



Job Title: **Human Resources Specialist**
 Agency: **U.S. Agency for International Development**
 Job Announcement Number: **OIG-14-08PG**

SALARY RANGE: \$75,621.00 to \$116,901.00 / Per Year
OPEN PERIOD: Wednesday, July 2, 2014 to Wednesday, July 16, 2014
SERIES & GRADE: GS-0201-12/13
POSITION INFORMATION: Full-time appointment - Permanent
PROMOTION POTENTIAL: 13
DUTY LOCATIONS: Few vacancies in the following location:
 District of Columbia, DC
WHO MAY APPLY: All current or former employees with competitive/reinstatement eligibility, Interagency Career Transition Program/Career Transition Program (ICTAP/CTAP) eligibles within the local commuting area, Veterans Employment Opportunity Act (VEOA) eligibles, and Persons eligible under Special Hiring Authority.
SECURITY CLEARANCE: Secret
SUPERVISORY STATUS: No

JOB SUMMARY:
[About the Agency](#)

USAID headquarters is centrally located in downtown Washington, DC, at the prestigious Ronald Reagan Building and International Trade Center on 14th and Pennsylvania Avenue, N.W. We are located right on the Federal Triangle Metro (Blue and Orange Lines). The office is within walking distance of restaurants, shops, Smithsonian Institution museums and Washington Monument.

The Office of Inspector General (OIG) is responsible for preventing and detecting fraud, waste, abuse, and violations of law, and for promoting economy, efficiency, and effectiveness of USAID programs. OIG is responsible for auditing and investigating USAID, Millennium Challenge Corporation (MCC), the Inter-American Foundation, and the United States African Development Foundation. OIG is organized into three operational units: Audit, Investigations, and Management. OIG maintains overseas offices in Cairo, Egypt; Dakar, Senegal; Manila, Philippines; Pretoria, South Africa; San Salvador, El Salvador; Islamabad, Pakistan; Kabul, Afghanistan; Tel Aviv, Israel; Port-au-Prince, Haiti; and Frankfurt, Germany.

This position is in the Office of Management, Human Capital Division and serves as a Human Resources Specialist performing a wide range of complex HR functions for Civil Service (CS), Foreign Service (FS), Senior Executive Service (SES) and Senior Foreign Service (SFS).

TRAVEL REQUIRED

- Occasional Travel
- Will be required to travel to the posts listed above.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- U.S. Citizen
- Must be able to obtain and maintain a Secret security clearance

- Relocation expenses WILL NOT be paid
 - Designated and/or random drug test required
 - Males born after 12/31/1959, must be registered with the Selective Service
-

DUTIES:

As a Human Resources Specialist, you will:

- Utilize an automated recruitment system to develop vacancy announcements, accept, review, and rate applications; certify candidates, assist selecting officials with the selection process; and notify candidates of the results. Extend job offers and coordinate the impending entrance on duty.
 - Provide orientation and in-processing of new employees, ensuring all required documentation is completed in a timely manner.
 - Advise management officials on recruitment sources and develop strategies to ensure maximum results to staffing requirements. Make use of special employment programs for students, veterans and disadvantaged candidates.
 - Respond to and resolve the most difficult HR staffing questions and issues, researching related legal and regulatory requirements to properly advise senior management on most effective and appropriate hiring methods.
 - Research and respond to technical inquiries from a wide range of sources including managers and employees, inquiries may include Foreign Service assignments, tours of duty, allowances, medical, language training, travel, leave usage and entitlements, military service, payroll matters, security, life and health insurance.
 - Respond to questions of new employees and provide advice and assistance to OIG staff on benefits options which may include thrift savings plan, options available and regulatory requirements surrounding benefits coverage of an employee in a nonpay status, withdrawing money from retirement accounts, obtaining lump sum payment for leave and serve as liaison between carrier and the employee to resolve issues.
 - Review Foreign Service assignment cables, diplomatic title request, and all other requests pertaining to the Foreign Service to ensure proper eligibility.
 - Review SF-52's to make sure they have the appropriate nature of action code and enter personnel action into the automated processing system and ensure accuracy of such actions.
 - Serve as subject matter expert on human resources policies.
-

QUALIFICATIONS REQUIRED:

Qualifying experience for the GS-12 level includes one year of specialized experience at least equivalent to the GS-11 level in the Federal government. Examples of qualifying specialized experience include: (1) work that involved knowledge of and skill in applying methods, principles, and practices of the human resources field, particularly those relating to the functional areas of recruitment, position classification, and etc.; (2) knowledge of staffing, recruitment, benefits, position management, human resource development and/or skill in applying a wide range of methods, principles and practices in the HR field.

Qualifying experience for the GS-13 level includes one year of specialized experience at least equivalent to the GS-12 level in the Federal government. Examples of qualifying specialized experience include: (1) work that provides comprehensive human resources services to management and employees; (2) providing recommendations and alternatives to management of a wide range of human resources concepts, principles, practices, management practices, recruitment and retention incentives, organizational design and position management.

Time-in-grade requirements must be met by the closing date. This means that you must have served at least 52 weeks at the next grade level (or equivalent) below the grade advertised on this vacancy.

HOW YOU WILL BE EVALUATED:

We use a multi-step process to evaluate and refer applicants: Qualified applicants receive a score of 70 to 100. You will be rated on your qualifications for this position as evidenced by the education, experience, and training you report on relative to this position that show the degree to which you possess the competencies listed on this vacancy announcement. Paid or unpaid experience will be considered. USAID must be able to conduct reference checks as part of its assessment process. Applicants who do not permit reference checks from previous employers may be disqualified.

Note: Your answers to the assessment questions, that attest to your work experience, must be supported in your resume.

Applicants who meet the basic qualification and eligibility requirements for the position(s) to be filled will be placed into one of three quality categories as defined in the following:

Gold: Applicants who demonstrate significant proficiency, experience, and training in all or most of the competencies for the position will be placed in the Highly Qualified/ Gold category.

Silver: Applicants who demonstrate proficiency, experience, and training in all or most of the competencies for the position will be placed in the Well Qualified/Silver category.

Bronze: Applicants who meet the minimum qualifications required for the position, but demonstrate less proficiency, experience, and training as described in the higher quality categories, will be placed in the Qualified/Bronze category.

For Competitive Merit Promotion and Veterans Employment Opportunities Act (VEOA) Applicants: The highest rated candidates will be referred to the hiring agency.

For Noncompetitive Applicants: All qualified candidates will be referred to the hiring agency.

The assessment questionnaire is designed to measure the following competencies that are required for the position:

- Recruitment and Placement
- Customer Service
- Laws, Policies and Regulations
- Written Communication
- Employee Benefits
- Technology Application

To preview questions please [click here](#).

BENEFITS:

You can review our benefits at: <https://careerconnector.jobs.treas.gov/cc/usaids/vacancy/preview!benefits.hms?orgId=664&jnum=109624>

OTHER INFORMATION:

IMPORTANT: If you are found to have rated your self assessment higher than the information in your on-line application, supporting documentation narratives, and/or other relevant part of your application package; including attachments, a score will be manually determined that reflects your documented experience. This may result in a lowered score and may also eliminate you from the best qualified list.

The U.S. Agency for International Development is a participant of E-Verify. E-Verify provides an automated link to Federal databases to help employers determine employment eligibility of new hires and the validity of the social security numbers.

Please note that travel and relocation expenses will not be paid.

DIRECT DEPOSIT: All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

TESTING DESIGNATED POSITIONS: These are Testing Designated Positions (TDPs) under the Agency's approved Drug-Free Work Place Program. All applicants selected for this position will be subject to random drug testing once they begin working for the Agency.

SELECTIVE SERVICE: The Defense Authorization Act of 1986 requires that all male applicants born after 12/31/59 who are required to register under the Military Selective Service Act, be registered or they are not eligible for appointment to this position. For further information concerning Selective Service requirements, please visit <http://www.sss.gov/>.

Interagency Career Transition Program/Career Transition Program (ICTAP/CTAP): This program applies to Federal workers whose positions have been deemed 'surplus' or no longer needed, or an employee has been involuntarily separated from a Federal service position within the competitive service. For information on how to apply and what documents to submit as an ICTAP or CTAP eligible, go to: http://www.opm.gov/rif/employee_guides/career_transition.asp. ICTAP/CTAP candidates must be rated well-qualified for the position to receive consideration for special priority.

Interchange Agreement with Other Merit Systems: An agency may noncompetitively appoint an employee covered by an interchange agreement to a career or career-conditional appointment subject to the conditions listed below. For more information to determine if you meet this criteria, please go to: http://www.opm.gov/hr_practioners/lawsregulations/appointingauthorities/index.asp#InterchangeAgreements

To be eligible for a VEOA appointment, your latest discharge must be issued under honorable conditions (this means an honorable or general discharge), AND you must be either: (1) a preference eligible (defined in title 5 U.S.C. 2108(3)), OR (2) a veteran who substantially completed 3 or more years of active service. Points are not adjudicated and preference is not applied under this type of appointment.

[EEO Policy Statement](#)

[Reasonable Accommodation](#)

[Telework](#)

[People with Disabilities](#)

OIG prohibits discrimination in the workplace on the basis of race, ethnicity, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, sexual orientation, genetic information, or any other non-merit-based factor.

HOW TO APPLY:

Applications for this position are being processed through this on-line applicant assessment system that has been specifically configured for US Agency for International Development applicants. To begin the application process, please click on the "Apply Online" button to the right. All applicants will be considered without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disabilities, membership in an employee organization, or any other non-merit factors. USAID provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process. The following instructions outline our application process. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. We are available to assist you during business hours (normally 8:00 a.m. - 4:30 p.m., Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.

Please note that all required documents must be received by the closing date, via online or alternative method, and that we will determine your eligibility and qualifications based solely on the material received by the closing date.

Step 1 - Create or Upload a resume with USAJOBS (www.usajobs.gov) - We suggest you go to the end of the Qualifications & Evaluation section of the job announcement to preview the online questions that you will answer in Step 3. You may need to customize your resume to ensure that it supports your responses to these questions. - You may create a resume in USAJOBS or upload one of your own choosing. Although you must enter your Social Security Number (SSN) for USAJOBS, we will only see the last four digits for identification purposes.

Step 2 - Apply Online Click the "Apply Online" link of this announcement and then select the resume you wish to submit with your application. You will be redirected to the USAID's CareerConnector website to complete the application process.

Step 3 - Answer the Online Questions and Submit Your Online Application If this is your first time on USAID's CareerConnector website, you will be prompted to register by answering questions related to your eligibility for Federal employment. The system will save these responses and take you back to the main screen so that you can answer the job-specific questions. Select "Take me to the assessment" and click on the "Continue" button to answer the job-specific questions. You must answer all the questions and click the "Finished" button.

Step 4 - Review and Confirm Your Submission You will now have the option to upload a document or print fax cover-sheets for your required documents (see step 5 for details). Once you click "Done," you will see a summary of your application for your review. You may also print a copy for your records. When you click "Finished" at the bottom of the page, you will then be directed back to USAJOBS where you can confirm that your application has been submitted and track your application status.

Step 5 - Submit Required Documents You can submit any required documents (discussed below) by document upload or fax. Whichever method you choose, please include the job announcement number with your documents. To protect your privacy, we encourage you to remove your SSN from any documents that you submit.

Document Upload: You may upload supporting documents in one of two ways:

1. Once you finish answering the questions in the job announcement, you will be prompted to upload your document(s) to your application. You will be given the choice to either upload the document as part of the application process or you can select a document that you've already loaded on USAJOBS. OR
2. You can upload a document to an existing application by logging into your USAJOBS account profile. Click on "My Applications" and search for the vacancy. Once you have located the vacancy, click on the vacancy and select "Apply Online." Move through your existing application to the Documents page and select Upload in order to add a document to your application. Be certain to review your complete application for confirmation that the document uploaded.

In the Application Review section, you may verify acceptance of your documents in CareerConnector if you see them listed on the "Vacancy Documents" screen. Then, click on "Finished" to be returned to USAJOBS.

Fax: Create a fax cover-sheet in CareerConnector by following the "Faxing Supporting Documentation" instructions. The fax number will be on the coversheet.

If you are having difficulty with the Career Connector system and need technical assistance please e-mail the help desk at careerconnectorhelp@treasury.gov. The help desk is available to assist you during the hours of 8:00 am – 4:30 pm EST.

REQUIRED DOCUMENTS:

- Resume showing relevant experience.
- Most recent copy of your SF-50 (Notification of Personnel Action); your document must reflect grade, step, tenure code "1", and type of position occupied. You can find this information in blocks 24 and 34 of your SF-50.
- Veterans' documentation, if requesting consideration under any veterans' hiring eligibilities such as VRA, preference point entitlement (e.g, DD214, SF-15, and Veteran's Administration Letter). For a detailed list of documents, [click here](#).
- Supporting documentation if seeking eligibility based any other special hiring authority (e.g., disabled veteran, Schedule A) For a detailed list of documents, [click here](#).
- Proof of government service documenting that you have met the time-in-grade requirements.

AGENCY CONTACT INFO:

Amanda Gailor
Phone: 202-712-4189
Fax: 202-216-3392
Email: Recruitmenttoig@usaid.gov

Agency Information:
United States Agency for
International Development
1300 Pennsylvania Avenue NW
Washington, DC
20523
US
Fax: 202-216-3392

WHAT TO EXPECT NEXT:

Applicants are evaluated using an automated applicant assessment system. After determining basic eligibility and qualifications, the supplemental questionnaire will be used to identify the best qualified applicants to be referred to the hiring manager for consideration and possible interviews. After making a tentative job offer, we will conduct a suitability/security background investigation. A final job offer is contingent upon a favorable suitability determination and a favorable SECRET level security clearance investigation and determination.

You may check the status of your application for this position at any time by logging onto the USAJOBS "My Account" tab and clicking on "Application Status." You will receive final notification via email when this vacancy has been filled.