

TITLE, SERIES, GRADE: Human Resources Specialist, GS-201-11/12/13

SALARY RANGE: GS-11: \$58,206 - \$75,669 per annum
GS-12: \$69,764 - \$90,698 per annum
GS-13: \$82,961 - \$107,854 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-13

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-SA-032

AREA OF CONSIDERATION: Government-Wide (Status Candidates Only) and all eligible surplus/displaced Federal employees in the local commuting area.

OPENING DATE: 04/01/08
CLOSING DATE: Until filled

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, Human Resources Management Unit, Personnel Operations Staff, Washington, DC

NUMBER OF VACANCIES: One Position

THE CUT-OFF FOR THIS ANNOUNCEMENT WILL BE THE END OF EVERY MONTH UNTIL THE POSITION IS FILLED.

As you explore your future job options, we invite you to consider the rewarding and challenging career opportunity of serving as a Human Resources Specialist for the Criminal Division. The Criminal Division has responsibility for a wide variety of challenging work that touches on every area of criminal law. Indeed, as the second largest Legal Division in the Department of Justice, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from fraud to computer crimes, and more. For more information regarding the work of the Criminal Division, please visit our website at: www.usdoj.gov/criminal.

The Division's Human Resources Management Unit, a fully operational personnel office, is committed to providing customer-focused services and innovative solutions within a fast-paced team environment that supports the work of the Division's more than 800, mostly DC-based, employees. The Human Resources Specialist position being advertised is located on the Personnel Operations Staff, which provides advisory and direct support services in recruitment, staffing, classification, merit promotion actions, payroll, and time and attendance for Criminal Division personnel. In addition, the HR Specialist position includes the opportunity to manage specific programs which are designed to enhance the recruitment efforts of the Division. As part of the Unit, the HR Specialist focuses on the needs of its customers and is committed to finding effective day-to-day and long-term solutions by combining human resources and programmatic expertise to address customers' needs.

We encourage you to learn more about joining our fast-paced work environment and become part of a dynamic team responsible for all facets of HR Operations work.

JOB SUMMARY

- Provides advisory services and assistance to Division managers on all operational personnel matters including recruitment and placement, merit promotion, staffing, delegated examining authority, classification and position management.
- Serves as a technical expert to the Human Resources Officer, Executive Officer and senior Division management on difficult issues involving staffing, classification and pay administration.
- Formulates advice and recommendations on impact of new or proposed legislation, Office of Personnel Management regulation, or Department policy on the Division's personnel operations.
- Coordinates and performs operational liaison with a multitude of internal and external organizations; participates in special initiatives, studies, projects and task forces, and plays an active role in formulating and presenting recommendations to ensure the effective implementation of programs, execution of policy and program plans, and strategies to balance divergent program priorities.
- Serves as the initial point of contact for management-employee relations questions and issues. Issues are generally referred to the Employee Relations and Benefits Section.
- Develops and prepares various documents in support of Division personnel actions; creates a variety of documents, including items for posting on the Division's intranet, responses to Congressional inquiries, reports of special studies, scripts for briefings, and letters responding to inquiries from employees and other customers.
- Coordinates and manages various special and cyclical projects in support of the Division's personnel management programs.
- Performs research, correlates and analyzes findings, and develops recommended action to improve personnel operations support.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

For the GS-11 level: One year of specialized experience equivalent to the GS-09 level which has equipped you with the knowledge and skill in applying, methods, principles and practices of the HR field relating to recruitment, staffing and classification and the appropriate laws, regulations, executive orders and policies relating to these functional areas.

Examples of specialized experience at this level include:

Advising on and/or resolving moderately complex, non-controversial, well-precedented factual, procedural and/or recurring issues. Making judgements on problems and issues. Performing management advisory services for specific requests related to immediate problems in the areas of staffing,

recruitment and classification. Advising on the procedural and regulatory requirements in the merit promotion process. Developing rating factors and crediting plans for vacancy announcements. Reviewing management requests for desk audits. Preparing evaluation statements. Conducting research to gather information. Establishing and maintaining effective relationships with management to gain confidence and cooperation of supervisors and managers.

For the GS-12 level: One year of specialized experience at the GS-11 level which has equipped you with the knowledge and skill in knowledge in applying a wide range of HR management concepts, laws, policies, practices, analytical and techniques to resolve a wide range of problems and issues within staffing, recruitment and position classification.

Examples of specialized experience at this level include:

Identifying, evaluating and integrating a wide range of considerations into problem solving efforts for serviced organizations. Providing management with flexible alternatives for problem resolution. Providing guidance in the recruitment area in response to internal/external announcements for hard-to-fill positions. Conducting job analysis, preparing and issuing promotion candidate referral certificates. Determining appropriate rating and ranking selective placement factors and develop crediting plans. Conducting desk audits, summarizing findings and providing overview to manager and employee.

For the GS-13 level: One year of specialized experience at the GS-12 level which has equipped you with the knowledge of and skill in applying a wide range of HR concepts, laws, policies, practices, analytical and methods sufficient to solve a wide range of complex interrelated HR problems and issues in the areas of staffing, recruitment and position classification.

Examples of specialized experience at this level include:

Researching and developing solutions and strategies to recruitment and retention issues. Developing or modifying methods, approaches or procedures for delivering effective HR servicing to a serviced organization. Developing and delivering briefings, project papers, status/staff reports and correspondence to managers. Communicating grade distinctions in regards to classifications issues with supporting justification and criteria. Providing comprehensive staffing and placement services to an organization(s). Determining appropriate rating and ranking selective factors and developing crediting plans to assess varying degrees of job qualifications. Explaining staffing methodology to managers and/or serviced areas. Providing guidance to management on recruitment, staffing and classification issues.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-11 Level: Three full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of the federal recruitment and staffing and the position classification system.
- 2) Ability to research, evaluate, analyze and interpret regulatory material and develop solutions/recommendations responsive to assigned problems/issues.

- 3) Ability to apply fact-finding and investigative techniques to make recommendations or enhancements to Division programs, policies and procedures.
- 4) Ability to communicate orally.
- 5) Ability to communicate in writing.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. **If pertinent information is omitted from the resume, it will result in non-consideration for this position.**

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing

speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:
CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10% or 30% preference must submit a letter from the Department of Veteran's Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications mailed in government franked envelopes will not be accepted this includes sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- If substituting education for specialized experience, transcripts must be submitted.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

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