



## U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

### VACANCY ANNOUNCEMENT

**POSITION:** Human Resources Specialist  
**SALARY:** Salary level \$50,000 - \$65,000 per year  
**POSITION INFO:** Full-Time, Term Position. The initial term is typically one year plus one day, with presumed renewal if performance is satisfactory

**CITIZENSHIP REQUIREMENT:** Must be U.S. citizen  
**DUTY LOCATION:** Washington, DC  
**DATE AVAILABLE:** **POSITION IS CURRENTLY OPEN: IMMEDIATE**  
**CONTACT:** Kathy Michels -- Email: [kmichels@uscc.gov](mailto:kmichels@uscc.gov) / Phone: (202) 624-1409

**ABOUT THE COMMISSION:** The Commission conducts its work and studies in the following areas: China's military buildup, proliferation practices, regional economic and security impacts, energy activities, activities in U.S. capital markets, and World Trade Organization compliance; U.S.-China bilateral programs; economic transfers between China and the United States; and the implications for the United States of restrictions on speech and access to information in China. The Commission's mission is to make recommendations to Congress about matters of concern in these areas.

### MAJOR DUTIES AND RESPONSIBILITIES:

Responsible for the completion of the following personnel and human resources responsibilities, including but not limited to:

1. Maintain current knowledge of all federal employee benefits and notify all Commissioners and employees of pertinent information. Serve as staff authority/resource on USCC employment policies and procedures.
2. Prepare and post vacancy announcements and coordinate recruitment advertising. Log in all applications and route to appropriate staff and Commissioners.
3. Conduct new employee orientation; advise new employees on benefits options and enrollment requirements.
4. Maintain official USCC personnel files including performance management systems. Prepare paperwork for changes in employees' terms of employment or terminations.
5. Assist with payroll; verify Commissioners' and employees' payroll data entered into payroll system; certify correctness of time and attendance reports and transmit to GSA personnel office; coordinate with GSA personnel office to resolve USCC employees' problems with pay, leave accrual, benefits, etc
6. Assist with all security-related matters, including clearances and briefings; maintain records on security clearances and coordinate arrangements for security briefings.
7. Maintain current and detailed knowledge of ethics and equal employment opportunity laws and regulations applicable to Commissioners and USCC employees and serve as in-house consultant on these to Commissioners and employees.
8. Oversee administrative intern program and coordinate orientation and training of administrative interns with administrative-executive assistant.
9. Recommend training for staff, provide direct training or identify contractors as candidates to provide training and arrange to procure such training.
10. Develop, coordinate and execute plans for securing employee cooperation and participation in various administrative and volunteer programs and federally sponsored drives.
11. Identify and initiate measures to ensure employee safety, welfare, wellness and health.

## **KEY REQUIREMENTS:**

### **Required:**

- Ability to pass a National Agency Check/Intelligence Dossier (NAC-1) background check
- Knowledge of the mission and goals of the USCC
- Experience working with personnel systems and employee benefits programs, particularly within the federal government
- Knowledge of federal human resources regulations and procedures
- Experience preparing and submitting payroll data
- Experience developing and assisting managers to develop and apply employee performance plans
- Knowledge of analytical techniques including the ability to gather, compile, and analyze information, draw conclusions and prepare reports, develop recommendations from findings, and reconcile and/or resolve problems that might arise
- Ability to communicate orally and in writing with a variety of people
- Demonstrated ability to work effectively as a member of a team.

### **Desirable but not Required; Greater Amounts are Preferred and May Be Considered in Selection**

- Knowledge of federal government's security clearance application process
- Knowledge of federal government ethics rules and policies – either Congressional or Executive Branch.
- Working knowledge of the legislative process and how Congressional offices operate.

## **COMMISSION EMPLOYEES RECEIVE THE BENEFITS OF FEDERAL EMPLOYMENT:**

Commission employees are eligible, and receive a federal government subsidy, for life insurance and for medical insurance for themselves and immediate family members. They receive credit toward the federal defined benefit retirement program and are eligible to participate in the Thrift Savings Program, the federal government's tax-deferred retirement savings programs. Employees accrue annual leave and sick leave time that they may use in accord with Commission policies and procedures.

## **HOW TO APPLY:**

You may submit an application for this position by e-mailing a résumé or submitting form OF-612. All applications should contain the information outlined below under **“What should be included in your Application?”** **Applications should be emailed to [kmichels@uscc.gov](mailto:kmichels@uscc.gov).** Applications may be submitted until the position is filled. Applicants not selected will be notified when it is filled.

## **WHAT SHOULD BE INCLUDED IN YOUR APPLICATION?**

You may submit a résumé or use the Optional Application for Federal Employment (OF-612), available at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). ***You must include all the information requested below or your application will not be considered.*** The application form and job information and application requirements are also posted to the Commission's Web Site at <http://www.uscc.gov/jobopportunities.php>.

### **Information to be Included in Application**

1. Title of the position for which you are applying.
2. How you learned of the job opening.

### **Personal Information:**

3. Full name, mailing address (with zip code), day/evening telephone numbers (with area code), and e-mail address.
4. Social Security Number. [NOTE: Giving your Social Security Number is voluntary. However, we may not be able process your application without it.]
5. Country of Citizenship.

6. If you have a current Federal government security clearance, identify its level.

**Education:**

7. Colleges and/or Universities attended. For each, provide:
  - City, state and zip code.
  - Major field(s) of study.
  - Type and year of degree(s) received. If no degree received, show total credit hours received (in semester hours or quarter hours, as applicable).

**Work Experience**

8. Paid or non-paid positions you have held related to the job for which you are applying (do not provide copies of job descriptions). For each job provide:
  - Job title.
  - Duties and accomplishments, particularly those related to the **Key Requirements** for the position listed above.
  - Number of hours worked per week.
  - Employer's name and address.
  - Starting and ending dates of employment (month and year).
  - Supervisor's name and current phone number. **Indicate if your current supervisor may be contacted.**
9. If you have ever been employed by the Federal Government, indicate the highest Federal civilian grade held, the job series, and the dates of employment at that grade.

**Key Requirements:**

10. Describe your experience working with personnel systems and employee benefits programs, particularly within the federal government.
11. Describe how you have obtained knowledge of federal human resources regulations and procedures.
12. Describe your experience preparing and submitting payroll data.
13. Describe your experience developing and assisting managers to develop and apply employee performance plans.
14. Provide examples of when you have utilized analytical techniques to gather, compile, and analyze information, draw conclusions and prepare reports, develop recommendations from findings, and reconcile and/or resolve problems that might arise.
15. Provide an example of when you have worked effectively as a member of a team.

**Desirable Qualifications (not required by may be considered in selection):**

16. Describe your experience processing security clearance applications with the federal government
17. Describe your experience working with federal government ethics rules and policies – either Congressional or Executive Branch.
18. Describe how you have gained knowledge of the legislative process and the operations of Congressional offices.

**Other Qualifications:**

19. Position-related training courses (title and year).
20. Job-related skills (e.g., computer software/hardware, and specialized database programs, etc).
21. Job-related certificates and licenses.
22. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

**Do not send copies of any documents unless specifically requested.**

**WHAT TO EXPECT AFTER APPLYING:**

After submitting an application for this position, each applicant will receive an e-mail confirming receipt of application materials, and will be contacted if we wish to schedule an interview or require additional information.