating JSC's workforce capabilities. Provide expert analysis and advice on complex program issues. Familiar with a variety of workforce planning concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Extensive creativity and latitude is expected. Typically reports to Workforce Planner Lead.
Workforce Planner Lead	Bachelor's degree in a related area is desirable and at least 7-8 years of experience; or 11-12 years of equivalent experience without a degree.	Acts as advisor and lead to other workforce planners regarding projects, tasks, and operations. Performs strategic workforce planning and analysis. Integrates HR processes and strategies. Serves as focal point for monthly and quarterly reviews of the JSC workforce. Develops proposals and recommendations for workforce restructuring and rebalancing that account for changes in program life cycles. Manages a number of workforce tracking and analysis systems for diversity, hiring, promotions attrition, the Relevant Civilian Labor Force, and workforce capabilities and competencies. Leads JSC's organizational diagnosis and modeling activities to identify: workforce capabilities, current dynamics, turnover, and possible gaps to support the future JSC organization. Partners with HR management in evaluating JSC's workforce capabilities. Provides expert analysis and advice on complex program issues. Familiar with a variety of workforce planning concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Extensive creativity and latitude is expected. Typically reports directly to Program Manager.
Facility Management (Starport)	Bachelor's degree in a related area is desirable and at least 5 years of experience or; 9 years of equivalent experience without a degree.	Manages multi-purpose facilities including fitness, food, and offices. Assures the optimal functioning of building systems including mechanical, fire/life safety, elevators etc. Responsible for coordinating routine and preventative maintenance programs and coordinating improvements to facilities. Is familiar with safety and security programs. Formulates procedures for use in event of accidents, fires, or other emergencies. Relies on experience and judgment to plan and accomplish goals.
Communications Manager (Starport)	Bachelor's degree in a related area is desirable and at least 5 years of experience; or 9 years of equivalent experience without a degree.	Responsible for developing communications strategies to relay key information regarding services and functions to civil servants, contractors, media, and community leaders. Is able to coordinate large promotions and events. Extensive creativity and latitude is expected. Implements and executes a communication plan.

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Lead Senior HRIS Applications Architect/DBA	Bachelor's degree in a related area is desirable and at least 5-10 years of experience; or 9-14 years of equivalent experience without a degree.	Technical leader who leads and directs the work of others and translates HRIS requirements into a comprehensive enterprise applications architecture, and executes plans that deliver HRIS applications in a pragmatic and cost-effective manner. Develops global architecture methodology and standards and apply strong application development and architecture skills to the analysis, design, development, integration, configuration, implementation and support of HRIS custom and packaged applications. Designs, modifies, develops, writes and implements HR software programming applications. Lead the testing process through test review and analysis, test witnessing and certification of software. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Administers, maintains, develops and implements policies and procedures for ensuring the security and database integrity. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Writes code for database access, modifications and constructions including stored procedures. Produces graphic sketches, develops and designs layouts for online content. Typically reports to Program Manager. A wide degree of creativity and latitude is expected.
Senior HRIS Applications Architect/DBA	Bachelor's degree in a related area is desirable and at least 5-10 years of experience; or 9-14 years of equivalent experience without a degree.	Technical application architect who translates HRIS requirements into a comprehensive enterprise applications architecture, and executes plans that deliver HRIS applications in a pragmatic and cost-effective manner. Develops architecture methodology and standards and apply strong application development and architecture skills to the analysis, design, development, integration, configuration, implementation and support of HRIS custom and packaged applications. Designs, modifies, develops, writes and implements HR software programming applications. May lead the testing process through test review and analysis, test witnessing and certification of software. Develops and applies information models for use in designing and building integrated, shared software and database management systems. Administers, maintains, develops and implements policies and procedures for ensuring the security and database integrity. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication and other distributed data issues. Writes code for database access, modifications and constructions including stored procedures. Produces graphic sketches, develops and designs layouts for online content. Bachelor's degree in a related area and at least 5 to 10 years of experience in the HRIS field or in a related area preferred. A wide degree of creativity and latitude is expected.
Senior HRIS Applications Architect/DBA/Oracle	Bachelor's degree in a related area is desirable and at least 3-5 years of experience; or 7-9 years of equivalent experience without a degree.	Technical application architect who translates HRIS requirements into a comprehensive enterprise applications architecture, and executes plans that deliver HRIS applications in a pragmatic and cost-effective manner. Develops architecture methodology and standards and apply strong application development and architecture skills to the analysis, design, development, integration, configuration, implementation and support of HRIS custom and packaged applications. Designs, modifies, develops, writes and implements HR software programming applications. May lead the testing process through test review and analysis, test witnessing and certification of software. Develops and applies information models for use in designing and building integrated, shared software and database management systems. Administers, maintains, develops and implements policies and procedures for ensuring the security and database integrity. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication and other distributed data issues. Writes code for database access, modifications and constructions including stored procedures. Produces graphic sketches, develops and designs layouts for online content. Provide Product Support for and interface with application development personnel in support of all relevant Oracle technologies. A wide degree of creativity and latitude is expected.
Senior HRIS Applications Architect-User Interfaces/Usability	Bachelor's degree in a related area is desirable and at least 3-5 years of experience; or 7-9 years of equivalent experience without a degree.	Translate business requirements into intuitive interface solutions. Builds user interface designs for usability implementation to optimize ease-of-use and achieve an integrated and consistent look and feel for web and client server applications. Builds wireframes from scratch. Designs, modifies, develops, writes and implements HR software programming applications. May lead the testing process through test review and analysis, test witnessing and certification of software. Develops and applies information models for use in designing and building integrated, shared software and database management systems. Administers, maintains, develops and implements policies and procedures for ensuring the security and database integrity. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Writes code for database access, modifications and constructions including stored procedures. Produces graphic sketches, develops and designs layouts for online content. A wide degree of creativity and latitude is expected.

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HR Assistant I	High School Diploma or equivalent	Responsible for human resources administrative functions. Familiar with standard concepts, practices, and procedures within human resources. Relies on instructions and pre-established guidelines to plan and accomplish goals. Works under immediate supervision. Typically reports to HR Associate Lead. Proficient in the use of personal computers to include Microsoft Office Professional software. Possesses good communication skills, both verbal and written. Experienced in customer service, and is team-oriented. Typically reports to Lead HR Associate.
HR Assistant II	High School Diploma or equivalent	Responsible for human resources administrative functions. Familiar with standard concepts, practices, and procedures within HR. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of creativity and latitude is required. Possesses good communication skills, both verbal and written. Experienced in customer service, and is team-oriented. Works under immediate supervision. Typically reports to Lead HR Associate.
HR Assistant III	High School Diploma or equivalent	Responsible for human resources administrative functions. Generates reports, handles multiple projects, and prepares and monitors reports. Familiar with a variety of human resources concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a wide variety of tasks. A wide degree of creativity and latitude is expected. Works under general supervision. Typically reports to Lead HR Associate.
HR Assistant IV	High School Diploma or equivalent	Responsible for human resources administrative functions. Generates reports, handles multiple projects, and prepares and monitors reports. Familiar with a variety of human resources concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Collects, analyzes and interprets HR data, and then makes recommendations. A wide degree of creativity and latitude is expected. Typically reports to Lead HR Associate.
HR Assistant V	High School Diploma or equivalent	May direct and lead the works of others. Responsible for human resources administrative functions. Generates reports, handles multiple projects, and prepares and monitors reports. Familiar with a variety of human resources concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Collects, analyzes and interprets HR data, and then makes recommendations. A wide degree of creativity and latitude is expected. Typically reports to Lead HR Associate.
HR Associate I	High School Diploma or equivalent	Collects and analyzes HR data, and then makes recommendations. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. Relies on instructions and pre-established guidelines to perform the functions of the job. Experienced in customer service, and is team-oriented. Possesses good communication skills, both verbal and written. Works under immediate supervision. Typically reports to Lead HR Associate.
HR Associate II	High School Diploma or equivalent	Collects and analyzes HR data, and then makes recommendations. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan ad accomplish goals. Performs a variety of tasks. Works under general supervision. Experienced in customer service, and is team-oriented. Possesses good communication skills, both verbal and written. Typically reports to Lead HR Associate.
HR Associate III	High School Diploma or equivalent	Collects, analyzes and interprets HR data, and then makes recommendations. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. Performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. At this level, associates typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. May make recommendations to human resource professionals on job classification, wage rates, and employee salaries. Works under general supervision. Experienced in customer service, and is team-oriented. Possesses good communication skills, both verbal and written. Typically reports to Lead HR Associate.

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HR Associate IV	High School Diploma or equivalent	Collects, analyzes and interprets HR data, and then makes recommendations. Processes paperwork for functional area according to established procedures. May prepare internal employee communications regarding compensation, benefits, or company policies. Performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. May lead special projects requiring knowledge of HR procedures and policies. At this level, associates typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. May make recommendations to human resource professionals on job classification, wage rates, and employee salaries. Works under minimal supervision. Experienced in customer service, and is team-oriented. Possesses good communication skills, both verbal and written. Typically reports to Lead HR Associate.
HR Associate V	High School Diploma or equivalent	Collects, analyzes and interprets HR data, and then makes recommendations. Processes paperwork for functional area according to established procedures. Prepares internal employee communications regarding compensation, benefits, or company policies. Performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Leads special projects requiring knowledge of HR procedures and policies. At this level, associates typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Interprets regulations and make recommendations to human resource professionals on job classification, wage rates, and employee salaries. Relies on extensive experience and judgment to plan and accomplish goals. Works under minimal supervision. Experienced in customer service, and is team-oriented. Possesses good communication skills, both verbal and written. Typically reports to Lead HR Associate.
Lead HR Associate	High School Diploma or equivalent	Acts as advisor and lead to other HR Associates regarding projects, tasks and operations. Collects, analyzes and interprets HR data, and then makes recommendations. Processes paperwork for functional area according to established procedures. Prepares internal employee communications regarding compensation, benefits, or company policies. Performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. At this level, associates typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Interprets regulations and make recommendations to human resource professionals on job classification, wage rates, and employee salaries. Relies on extensive experience and judgment to plan and accomplish goals. Works under minimal supervision.
HR Expert/Consultant I	Bachelor's degree in Information Technology, Human Resources, Business or other related field is desirable and at least 5 years of experience; or 15 years of equivalent experience without a degree. May substitute MS degree for 2 years of experience.	Demonstrated and documented knowledge in human resources. Knowledgeable and possesses experience with the evaluation of operational requirements relative to human resources required within the program guidance and review process. Collects data in accordance with plans as well as verifies and analyzes data to identify trends as well as potential problems. Creates reports of findings, designs schedules, conducts analyses, write reports and prepares presentations.
HR Expert/Consultant II	Bachelor's degree in Information Technology, Human Resources, Business or other related field is desirable and 5-10 years of experience; or 15 years of equivalent experience without a degree. May substitute a MS degree for 2 years of experience.	Consultant that has a demonstrated and documented knowledge in human resources. Knowledgeable and possesses direct experience with the evaluation of operational requirements relative to human resources required within the program guidance and review process. Serves as a consulting member and may lead multiple tasks/projects. Provides appropriate suggestions and recommendations within the subject matter of the program guidelines. Collects data in accordance with plans as well as verifies and analyzes data to identify trends as well as potential problems. Creates reports of findings, facilitates small working groups, designs schedules, conducts analyses, write reports and prepares presentations.

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HR Expert/Consultant III	Bachelor's degree in Information Technology, Human Resources, Business or other related field is desirable and 10-15 years of experience; or 20 years of equivalent experience without a degree. May substitute a MS degree for 2 years of experience.	Senior Consultant of a team as a subject matter expert on multiple projects with experience including in human resources. Collects data in accordance with plans as well as verifies and analyzes data to identify trends as well as potential problems. Develop strategic plans including: business plans and organizational assessments. Manages contracts and is responsible for technical, management and budget. Advises on business strategies and addresses issues affecting management and workforce to improve work productivity. Facilitates large working groups and leads senior managers. Creates methodologies, strategic plans and training curriculum.
HR Expert/Consultant IV	Bachelor's degree in Information Technology, Human Resources, Business or other related field is desirable and at least 15+ years of experience; or 24+ years of experience without a degree. May substitute a MS degree for 2 years of experience.	Senior consultant in multiple projects in human resources. Responsible for collecting, analyzing and interpreting data. Develop strategic plans including: business plans and organizational assessments and business processes. Manages contracts and is responsible for technical, management and cost performance. Advises on business strategies and addresses issues affecting management and workforce to improve work productivity. Performs strategic planning, improvement methodologies, and analysis. Facilitates large working group and leads SR managers. Creates methodologies, strategic plans and training curriculum.
HR Policy or Programs Analyst I	Bachelor's degree in a related area is desirable and at least 0-2 years of experience; or 4-6 years of equivalent experience without a degree.	Participates in designing, developing, and implementing human resources policies and programs to ensure that human resources operations align with the Agency and Center goals. Assist in developing and proposing improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. Assist in Analyzing and determining the impact of proposed or new legislation, Executive orders, Comptroller General Decisions, court decisions, OPM regulations, NASA directives and other relevant policies and drafts new program guidance for government approval. Performs basic research for alternatives and recommendations on issues such as compensation, recruiting, bonuses, award payouts, collection of privacy act information, and work schedules. Assist in preparing analysis showing the pros and cons of various courses of action. Drafts policy revisions and conducts research to determine the effectiveness of personnel programs and policies. Provides other human resources services as needed. Has basic knowledge of commonly-used human resources concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. A certain degree of judgment, creativity, and latitude is required. Typically reports to Program Manager.
HR Policy or Programs Analyst II	Bachelor's degree in a related area is desirable and at least 2-3 years of experience; or 6-7 years of equivalent experience without a degree.	Participates in designing, developing, and implementing human resources policies and programs to ensure that human resources operations align with the Agency and Center goals. Participates in developing and proposing improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. Analyzes and determines the impact of proposed or new legislation, Executive orders, Comptroller General Decisions, court decisions, OPM regulations, NASA directives and other relevant policies and drafts new program guidance for government approval. Researches alternatives and recommendations on issues such as compensation, recruiting, bonuses, award payouts, collection of privacy act information, and work schedules. Prepares analysis showing the pros and cons of various courses of action. Writes and staffs policy revisions and designs comprehensive program guidance. May conduct research to determine the effectiveness of personnel programs and policies. May be responsible for implementing and evaluating revised human resources policies. Provides other human resources services as needed. Familiar with standard human resources concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. A certain degree of judgment, creativity and latitude is required. Works under general supervision. Typically reports to Program Manager.

NASA Labor Category	Education (or equivalent training or experience)	Job Description Guidelines
HR Policy or Programs Analyst III	Bachelor's degree in a related area is desirable and at least 3-5 years of experience; or 7-9 years of equivalent experience without a degree.	Designs, develops, and implements human resources policies and programs to ensure that human resources operations align with the Agency and Center goals. May develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. Analyzes and determines the impact of proposed or new legislation, Executive orders, Comptroller General Decisions, court decisions, OPM regulations, NASA directives and other relevant policies and drafts new program guidance for government approval. Researches alternatives and recommendations on issues such as compensation, recruiting, bonuses, award payouts, collection of privacy act information, and work schedules. Prepares analysis showing the pros and cons of various courses of action. Writes and staffs policy revisions and designs comprehensive program guidance. Conducts research to determine the effectiveness of personnel programs and policies. May be responsible for implementing and evaluating revised human resources policies. Provides other human resources services as needed. Provides analysis and advice on complex program issues. Familiar with a variety of human resources concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Some degree of creativity and latitude is expected. Typically reports to Program Manager.
HR Policy or Programs Analyst IV	Bachelor's degree in a related area is desirable and at least 5-6 years of experience; or 9-10 years of equivalent experience without a degree.	Designs, develops, and implements human resources policies and programs to ensure that human resources operations align with the Agency and Center goals. May develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. Performs in-depth analysis and determines the impact of proposed or new legislation, Executive orders, Comptroller General Decisions, court decisions, OPM regulations, NASA directives and other relevant policies and drafts new program guidance for government approval. Researches alternatives and recommendations on issues such as compensation, recruiting, bonuses, award payouts, collection of privacy act information, and work schedules. Prepares analysis showing the pros and cons of various courses of action. Writes and staffs policy revisions and designs comprehensive program guidance. Conducts extensive research to determine the effectiveness of personnel programs and policies. Responsible for implementing and evaluating revised human resources policies. Provides other human resources services as needed. Provides analysis and advice on complex program issues. Familiar with a variety of human resources concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Typically reports to Program Manager.
HR Policy or Programs Analyst V	Bachelor's degree in a related area is desirable and at least 7-8 years of experience; or 11-12 years of equivalent experience without a degree.	Designs, develops, and implements strategic human resources policies and programs to ensure that human resources operations align with the Agency and Center goals. Develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations. Performs in-depth analysis and determines the impact of proposed or new legislation, Executive orders, Comptroller General Decisions, court decisions, OPM regulations, NASA directives and other relevant policies and drafts new program guidance for government approval. Researches alternatives and recommendations on issues such as compensation, recruiting, bonuses, award payouts, collection of privacy act information, and work schedules. Prepares analysis showing the pros and cons of various courses of action. Writes and staffs policy revisions and designs comprehensive program guidance. Conducts in-depth research to determine the effectiveness of personnel programs and policies. Responsible for implementing and evaluating revised human resources policies. Provides other human resources services as needed. Provides expert analysis and advice on complex program issues. Familiar with a variety of human resources concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Extensive creativity and latitude is expected. Typically reports to Program Manager.

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