

U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">HAMILTON</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number <p style="text-align: center;">321491 97001142</p>
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No If yes, please provide position number:

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain)

VACANT

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority WHA/EX/FRC	CLO Administrative Assistant - 105	FP-7	APH EH	1/3/2018
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) <p style="text-align: center;">CLO Assistant</p>	7. Name of Employee
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8. Office/Section <p style="text-align: center;">American Consulate General</p>	a. First Subdivision <p style="text-align: center;">Management</p>
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Printed Name of Employee _____ Date (mm-dd-yyyy) _____	Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____

Employee Signature	Supervisor Signature
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____	Erin Hamrich - RHRO 1/3/2018 Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____

Chief or Agency Head Signature	
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13. Basic Function Of Position
 Develop and administer a broad post-specific program covering event planning, welcoming and orientation, guidance and referral, information and resource management, education liason, crisis management and security liason, employment liason and community liason.

14. Major Duties and Responsibilities 100 % of Time
- Employment Liaison:
- Advocate for family member employment opportunities within the Mission and on the local economy and recommend policy initiatives to post management.
 - Advertise employment opportunities within the Mission and on the local economy.
 - Serve on the Post Employment Committee and advocate for family member preference and a formalized post hiring policy.
 - Promote negotiation of reciprocal bilateral work agreements.
 - Encourage and facilitate alternative employment options such as telework and home-based businesses.
 - Organize and facilitate career planning workshops and employment seminars for family members.
- (See Addendum 1)
- (Continue on blank sheet)

Addendum 1

- Inform family members on EFM employment programs managed by the DOS.
- Inform family members on employment resources within the DOS.
- Encourage and assist family members to apply for functional training.
- Administer the post Summer Hire Program.
- Coordinate and maintain post's Family Member Employment Report (FAMER).
- Publicize FLO employment database.

Crisis Management and Security Liaison:

- Relay critical security information between post management and the community.
- Represent the interests and concerns of community members when security or crisis situations arise.
- Serve on the Emergency Action Committee with primary responsibility for rumor control.
- Work with RSO to organize security briefings, contingency planning seminars, and town meetings to disseminate information and ensure emergency preparedness.
- Develop and maintain a warden system database for all employees and family members that include safehaven information.
- Provide and explain evacuation regulations and allowances to community members.
- Provide departure and safehaven info to FLO during an evacuation.
- Work in the FLO Office as an evacuated CLO as circumstances and funding permit.
- Crisis aftermath - work with post management to rebuild the community.

Education Liaison:

- Establish and maintain liaison with schools used by post families.
- Provide information and referral service on educational options available to employees and family members at post. Provide current information and resources on overseas schools, Washington area schools, boarding schools, education allowances, special needs resources, home schooling, distance learning, adult education opportunities and child care issues.
- Facilitate programs that support students and youth at post.
- Prepare annual School Summary Report for the Office of Overseas Schools and the annual Child Care Report for FLO.

Information and Resource Management:

- Gather, maintain and disseminate information to the community, post management, and appropriate functional offices in the Department.
- Pursue and develop resources within and outside the Mission to best serve constituent needs.
- Establish and maintain a community resource center that includes Internet/Intranet access.
- Develop and consolidate written resource materials under welcome/orientation/reentry, as well as other areas of CLO responsibility.
- Develop client database and CLO page on post website.
- Market the CLO program to the community and post management to garner support for programs.
- Submit semi-annual activity report to FLO.
- Submit updated post information to OBC.

Guidance and Referral:

- Provide confidential support to individuals and groups within the community. (divorce, spouse/child abuse, adoption, death, mental health concerns)
- Utilize available resources to address concerns and meet needs.
- Recommend referrals as appropriate.
- Represent individual and/or collective concerns to post management as appropriate and help formulate solutions and family friendly policies

Welcoming and Orientation:

- Provide pre and post arrival information and resources to ensure successful acclimation to post environment.
- Organize and maintain an effective sponsorship program.
- Organize post welcome activities.
- Coordinate official post orientation program.
- Coordinate reentry workshop for departing employees and family members.

Community Liaison:

- Establish and maintain an effective working relationship with all agencies and sections of the Mission.
- Pursue and develop effective working relationship with local community organizations and resources that benefit members of the post community and enhance quality of life at post.
- Serve as community representative on Mission committees (IAHB, EAC, PEC).
- Attend country team and regularly scheduled briefings.
- Establish a CLO Advisory Board to assist in defining program goals.
- Develop an effective working relationship with CLOs from other English-speaking Missions.

Events Planning:

- Coordinate the development and implementation of relevant programs to enhance post morale in the following three categories:
 - U. S. traditions
 - Host country culture
 - Social, educational and recreational activities
- Encourage volunteerism through community outreach.
- Facilitate morale-enhancing seminars and workshops organized by other groups or individuals at post.

15. Qualifications Required For Effective Performance

- a. Education
Minimum - High School Degree

- b. Prior Work Experience
Three - five years of professional work experience. Experience in the use of the Microsoft computer environment and ability to draft and edit material for correspondence and publication required.

- c. Post Entry Training
Post Training

- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level III English (Good Working Knowledge)
Speaking, reading and writing.

- e. Job Knowledge
Knowledge of all U.S. Government agencies at Post, the agency composition, its officers, major agency functions and staff. Knowledge of U.S. Government and State Department regulations, policies and initiatives that govern programs and benefits critical to the general well-being of DOS and CBP employees and family members overseas. Must have a good understanding of host country laws, practices and environment.
- f. Skills and Abilities
Must be able to deal with people in a courteous and tactful manner. Must be able to work through others, normally outside the U.S. Government, to accomplish assigned tasks.

16. Position Element

- a. Supervision Received
Directly supervised by Management Officer

- b. Supervision Exercised
None

- c. Available Guidelines
CLO materials and Family Liason Office contacts.

- d. Exercise of Judgment
Broad.

- e. Authority to Make Commitments
Limited.

- f. Nature, Level, and Purpose of Contacts
All U.S. Government Employees, family members and other members of the community. Nature of contacts is to disseminate information, provide advice, improve quality of life, give informal counseling, and orientation to the new post (Hamilton). External contacts include school teachers and administrators, commercial vendors and service personnel (ie local travel agencies, hotels, shops, restaurants, recreational and cultural facilities).
- g. Time Expected to Reach Full Performance Level
Six Months.