

SOLICITATION OF INTEREST
NON-REIMBURSABLE DETAIL
HUMAN RESOURCES SPECIALIST (STAFFING)
OPEN TO ALL CURRENT SOCIAL SECURITY ADMINISTRATION (SSA),
SSA OFFICE OF THE INSPECTOR GENERAL (OIG) AND
OIG EMPLOYEES NATIONWIDE

Opening Date: September 9, 2026

Closing Date: September 18, 2026

Location and Description of Assignment:

Location: The position is located at SSA OIG Office of Resource Management, in Woodlawn, Maryland. However, based on the number and quality of responses received, the location may be negotiated upon selection.

Description of Assignment:

The selectee will serve in a role with duties comparable to those of a GS-201-13 Human Resources Specialist, responsible for providing expert advisory services and technical guidance on a wide range of staffing and recruitment activities within the agency. In this capacity, the selectee will develop and draft vacancy announcements, ensuring that they accurately reflect the duties, qualifications, and competencies required for each position. The assignment includes conducting comprehensive job analyses to identify critical job elements and to establish appropriate qualification requirements in accordance with the U.S. Office of Personnel Management (OPM) standards.

The selectee will advise management officials and selecting officials on effective recruitment strategies, including the use of special hiring authorities. They will provide guidance on merit promotion procedures, ensuring that all actions are conducted in a fair, transparent, and consistent manner. The selectee will also review and adjudicate applicant qualifications, make eligibility determinations, and issue certificates of eligible candidates for selection.

This detail provides an opportunity to work on complex and sensitive staffing actions, such as hard-to-fill positions, reorganizations, and workforce reshaping initiatives. The selectee will collaborate closely with program managers, supervisors, and other HR professionals to address staffing needs and resolve recruitment challenges. Additionally, the selectee will ensure that all staffing activities are compliant with federal laws, regulations, and agency policies, and will participate in audits or reviews as necessary.

Area of Solicitation: SSA, SSA OIG, and OIG community current employees currently serving at a GS-13 level.

Number of Vacancies: One (1)

Duties:

Develop and post vacancy announcements in USAJOBS:

Draft clear and comprehensive vacancy announcements that accurately reflect the duties, qualifications, and competencies required for each position. Coordinate with hiring managers to ensure announcements are tailored to attract a diverse and qualified applicant pool. Manage the end-to-end posting process in USAJOBS, ensuring all required information is included and deadlines are met.

- **Conduct job analyses and determine qualification requirements:**
Perform thorough job analyses to identify the essential functions, knowledge, skills, and abilities needed for each position. Use OPM classification standards and agency guidelines to establish appropriate qualification requirements. Document findings and ensure consistency and fairness in the evaluation process.
- **Advise management on recruitment strategies and merit promotion procedures:**
Provide expert guidance to management officials on effective recruitment strategies, including the use of special hiring authorities. Advise on the application of merit promotion procedures to ensure selections are made in accordance with federal regulations and agency policies.

- **Review and adjudicate applicant qualifications:**
Evaluate applications to determine eligibility and qualifications based on established criteria. Make adjudication decisions, document findings, and issue certificates of eligible candidates for selection. Respond to applicant inquiries and resolve issues related to qualifications or eligibility.
- **Ensure compliance with federal staffing regulations and agency policies:**
Monitor all staffing actions to ensure adherence to federal laws, OPM regulations, and internal agency policies. Maintain accurate records and documentation to support audit readiness and respond to compliance reviews as needed.
- **Prepare reports and provide briefings to management on staffing activities:**
Compile and analyze data on staffing actions, recruitment outcomes, and hiring trends. Prepare detailed reports and presentations for management, highlighting key metrics, challenges, and recommendations for process improvements. Deliver briefings to leadership and stakeholders to keep them informed of staffing activities and progress.

Qualifications:

- Current federal employee with relevant experience as a Human Resources Specialist (Staffing) at a GS-13 level.
- Demonstrated experience in federal staffing and recruitment.
- Demonstrated knowledge working with the Federal Personnel and Payroll System (FPPS) and USA Staffing.
- Supervisor approval required prior to applying.

Knowledge, Skills, and Abilities (KSA):

- **Knowledge:**
In-depth understanding of OPM federal staffing regulations, policies, and procedures.
- **Skills:**
 - Proficiency in using automated staffing systems (e.g., FPPS, USA Staffing, USAJOBS) and Microsoft Office applications.
 - Strong interpersonal and customer service skills to effectively interact with employees and management at all levels.
- **Abilities:**
 - Ability to analyze complex staffing issues, develop solutions, and communicate recommendations clearly to management and staff.
 - Ability to manage multiple assignments, prioritize tasks, and meet deadlines in a fast-paced environment.

Interested employees should submit the following via email by **September 18, 2026**:

- Name, title of your organizational component. Permanent title, permanent grade, the length of time served at current grade, work location, service computation date, and supervisor's name.
- A brief statement of interest (no more than two pages)
- Current resume not to exceed 2 pages
- Statement of supervisory approval

Please email the requested information to oig.details@ssa.gov by **close of business on September 18, 2026**.

SSA OIG Employees:

If you have any questions or concerns regarding this solicitation, please discuss them with your supervisor or submit a help ticket via the [ORM Service Desk](#).

External Employees:

If you have any questions regarding this solicitation, please submit your questions to oig.details@ssa.gov.

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