COURSE SYLLABUS

Certified Federal HR Advisor (cFHRA) Level II Certificate Program

Become a trusted HR advisor to agency leadership. Strengthen advisory and analytical skills aligned with federal HR management competencies.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/certified-federal-hr-advisor-level-ii-cfhra



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Course Outline

This package includes these courses

- Federal Employee Development Course (24 Hours)
- Making Exempt/Nonexempt Determinations Course (8 Hours)
- Federal Employee Relations Course (Intermediate) (24 Hours)
- Job Analysis for Federal Hiring Course (16 Hours)
- Pay Setting: General Schedule Course (24 Hours)
- Qualifications Analysis Course (24 Hours)

Attend the AI for Federal Employee Relations class for free as part of this certificate. Choose your date after you register for the program.

AI for Federal Employee Relations Course

Federal Employee Development Course

Explore the impact of legal requirements, OPM policies, and systematic approaches to employee development. This course emphasizes creating a continuous learning environment to build a high-performing workforce.

- Describe the HRD environment in the federal government.
- Connecting learning initiatives to performance improvement.
- Applying training needs assessment tools and designing effective training.
- Navigating training regulations and policies for compliance.
- Exploring career management strategies and continuous learning practices.

Making Exempt/Nonexempt Determinations Course

Participants review legal criteria and decision tools to classify positions for FLSA purposes. The course includes case-based practice in applying exemption rules, writing determination statements, and supporting compliance actions.

- Discuss the history, coverage, and regulations governing the Fair Labor Standards Act (FLSA)
- Explain FLSA exemption criteria and how they apply to federal positions.
- Make FLSA exempt/nonexempt determinations by applying exemption criteria to employees/positions.

Federal Employee Relations Course (Intermediate)

Deepen your understanding of federal employee relations laws, regulations, and procedures to handle disciplinary actions, leave issues, and accommodations. This course equips practitioners with the skills to navigate grievances, appeals, and EEO complaints.

- Overview of the laws, regulations, and administrative bodies governing employee relations in the federal government.
- Apply case law and regulatory references to employee relations decision-making.
- Discuss the rights and responsibilities of the parties in employee relations matters.
- Describe the origins and procedures regarding the right to due process.
- Identify and apply the law, regulations, and procedures regarding probationary periods and termination during probation.
- Identify and apply the procedures and processes for taking disciplinary and adverse actions, including determining credibility in disciplinary situations.
- Identify and apply procedures and case law for dealing with leave issues, including dealing with excessive leave use.
- Define and apply the proper use of medical documentation in leave and accommodation issues.
- Define and apply the law and regulations regarding disability and reasonable accommodation.
- Describe the procedures for filing grievances, appeals, and EEO complaints.
- Apply the Douglas factors and Hillen credibility criteria.
- Outline the PIP process and performance-based action procedures.

Job Analysis for Federal Hiring Course

Gain the skills to create job-related selection practices that comply with federal regulations and result in higher-quality candidates. This course focuses on job analysis techniques, assessment tool development, and documentation to support hiring decisions.

- Conducting job analyses that meet OPM and UGESP regulatory requirements.
- Defining and differentiating knowledge, skills, abilities, and competencies.
- Developing effective applicant assessment tools to improve candidate quality.
- Identifying and addressing issues in existing assessment tools.
- Creating documentation to justify rating criteria and support hiring decisions.

Pay Setting: General Schedule Course

This course equips federal HR professionals with the skills to implement and apply complex pay administration rules for General Schedule employees. Participants will learn to handle various personnel actions, including promotions, reassignments, and pay changes, while ensuring compliance with federal policies.

- Overview of the General Schedule system and pay-setting policies.
- Setting pay for new appointments, reinstatements, and transfers.

- Managing reassignments, promotions, and changes to lower grades.
- Applying grade and pay retention rules.
- Handling pay changes, severance pay, and movement between pay systems.
- Administering allowances, hiring incentives, and back pay.

Qualifications Analysis Course

This course provides HR professionals with the tools to assess applicant qualifications effectively for federal positions. Participants will learn to apply OPM's standards and analyze experience, education, and eligibility to make informed hiring decisions.

- The role of qualifications analysis in the federal staffing process.
- Evaluating general and specialized experience using OPM's Qualification Standards.
- Crediting education and combining it with experience to determine minimum qualifications.
- Understanding selective placement factors and quality ranking factors.
- Applying legal and regulatory requirements for eligibility determinations.
- Assessing minimum qualifications and eligibility for federal job applicants.