



Office of Training & Development

Office of Training & Development Detail Opportunity

Open Date: June 9, 2021	Close Date: June 30, 2021
Position: HR Specialist, Training and Development	Announcement Number: 03-2021-OTD
Duration of Detail: The detail is anticipated to be for a period not-to-exceed four (4) to six (6) months with the possibility of an extension through the end of the calendar year, depending on the status of ongoing projects.	Grade: GS 13/14 The level of duties assigned will be commensurate with the selectee's current grade level.
Office Description DOJ – Office of the Inspector General, Management and Planning, Office of Training and Development (OTD) leads the coordination, implementation, and evaluation of OIG-wide training and development programs. This involves conducting training needs assessments; analyzing, designing, developing, implementing, and evaluating training and development programs; and managing leadership and employee development programs both virtually and face to face. OTD also provides advice, assistance, facilitation, and guidance on training and development opportunities including on the job training (details), coaching, classroom and virtual training, etc. Responsibilities The following OIG-wide duties are included in this position: <ul style="list-style-type: none">• Providing project/program management for OIG-wide training and development projects/programs, facilitating team efforts, and helping to define project/program goals, timelines, and resource requirements• Designing, developing, coordinating, and delivering training courses and workshops for employees, supervisors, managers, and executives• As a Subject Matter Expert in Training and Development, partners with the D&I subcommittees and the Executive Resources Program Office to provide support and/or lead assigned learning and development programs• Consulting with OIG-wide customers on organizational training and development needs and implementing appropriate solutions• Facilitating workshops, focus groups, and teambuilding sessions both virtually and face to face• Benchmarking and coordinating the implementation of OIG-wide training and development programs• Researching strategies and initiatives that will help create and support an OIG-wide learning culture• Converting classroom training to virtual learning opportunities• Producing virtual and classroom learning events• Supporting internal training operations• Developing and administering creative/innovative communication and marketing strategies to promote learning and development opportunities	

Core Skills and Abilities

- Experience at the GS 13 level or above managing training and development programs such as mentoring, coaching, leadership development, etc. with proven results
- Experience at the GS 13 level or above designing and delivering leadership development workshops, briefings, presentations, etc. is preferred
- Expertise analyzing, designing, developing, implementing, and evaluating learning and development initiatives/programs
- Experience implementing Kirkpatrick's level 3-4
- Ability to communicate orally and in writing to convey complex, technical information, analyses, findings and recommendations to various audiences
- Excellent analytical, customer service, and problem-solving skills

Location

Due to current circumstances, the location will be remote but may change depending on DOJ guidance.

Eligibility

- All current competitive federal government GS-13/14 grade level employees
- At least one year in the federal government
- Must have proven experience in the core skills and abilities listed above

This is not a detail to higher graded duties. While on detail, the employee will remain in his/her position of record for all pay and benefits purposes.

Selection for this position is based on the needs of the OIG and without regard to sex, race, creed, color, national origin, religion, age, marital status, disability, sexual orientation, sexual identity, membership or non-membership in an employee organization, political affiliation, or on the basis of personal favoritism

Applicant Instructions

The following are the requirements to apply for the OIG Detail position:

- Obtain approval from your immediate supervisor
- Attach your current resume
- Provide a one-page statement of interest of how your work experiences, educational credentials, volunteer work, or other professional experiences illustrate that you have the core skills and/or abilities in this announcement. *(Pages over one-page will not be considered.)*
- Provide a recent work product
- Desired length of the detail (must be a minimum of 4 months)
- Email your completed application packet to OTD.OIG@usdoj.gov by 5:00 pm on **June 30, 2021**.

**Please send resume, statement of interest, recent work product,
and desired length of the detail to:**

OTD.OIG@usdoj.gov
By **June 30, 2021**