



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION: Human Resources Specialist
SALARY: \$55,000 - \$65,000
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

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; 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.

JOB SUMMARY: The Human Resources Specialist (HRS) is responsible for personnel matters for approximately twenty professional staff and interns and twelve Congressionally-appointed Commissioners. The HRS is the main point of contact for staff on issues such as federal benefits, training programs, security clearance requirements, equal employment opportunity (EEO) policies and ethics rules. In addition, the HRS coordinates recruitment and orientation of new staff and assists with payroll.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Maintain current and detailed knowledge of ethics and EEO laws and regulations applicable to Commissioners and USCC employees and serve as in-house consultant on these to Commissioners and employees.
2. Assist with all security-related matters, including clearances and briefings; maintain records on security clearances and coordinate arrangements for security briefings.
3. Develop and coordinate training program for administrative and program staff. Recommend training for staff, provide direct training or identify contractors as candidates to provide training and arrange to procure such training.
4. Maintain current knowledge of all federal employee benefits (including health insurance, life insurance, Thrift Savings Plan, flexible spending accounts, leave etc) and notify all Commissioners and employees of pertinent information.
5. Serve as staff authority/resource on USCC employment policies and procedures. Maintain, periodically review and update as necessary all employee manuals and instructional materials.
6. Prepare and post vacancy announcements and coordinate recruitment advertising. Log in all applications and route to appropriate staff and Commissioners.
7. Conduct new employee orientation; advise new employees on benefits options and enrollment requirements.
8. Maintain official USCC personnel files including performance management systems. Prepare paperwork for changes in employees' terms of employment or terminations.
9. 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

10. Oversee administrative intern program and coordinate orientation and training of administrative interns with administrative-executive assistant.
11. Develop, coordinate and execute plans for securing employee cooperation and participation in various administrative and volunteer programs and federally sponsored drives.
12. 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 federal government personnel systems and employee benefits programs
- Knowledge of federal human resources regulations and procedures
- Experience providing training and developing and coordinating employee training programs
- 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 and develop recommendations from findings
- Ability to communicate orally and in writing with a variety of people on a range of HR issues
- Demonstrated ability to work effectively as a member of a team

Desirable but not Required

- Bachelor's degree in related field
- Knowledge of federal government's security clearance application process
- Knowledge of federal government ethics rules and policies – either Congressional or Executive Branch

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:

To apply for this position, you must provide a complete Application Package, which includes: 1) a cover letter and 2) either a résumé or the Optional Application for Federal Employment (OF-612). For personal security, please do not include your social security number on your application. Send these documents **via email to kmichels@uscc.gov**. The position is also posted on the Commission website at: <http://www.uscc.gov/jobopportunities.php>

WHAT TO EXPECT AFTER APPLYING:

After submitting an application for this position, each applicant will receive an e-mail confirming receipt of application materials. Applications will be reviewed on a rolling basis. Applicants will be contacted if we wish to schedule an interview or require additional information. Applicants not selected will be notified when the position is filled.