

SOLICITATION OF INTEREST
Human Resources Specialist

TO ALL CURRENT, PERMANENT GS-14 or 15 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), Performance Management and Awards Team (PMAT), in Woodlawn, Maryland is soliciting for a current (permanent) GS-14 and 15 employee for a not-to-exceed 120-day detail to serve as a Human Resources (HR) Specialist.

OWPD is a new component being established at SSA OIG.

DUTIES: The selected incumbent will serve as a GS-14 or 15 PMAT Lead and subject matter expert, who will assist the Assistant Inspector General (AIG) for OWPD in developing and implementing policies, processes, and operations needed to establish WPD and the PMAT. The selected incumbent is also responsible for assisting the AIG with administrating and monitoring OIG's performance management program and establishing an awards program. These programs affect OIG staff who are geographically dispersed. In addition, the incumbent will assist in 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 GS-14 and 15 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 detail may become permanent. 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 WPD team members, 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:

:

- Assists supervisors, managers, and others with OIG's performance management programs, nationwide;
- Develops a comprehensive, cyclical program to identify, track, and monitor OIG and non-OIG awards for OIG's staff and special interest groups;
- Assists supervisors, managers, and others with OIG and other awards programs;
- Assists with developing a comprehensive, automated awards beginning-to-end application;
- Develops a robust performance grievance program;

- Assists in establishing a WPD automated help desk process designed to respond to customer questions and resolves problems related to WPD's various workloads;
- Conducts independent analysis and provides performance management and awards advice, guidance, and support to the employees of the OIG;
- Assists WPD team members in establishing WPD's other teams, including the New Employee Onboarding Team, Training and Professional Development Team, and the Diversity, Equity, Inclusion, and Accessibility Team.
- Coordinates with SSA's Office of Human Resources (OIG's Servicing Personnel Office) and others, internal and external to OIG, to establish programs and process, benchmark and document best practices, and obtain other support and resources needed to establish the newly created PMAT;
- Evaluates the effectiveness of current performance management and awards programs in meeting OIG's needs;
- Monitors and reports progress to the AIG and, as assigned, others on individual and team accomplishments, challenges, and timeframe estimates on completing tasks;
- Addresses inquiries from management officials at all levels for performance management and awards, and maintains open communication and a positive working relationship colleagues, subordinates, and leadership from other components;
- Prepares and presents written reports and briefings on various subjects in the performance management and awards areas;
- Establishes processes designed to develop and document standard operating procedures for all Team tasks, activities, and processes; and,
- Other duties as assigned.

QUALIFICATIONS:

Candidates for the detail must be in good standing and be a permanent GS-14/15 employee. Interested candidates should have:

- Experience assisting with the coordination and execution the full range of performance management and awards functions (required);
- Experience analyzing and addressing performance management needs for individuals and groups (required);
- Experience assisting with the establishment of a new program, office, component, or workflow (suggested);
- Experience administering an awards program, which includes multiple Federal, state, local, and special awards; (strongly suggested);
- Experience assisting with the development of automated systems (suggested);
- Experience documenting processes and/or creating standard operation procedures (required);
- Knowledge of DEIA principles (required);
- Experience resolving customer questions and concerns (required);
- The ability to defuse intense interactions and resolve conflicts (required);
- Excellent oral and written communication skills (i.e., applies plain language and agency writing principles) (required);
- Excellent organizational skills (required);

- Experience developing written instructions, guidelines, and other material (required);
- Experience working in a fast-paced environment (suggested); and,
- Experience using Microsoft Word, Excel, and/or PowerPoint.

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 page), 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 on 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.