

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  70201	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 61 FSS/FSMH – NAF Human Resources Los Angeles AFB, CA
			EXEMPT	
3. POSITION TITLE HUMAN RESOURCES ASSISTANT (OA)		4. CLASSIFICATION NF-0203-02		5. CLASSIFIED BY HQ AFSVA/SVXH
6. DATE Updated 17 May 10				

**DUTIES AND RESPONSIBILITIES**

Assists in providing recruitment and placement service to NAF activities by procedurally processing a full range of personnel actions such as appointments, position and pay changes, transfers, and separations. Maintains an applicant supply file, distributes vacancy lists and announcements, and runs referral listings. Checks for presence of necessary documents, for completion of all necessary items in each document, and for arrangement of necessary documents in proper sequence. Checks items of information for conformance to applicable laws, regulations, etc. Contacts appropriate sources to secure missing data or documents. Provides specific items of information to NAF employees regarding personnel matters including, but not limited to, insurance, retirement, 401(k), unemployment compensation, workers' compensation, and awards, found in commonly used regulations, instructions, or manuals. May in-process new employees, providing an overview of employee benefits and assisting in the completion of employment documents. May maintain Official Personnel Folders, position control registers, office files, group insurance files, etc. May be responsible for processing security checks to include installation records checks, state criminal history repository checks, and national agency checks. Operates a computer remote terminal and word processing equipment. Inputs personnel data into the automated NAF personnel data system to process a variety of personnel actions. May requisition forms and post changes to directives. Performs other related duties as assigned.

**QUALIFICATIONS**

Applicant must have experience in responsible clerical or office work of any kind in which the applicant demonstrated the ability to perform satisfactorily at the pay band level of the position. In addition, experience that required the applicant to acquire and apply knowledge of the rules, regulations, procedures, and program requirements of one or more areas of a personnel system is required. Typing skills are required. Knowledge of office automation software (MS Windows, MS Office, including PowerPoint, Word, Access, and Excel) is desirable. Must be able to read, write, and speak English. Must possess skill in dealing with the public. Successful completion of a National Agency Check with Inquiries is required.


**PERFORMANCE STANDARDS**

Performs all assigned duties in an accurate and timely manner. Works independently, sets work schedule based on work requirements and deadlines. Promptly and courteously receives, greets, and answers questions from customers and telephone callers. Accurately maintains and updates files to enable quick and efficient retrieval of information. Ensures compliance with all established directives. Accurately prepares employment documents in accordance with appropriate directives and policies and in the proper format. Consistently follows up on suspense items and status of security checks to ensure timely completion. Exercises tact and diplomacy in dealing with applicants, employees, managers, and co-workers. Ensures compliance with all established safety and security policies and directives.

**TRAINING**

All conferences, workshops, and seminars as deemed necessary by the supervisor. Safety, resource protection, fire protection, customer service, and other local, state, federal, and installation required training. All other appropriate training as deemed necessary by the supervisor.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR	DATE
Human Resources Officer 	27 Mar 2017

**POSITION EVALUATION Summary**

Organization   HQ AFSVA/SVXH  

Position #   Human Resources Assistant (OA), NF-0203-II, 70201  

Evaluation Factors Standards Used	Factor Level Used (FL#, etc.)	Points Assigned	Comments
1. Knowledge Required by the Position	1-3	350	
2. Supervisory Controls	2-2	125	
3. Guidelines	3-2	125	
4. Complexity	4-2	75	
5. Scope and Effect	5-1	25	
6/7. Personal Contacts and Purpose of Contacts	1A	30	
8. Physical Demands	8-1	5	
9. Work Environment	9-1	5	
<b>S U M M A R Y</b>	<b>Total Points</b>		
		740	
	<b>Grade Conversion</b>		
		GS-04/NF-II	

Additional Remarks:

Title, Series, and Pay Band Assigned:  
Human Resources Assistant (OA), NF-0203-II

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Date:   4 JUN 01