

SOLICITATION OF INTEREST
Training and Professional Development Management Analyst

TO ALL CURRENT, PERMANENT GS-11/12 EMPLOYEES

Opening Date: February 21, 2023

Closing Date: February 27, 2023

LOCATION AND DESCRIPTION OF DETAIL: The Social Security Administration (SSA), Office of the Inspector General (OIG), Office of Workforce Performance and Development (OWPD), Training and Professional Development Team (TDPT), in Woodlawn, Maryland is soliciting for a current (permanent) GS-11 or GS-12 employee for a not-to-exceed 120-day detail to serve as a Training and Professional Development Management Analyst.

OWPD was recently established as a new component in SSA OIG.

DUTIES: The selected incumbent will assist the TPDT Lead in developing and implementing policies, processes, and operations needed to establish the OWPD. The selected incumbent will be responsible for providing administrative and technical support in establishing the newly created OWPD by assisting in identifying, creating, administering, and monitoring a wide variety of training and professional development processes, programs, and classes for OIG staff, nationwide, as well as developing and implementing policies and administrative processes that ensure the effective and efficient operations of OWPD. **Please note that this can be a remote assignment completed from the selectee's current duty station.**

AREA OF SOLICITATION: Open to qualified, current, permanent, **bargaining and non-bargaining unit**, GS-11 and GS-12 employees in the OIG community and SSA. This is a lateral detail assignment and may be subject to a reimbursable agreement. A temporary promotion is **not** offered. This is **not** a developmental assignment. The selectee should possess the demonstrated ability to execute most of the duties enumerated below.

NUMBER OF VACANCIES: 1

DUTIES: In this assignment, the selectee will work with the TPDT Lead, OWPD team members, and as appropriate, SSA and SSA OIG stakeholders, and external entities to perform the following duties in a manner that complies with diversity, equity, inclusion, and accessibility (DEIA) principles:

- Assist in developing a comprehensive employee skills assessment program;
- Assist in developing a comprehensive professional development program, designed to address the differing needs of OIG's workforce;
- Assist in developing a comprehensive training program based on job series and/or individual training needs;
- Assist in coordinating the creation of an interactive, automated application that will process training and professional development requests from beginning-to-end;
- Assist in establishing a OWPD automated help desk process designed to respond to customer questions and resolve problems related to OWPD's various workloads;
- Assist in conducting independent analysis and provide expert training and professional development advice, guidance, and support to OIG employees;
- Assist other team members with creating, administering, and monitoring OWPD processes, programs mission initiatives, including the Employee Engagement Team,

Performance Management and Awards Team, and the Diversity, Equity, Inclusion, and Accessibility Team.

- Assist in coordinating with SSA's Office of Human Resources (OIG's Servicing Personnel Office) and others, internal and external to OIG, to establish programs and processes, benchmark and document best practices, and obtain other support and resources needed to establish the TPDT;
- Assist with monitoring and reporting progress to the TPDT Lead and others on individual and team accomplishments, challenges, and timeframe estimates on completing tasks;
- Assist with addressing inquiries from management officials at all levels for training and professional development, and maintain open communication and positive working relationships with colleagues, subordinates, and leadership from other components;
- Assist with preparing and presenting written reports and briefings on various subjects in the curriculum development, job analysis, and training and professional development areas;
- Establish processes and document standard operating procedures for all Team tasks, activities, and processes; and,
- Perform other duties as assigned.

QUALIFICATIONS:

Candidates for the detail must be in good standing and be a permanent GS-11 or GS-12 employee.

Interested candidates should have:

- Experience assisting with coordinating and executing a full range of training and professional development functions, including identification, creation, and delivery (suggested);
- Experience analyzing and recommending training and/or professional development needs for individuals and groups (required);
- Experience assisting with identifying necessary skillsets to accomplish an organizational mission (required);
- Experience assisting with curriculum development, instructional design, or training delivery (required in, at least, one area);
- Experience documenting processes and/or creating standard operating procedures (required);
- Experience assisting with the development of automated systems (suggested);
- Knowledge of DEIA principles (required);
- Experience assisting with resolving customer questions and concerns (suggested);
- Experience briefing upper management on project-status (suggested);
- Excellent oral and written communication skills (i.e., applies plain language and agency writing principles) (required);
- Experience managing multiple projects, priorities, and tasks;
- Excellent organizational skills (required);
- Experience developing written instructions, guidelines, and other material (required);
- Experience working in a fast-paced environment (suggested);
- Experience using SharePoint (suggested); and
- Experience using Microsoft Word, Excel, and/or PowerPoint (required).

HOW TO APPLY: Interested employees must submit, via email, the following information: name, title of your organizational component, permanent position title, permanent grade, the length of time served at current grade, work location, service computation date, and supervisor's

name. Your email must also include a statement of interest (not to exceed 2 pages), a résumé/SSA-45, and a copy of your most recent performance appraisal.

Please email the requested information to oig.details@ssa.gov by **Close of Business February 27, 2023**.

*Please note that although the Detail period is not to exceed 120 days, at any point during that period, either the manager or the Detailee can request that the detail end prior to the last day. The employee will be returned to his or her permanent position of record, regardless of the duration of the temporary assignment.

For questions concerning this solicitation, please contact OIGHR@ssa.gov.

The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, membership in an employee organization, or other non-merit factor.