



Office of Inspector General United States Department of State

TITLE: EMPLOYMENT OPPORTUNITY – HR SPECIALIST (EXECUTIVE RESOURCES PROGRAM MANAGER)

The Department of State Office of Inspector General (OIG) is seeking qualified candidates for a **HR SPECIALIST (EXECUTIVE RESOURCES PROGRAM MANAGER)** position in the Office of Human Capital (HC). The position will be filled at your current grade under a detail or non-competitive reassignment; there is potential for conversion to a permanent position.

JOB DESCRIPTION

As an Executive Resources HR Specialist, you will oversee all program requirements for Bureau Senior Executive Service personnel to include recruitment, performance review boards, annual certifications and liaison efforts with OPM. Major duties include:

Managing the Senior Executive Service program within the Office of Inspector General. This includes annual performance review boards, awards, recruitment and all other facets of a robust SES/SL/ST program. You will serve as the primary point of contact for all Senior Executive staff for all program requirements and will be accountable for ensuring the program meets the statutory and regulatory requirements.

General Position Information

Type: DETAIL; or Non-Competitive Reassignment; may be made Permanent.

Work Schedule: Full-time

Telework Eligible: Yes - Current policy requires employees to report to duty station a minimum of two times a pay period; telework agreements are subject to supervisory approval as well as the requirement of the position.

Travel: Travel is expected 10% or less of the employee's time.

Duration: Negotiable

Relocation Expenses: An incentive may be offered if found to be in the best interest of government under applicable regulations, if applicable for a permanent selectee.

POSITION REQUIREMENTS AND CONSIDERATIONS

Qualifications

Applicants must demonstrate they meet the following criteria:

- Demonstrated experience with the Senior Executive Service personnel system and how it operates, as well as impacting laws and regulations.

- Experience with HR processing and advisory as it relates to the Senior Executive Service; allowing for the offering of cradle-to-grave services and support in the accomplishment of senior executive requirements.
- Skill in applying, a wide range of advanced HR concepts and best practices specific to the senior executive service, as well as seasoned consultative skills sufficient to participate as a senior subject matter expert/consultant in designing and planning government-wide training, guidance, and informational material on the SES/SL/ST.
- Applied HR mastery of the CFR, Guide to Processing Personnel Actions, and other applicable regulations and laws required.

Conditions of Employment

- Incumbent will be subject to random drug testing.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit: www.dhs.gov/E-Verify/
- Must be able to obtain and maintain a Secret security clearance.
- U.S. Citizenship is required.
- Completion of a Financial Disclosure (OGE-450) may be required by this position depending on grade at which selected.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above. If a hiring official determines you have the needed skillset for the vacancy, a member of the OIG team will contact you.

How to Apply

To apply for this opportunity, send your resume and a cover email to Jennifer.L.Linton@StateOIG.gov. The email subject should include "Executive Resources Specialist." Your resume MUST include the following information for each job listed: Job title; duties (be as detailed as possible); month & year start/end dates (e.g., June 2007 to April 2008); and full-time or part-time status (include hours worked per week).

Please include the lowest and highest grade levels you are interested in being considered for in your email.

Resumes should NOT be sent as a link to another website; they must be a PDF or Word attachment. We will not download an external link to access the resume, it must be an attachment. Please DO NOT send additional attachments with Personal Identifiable Information (PII) through unencrypted email.

It is the applicant's responsibility to verify that all information in their resume and documents, is received, legible, and accurate.

This position will be open until filled.

LEARN MORE ABOUT THE DEPARTMENT OF STATE, OFFICE OF INSPECTOR GENERAL

The men and women of the U.S. Department of State, Office of Inspector General with their skills, character and commitment to public service, provide critical oversight to ensure the Department of State and the U.S. Agency for Global Media perform their foreign policy/diplomatic and international broadcasting missions effectively and efficiently. They work to uphold the Secretary's leadership and management principles.

Recruitment, relocation or other incentives may be offered if found to be in the best interest of the government.

DIVERSITY EQUITY INCLUSION AND ACCESSIBILITY - Our people are the heart of OIG's oversight mission. We strive to create a workforce that reflects America's diversity. We nurture a community where differences are valued, honored, and celebrated. We cultivate an environment where we share ideas, listen, and learn from one another. By enabling the full potential of our people, we are empowered. When we are empowered, we feel we can bring our authentic selves to work and make a collective, purposeful impact.