



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Wednesday, November 30, 2011

MEMORANDUM FOR: Human Resources Directors

FROM: Andrea Bright, Acting Deputy Associate Director

Subject: Draft Qualification Standards for Human Resources Management and Assistance

The U.S. Office of Personnel Management (OPM) is issuing draft qualification standards for two series in the Human Resources (HR) Management Group: Human Resources Management, 0201, and Human Resources Assistance, 0203. We are particularly pleased to provide these two standards for your review, as they impact our own community. When final, these standards will help to ensure our ability to meet future challenges.

These draft standards update the qualification requirements to include competencies and minimum proficiency levels by grade. OPM worked with the Chief Human Capital Officers (CHCO) Council's subcommittee for the Human Resources (HR) Workforce to develop this approach to qualification standards. We recently issued draft competency-based qualification standards for four financial occupations, as well as information technology management. We will be issuing standards for additional occupations throughout the remainder of the year.

We value your input and ask that you review these standards for:

1. Accuracy;
2. Completeness;
3. Clarity; and
4. Ease of use.

Please evaluate these standards independently as they have different career paths. Please send your comments by email to competency@opm.gov no later than January 20, 2012.

Attachment-Draft Qualification Standards for Human Resources Management and Assistance