

**Board of Governors of the Federal Reserve System  
Requisition Posting**

<b>Contact Person:</b> Terri Sawyer x4823		<b>EEO1:</b> Professionals	
<b>Requisition ID:</b> 9224	<b>Career Ladder:</b> 6184 FR 24	<b>Open Date:</b> 04-FEB-2013	<b>Close Date:</b> 08-FEB-2013
<b>Position Title:</b> Human Resource Generalist		<b>Requisition Creation:</b> 01-FEB-2013	<b>Date Required:</b>
<b>Division and Cost Center:</b> Office of Inspector General		<b>Program Direction:</b>	<b>Grade Range:</b> 24
<b>FLSA:</b> Exempt		<b>Position Number:</b> 91011123	
<b>Full-Time / Part-Time:</b> Full-Time	<b>Regular / Temporary:</b> Regular	The selected individual may be required to submit a financial disclosure report form.	

**Job Posting Description:**

Administers human resources (HR) programs, projects, and processes for the Office of Inspector General (OIG) of the Board of Governors of the Federal Reserve System / (Board. Serves as an internal consultant and lead on HR issues for the OIG. Manages projects with OIG and some Board-wide impact. Monitors emerging HR issues/trends. Works with the Board's HR unit to resolve problems as necessary, and works closely with Board HR functional areas to identify and address OIG needs. Assists Board HR functional areas in the design and implementation of OIG solutions. Provides a combination of administration, business acumen, and functional HR consultation and professional experience to support the division to improve the effectiveness and efficiency of human capital. Also is actively involved with the OIG's performance management program, talent management, and employee retention (including succession planning). Provides input to

**Special Training:**

**Remarks:**

Requires excellent research and analytical ability and effective oral and written communication skills typically acquired by completion of a Bachelor's degree or equivalent work experience. Requires expertise to provide leadership in at least one major functional area of human resources normally acquired through at least four years' experience. Requires demonstrated project management and presentation skills. Must possess a good understanding of the interrelationships of all HR functions. Experience using Microsoft Office and HR approval and tracking systems. Applies Board policies and procedures, where applicable; however, in many instances, precedents are either limited or not available to evaluate or consult on matters. Must use initiative and resourcefulness in researching precedent, trends, and patterns to identify applicable criteria and develop appropriate approaches, actions, new methods, or proposed new policies. Reviews HR business

**Minimum Qualifications:**

<b>Education:</b> Bachelor's or Equivalent Exp.	<b>Previous Experience:</b> Related: 0 Yrs.                      Specific: 4 Yrs.
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