

DHRM - Branch of Personnel Operations

Personnel Operations Detail Opportunity

Open Date: August 13, 2021	Close Date: August 20, 2021
Position: HR Specialist (Staffing & Recruitment)	Announcement Number: 01-2021-DHRM
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 The level of duties assigned will be commensurate with the selectee's current grade level.
<p>Office Description</p> <p>DOL – Office of the Inspector General Branch of Operations is responsible for providing the full range of human resources management advisory services to the OIG staff both in the national office and the regions. The Branch develops, implements, and evaluates OIG position management, classification, and recruitment, selection, placement, and merit promotion programs.</p> <p>Responsibilities</p> <p>The following OIG-wide duties are included in this position:</p> <ul style="list-style-type: none"> • Provides advisory services to management officials in the areas of recruitment and examining for a variety of positions. Ensures adequate competition for positions in the competitive service and recruitment of adequate numbers of well qualified candidates for consideration. Rates or oversees the rating of applications by subject-matter experts and advises on OPM procedures and requirements, and notifies applicants of results. Issues certificates of eligibles and audits certificates in the time-frame specified by regulations. Applies veteran's preference provisions, CTAP/ICTAP and makes determinations on all personnel actions. • Provides expert technical advice on special employment programs such as disabled employees, students, veterans, and affirmative action recruiting, etc. Solves significant pay setting issues such as special salary rates, locality pay, highest previous rates, maximum payable rate, mandatory promotion rule, grade and pay retention, and various other pay flexibilities such as superior qualifications appointments, advances in pay, recruitment and relocation bonuses, etc. • Closes out vacancy case files according to OPM and IG procedures that are orderly and complete in DOORS (Monster) and paper files. • Initiates and maintains close and continuing liaison with OIG management to keep abreast of program developments and changing human resources requirements, to explore ways to achieve optimal organization structures and sound position classification, and to encourage the application of sound position management. 	

- Manages, maintains, processes actions, provide access, and troubleshoots HR information systems NFC, HR Connect, E-OPF and DOOR's (Monster). Ensures all personnel actions accurately apply to NFC and ensures all required documentation is loaded into E-OPF.

Core Skills and Abilities

- Experience at the GS-13 level interpreting and applying human resources staffing and recruitment principles, practices, laws, and regulations in order to provide advisory services in recruitment and placement strategies;
- Experience at the GS-13 level performing the full range of examining functions including, creating assessments and vacancy announcements, reviewing applications, creating applicant referral lists, and responding to questions from applicants and hiring officials regarding the status of the recruitment action; and
- Experience at the GS-13 level reviewing, coding and processing personnel actions;
- 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 DOL guidance.

Eligibility

- All current competitive federal government GS-13 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 LeSane.Erica@oig.dol.gov by 5:00 pm on **August 20, 2021**.

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

LeSane.Erica@oig.dol.gov

By **August 20, 2021**