



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

Tuesday, June 8, 2021

### MEMORANDUM FOR: CHIEF HUMAN CAPITAL OFFICERS

FROM: ROBERT H. SHRIVER, III, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Human Resources Management Job Analysis Survey

The U.S. Office of Personnel Management (OPM) is leading the effort to address skills gaps for governmentwide mission critical occupations, including the Human Resources Management (0201) Series. With the support of the Chief Human Capital Officers Council, OPM agreed to the creation of a Human Resources (HR) Capabilities Executive Steering Committee to assist OPM in this effort. The Committee identified technical competency validation as a priority for the skills gap closure effort. In support of this priority, OPM is conducting a governmentwide survey of Federal HR experts to update the competency model for the Human Resources Management 0201 Series. The results of the survey will aid OPM and the HR Capabilities Executive Steering Committee in identifying the critical elements of success for the HR Management workforce to strengthen the HR capabilities of the Federal government.

We are requesting your agency's assistance in helping to close skills gaps for Strategic Human Capital in the 21st century by promoting the Human Resources Management Job Analysis Survey within your agency. OPM will email the survey directly to agency Human Resources Specialists. Each agency Human Resources Specialist will receive an email link to send to their immediate supervisor.

OPM is committed to making the updated Human Resources Management Competency Model available to agencies to assist them with their human capital efforts. To this end, agencies will have two weeks (Wednesday, June 23, 2021) from the date of this memo to submit survey responses.

Your assistance is greatly appreciated. If you have any questions about the Human Resources Management occupational study, please email [Joseph.Tweeddale@opm.gov](mailto:Joseph.Tweeddale@opm.gov) or [competency@opm.gov](mailto:competency@opm.gov).

Attachment: Human Resources Management Job Analysis Survey FAQs (see below)

cc: Deputy Chief Human Capital Officers and Human Resources Directors

## **Human Resources Management Job Analysis Survey FAQs**

### **1. Why is OPM conducting this survey?**

The U.S. Office of Personnel Management (OPM) is conducting a survey on behalf of the HR Capabilities Executive Steering Committee with the support of the Chief Human Capital Officers Council. Strategic Human Capital has been on the Government Accountability Office's High-Risk List since 2001. Developing the competency model for the Human Resources Management (HRM) 0201 Series is a key step towards ensuring Federal agencies can find, recruit, and hire skilled employees to accomplish human resources duties.

### **2. Who is being asked to complete the survey?**

To obtain the best possible information, OPM is asking 0201 Human Resources Management employees at the GS-05 through GS-15 or equivalent grade levels and their supervisors to complete the survey.

### **3. How will Federal employees performing Human Resources Management work receive the survey?**

Federal employees identified by their agency human capital points of contact as performing 0201 Human Resources Management work at the GS-05 through GS-15 or equivalent grade levels will receive an email with the Job Analysis Survey to complete.

### **4. How will Federal employees supervising Human Resources Management work receive the survey?**

Federal employees who supervise 0201 Human Resources Management employees will receive an email from their employees with a Job Analysis Survey link for supervisors and instructions on how to complete the survey.

### **5. What information does the employee survey cover?**

This survey contains four sections: (I) Occupational Background, (II) Competencies, (III) Tasks, and (IV) Background Information. The Occupational Background section asks HRM employees about their current job, including occupational series, grade, and agency. The Competencies section asks HRM employees to rate competencies that may be required to perform their job. The Tasks section asks HRM employees to rate tasks that may be performed as part of their job. The Background Information section asks for information about HRM employees, such as their years of Federal service.

### **6. What information does the supervisor survey cover?**

This survey contains four sections: (I) Occupational Background, (II) Competencies, (III) Tasks, and (IV) Background Information. The Occupational Background section asks supervisors about their HRM employee's current job. The Competencies section asks supervisors to rate competencies that may be required to perform HRM work in their employee's job. The Tasks section asks supervisors to rate HRM tasks that may be performed as part of their employee's

job. The Background Information section asks for information about supervisors, such as the supervisor's years of Federal service.

### **7. What is the survey timeline?**

The survey will be open for two weeks, starting from the issuance date of the survey and agency notification.

### **8. How long will the survey take to complete?**

The survey will take approximately 60 to 90 minutes per specialty area to complete. Participants may select up to two specialty areas. Participants can save their responses and finish the survey at a later time by clicking the Save button at the bottom of each survey page.

### **9. How will the results of the survey be used?**

In this study, OPM is collecting information to identify the tasks and competencies that are most important for successful performance in Federal Human Resources Management positions. Results will be used to inform Federal human resources policy and certification; assist employees in career development and training; and help organizations with workforce planning, selection, and performance management. Ratings from employees and supervisors will be used to improve/close critical skills gaps for Human Resources Management professionals governmentwide.

### **10. Who will see the responses to the survey?**

The survey responses will be analyzed by OPM. All information collected will be treated in accordance with the Privacy Act. In any public release of survey results, no data will be disclosed that could be used to identify specific individuals. OPM staff who are involved in collecting or preparing the information for analysis and have access to completed surveys will be required to treat it confidentially. The information will be analyzed and reported for the group of employees who respond and for certain subgroups. Agencies will not receive data by subgroups that could be used to identify a specific individual or a person's specific response to a survey question.