

Overview

Job Announcement Number: DMY-10-0016-MP

USDA Request #124

Job Title: Supervisory Human Resources Specialist (Director, Recruitment, Diversity, Mediation and Work/Life)

Open Period: 10/26/10 through 11/9/10

Series & Grade: GS-201-14/15

Promotion Potential: Supervisory Human Resources Specialist (Director, Recruitment, Diversity, Mediation and Work/Life), GS-201-15

Salary Range: \$105,211 to \$155,500 per annum

Position Information: Full-Time Permanent; No time limit

Duty Location(s): Washington, DC

Number of Vacancies: 1

Who May Be Considered: Applications will be accepted from current and former competitive service Federal employees within the local commuting area, and people eligible under special hiring authorities (ICTAP/CTAP eligibles; veterans applying under VEOA who are preference eligible or separated under honorable conditions after 3 years or more of continuous service; individuals with disabilities; and individuals eligible based on service under an interchange agreement or other noncompetitive appointing authority).

Hiring Agency:

US Department of Agriculture
Departmental Management
Office of Human Resources Management
Office of the Director

Summary:

Departmental Management's mission is to provide management leadership to ensure that USDA administrative programs, policies, advice and counsel meet the needs of USDA program organizations, consistent with laws and mandates; and provide safe and efficient facilities and services to customers.

The mission of the Office of Human Resources Management is to facilitate the attainment of the Department's strategic goals and program objectives by ensuring the recruitment and retention of a diverse, highly-skilled workforce that is aligned with our program needs as well as to promote a competency-based and results-oriented performance culture at USDA.

KEY REQUIREMENTS:

- US Citizenship

Duties

This position serves as the Division Director and subject matter expert for recruitment, diversity, mediation and work-life program areas. The incumbent performs the following duties:

Specific Duties:

- Serves as a senior policy advisor to a staff comprised of program managers, human resources specialists, and program assistants as well as the USDA sub-cabinet, subordinate agencies, and other key executives.
- Provides USDA-wide leadership in the formulation of policies and concepts for the assigned programs.
- Initiates pilot programs, special studies, the issuance of new or revised policies or programs, and other actions to ensure that USDA maintains sound and progressive personnel programs which embody the latest professional developments in government and the private sector.
- Identifies the need for and takes action to implement new and innovative policy or program directions, legislative initiatives, court decisions, Comptroller General Decisions and other significant policy determinants to ensure that all policy, regulatory and program issuances are properly integrated and coordinated with other staff actions, and are fully supportive of USDA mission requirements, EEO program objectives, and the Federal Merit System.
- Reviews and evaluates the effectiveness of assigned program policies and practices through reports, conferences, on-site staff visits and other contacts with field activities.
- Represents OHRM at key policy meetings and conferences, both within and outside USDA, including inter-agency group meetings conducted by OPM.
- Provides expert technical and administrative guidance on human resources operations and programs, including implications of proposed management actions, for application throughout the USDA.
- Develops and implements performance standards and appraisals, training programs and recruitment strategies.
- Approves and decides on personnel actions for recruitment, reassignment, promotion, reclassification, within grade increases, and other actions involving the organization.
- Makes final decisions as it relates to staff selections, group grievances, serious disciplinary measures, training expenses, overtime, travel, awards and special programs.

Qualifications and Evaluation

QUALIFICATIONS:

Specialized Experience:

At the GS-14 level:

Applicants must have one year of specialized experience equivalent to the next lower grade level (GS-13) in the Federal service. Specialized experience is experience that equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position, and that is in or related to the work of the position to be filled. **For this position, specialized experience is experience implementing progressive change in Agency policies on Federal Special Emphasis programs, recruitment, diversity, retention, and work/life.**

At the GS-15 level:

Applicants must have one year of specialized experience equivalent to the next lower grade level (GS-14) in the Federal service. Specialized experience is experience that equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position, and that is in or related to the work of the position to be filled. **For this position, specialized experience is experience developing, implementing, and leading progressive change in Agency policies on Federal Special Emphasis programs, recruitment, diversity, retention, and work/life.**

NOTE: We recommend that your application clearly show your possession of the specialized experience

qualification requirement.

Additional information on the qualifications requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's website at <http://www.opm.gov/qualifications>

Education:

Education does not substitute for the required experience.

All qualification requirements must be met by the closing date of this announcement.

How You Will Be Evaluated:

ELIGIBLE CANDIDATES WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

Competencies:

1. Knowledge of Human Resource laws, policies, regulations and precedents of key functional areas of human resources management including staffing and recruiting, workforce diversity, and work-life issues.
2. Ability to manage and supervise a diverse HR workforce by providing technical and administrative guidance on human resources operations and programs.
3. Skill in the development and implementation of human resources policies and special program initiatives.
4. Ability to assess the impact of Administration priorities, agency initiatives and legislative changes on Diversity, Special Emphasis, Recruitment, and Retention Programs.
5. Ability to prepare and present briefing materials on program status and planned improvement actions to key executives within and outside the USDA.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledges, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

Applicants will be rated using the Category Rating system. If you meet the eligibility and qualification requirements for this position, you will be rated on your possession of the competencies listed above. Based on the extent and quality of your experience (paid and unpaid), education, and training in relation to these competencies, you will be placed into one of the following three categories:

- **Best Qualified** - Applicants with a background that demonstrates a superior level of possession of all competencies.
- **Well Qualified** - Applicants with a background that demonstrates a satisfactory level of possession of the competencies.
- **Qualified** - Applicants possessing the specialized experience described above and any education or selective factor if also required.

Benefits and Other Information

The Federal government offers a number of exceptional benefits to its employees. This link provides an overview of the benefits currently offered <http://www.usajobs.gov/EI/benefits.asp#icc>.

OTHER INFORMATION:

- Selectee may be required to serve a one-year probationary period.

- More than one vacancy may be filled from this vacancy.
- Recruitment incentives may be authorized.

Promotion Potential: This position may be filled at the GS-14 or GS-15 level. If selection is made at the GS-14 level, promotion to the GS-15 level may occur without further competition. **Please indicate the grade level(s) for which you wish to be considered. If you do not, we will consider you at the highest grade for which you qualify only.**

Background Investigation: Employment is contingent upon satisfactory completion of a background investigation and the granting of a federal suitability or security clearance.

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the Interagency Career Transition Assistance Program (ICTAP) or the Career Transition Assistance Program (CTAP). Eligible ICTAP/CTAP employees within the commuting area must (1) submit documentary evidence of eligibility (a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456), (2) submit all required documents specified in the announcement, and (3) be rated in the Well Qualified or Best Qualified category as described above in the "how you will be evaluated" section.

All Federal employees are required by PL 104-134 to have Federal salary payments made by direct deposit to a financial institution of their choosing.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

The US Department of Agriculture participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

How to Apply

How to Apply:

To begin click the **Apply Online** button and follow the prompts to register and submit all required documents. All documents can be uploaded directly through your USAJobs.gov account which can be accomplished by logging into the system and selecting the **Saved Documents** feature under **My Account**. Once all documents have been uploaded, you can continue to submit your application through the vacancy announcement. Select the **Apply Online** button and the system will prompt you to select attachments from your **Saved Documents** for application submission. To return to your saved application, log in to your USAJOBS account at <http://www.usajobs.opm.gov/> and click on "**Application Status**". Click on the position title, and then select **Apply Online** to continue.

NOTE: Submission of a resume alone **may not** be a complete application. This position requests supplemental materials as described under the **Required Documents** section. Please carefully review the complete job announcement and the "How to Apply" instructions. **Please indicate the grade level(s) for which you wish to be considered. If you do not, we will consider you at the highest grade for which you qualify only.**

All application materials must be received by **11:59 PM, Eastern Standard time** of the closing date of this announcement to receive consideration. Failure to provide complete information may result in non-consideration for this position.

The primary method of applying for this vacancy is by submitting an application for this job online by selecting the '**Apply Online**' button at the bottom of this announcement. If you do not have access to the Internet, you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you must submit documents by **FAX**, please fax them to **703-995-8525. ATTN: Ashley McLain**. All faxed proof documents must be identified with applicant's name and vacancy announcement number to receive consideration. Application materials sent by fax using federal government equipment will not be considered.

REQUIRED DOCUMENTS

- **Resume** showing relevant experience (cover letter optional).
- **SF-50**, Notification of Personnel Action, indicating competitive status (based on current or prior Federal service) or SF-50 indicating eligibility for competitive service appointment; SF-50 indicating the current or highest previous grade level held in the Federal service, tenure group, promotion potential and salary.
http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/index.asp#
- **Veterans Documentation**, DD-214, SF-15 and the proof as requested on the SF-15 if claiming 10-point Veterans' Preference; DD-214 if claiming 5 point preference or VEOA eligibility (separated under honorable conditions after 3 years or more of continuous service).
- **Special Appointment eligibility** (e.g., 30% compensable veteran, individuals with disabilities, former Peace Corps employees etc.) requires submission of approved supporting documentation and declaration of eligible Special Appointment. For more information visit:
<http://www.opm.gov/employ/students/fedhire.asp#authorities>,
<http://www.usajobs.gov/ei/individualswithdisabilities.asp>, <http://www.opm.gov/disability>

APPLICANTS ARE ADVISED TO BLACK OUT THE SOCIAL SECURITY NUMBER ON ANY SUPPORTING DOCUMENT(S) SUBMITTED WITH YOUR APPLICATION.

What to Expect Next:

After the announcement has closed, we will conduct an evaluation of your eligibility and qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We will inform you of your status upon completion of the evaluation process.

Contact Information

Name: Ashley McLain
Number: 703-995-9626