

U.S. DEPARTMENT OF EDUCATION
Executive Resources Division

Reassignment or Detail Opportunity for Human Resources Specialists (Executive Resources)

Open to: Federal employees, GS-12/13/14

The U.S. Department of Education is seeking a transfer eligible HR Specialist in Executive Resources interested in a reassignment or 3-6 month detail.

This opportunity is in the Executive Resources Division which is responsible for a broad range of HR programs. ERD is responsible for handling operational HR services for all SES and political accounts and manages an active portfolio of work supporting Intergovernmental Personnel Act assignments, Experts and Consultants (including an annual competition for Teacher Ambassador Fellows and several Presidentially-appointed boards and committees), as well as the President's Management Fellow program.

In addition to the recurring policy, staffing, classification work, some of the key initiatives for ERD for 2012 which the selectee may have the opportunity to work on include:

- government-wide SES performance management system implementation;
- executive onboarding program implementation;
- Executive Development Plan development and other collaboration with Learning and Development Division;
- SL performance management system design and implementation;
- Policy and standard operating procedures development for Expert, Consultant and IPA programs;
- Presidential Management Fellow program management;
- Political transition preparation;
- Collaborations between ED and Partnership for Public Service, including executive coaching.

Interested individuals should submit their resume directly to Andrea.Burckman@ed.gov by Thursday, August 30, 2012. Resumes may be shared with other ED offices that are seeking candidates for opportunities with similar duties and requiring the same skill sets.