



## United States Sentencing Commission

### Vacancy Announcement

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<b>POSITION:</b>	<b>HUMAN RESOURCES SPECIALIST</b>
<b>ANNOUNCEMENT:</b>	<b>#12-08</b>
<b>SALARY RANGE:</b>	<b>Equivalent to GS-11/12/13 (\$62,467 - \$115,742)</b>
<b>OPENING DATE:</b>	<b>Thursday, September 20, 2012</b>
<b>CLOSING DATE:</b>	<b>Friday, October 19, 2012</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>
<b>ORGANIZATION LOCATION:</b>	<b>United States Sentencing Commission, Office of Administration, Washington, DC</b>

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The U.S. Sentencing Commission is an independent federal agency in the Judicial Branch of government consisting of seven members appointed by the President and confirmed by the Senate and two non-voting *ex-officio* members. The agency staff consists of approximately 100 employees. The Commission develops and revises guidelines for federal district court judges to consider in sentencing offenders convicted of federal crimes. The Commission monitor and evaluates the use of the guidelines, conducts research and education programs on guideline application and sentencing matters generally, and recommends improvements in federal sentencing practices. Additional information about the Commission can be accessed via the Commission's website at <http://www.ussc.gov>.

#### **BENEFITS**

The Commission participates in the following federal benefits: The Federal Employees Health Benefits (FEHB) program; the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FEGLI) program, federal retirement, the Thrift Savings Plan (TSP), and the federal leave program. In addition, the Commission participates in the Judiciary's Flexible Spending Program for dependent care, health care, and commuter reimbursement, the Judiciary's Long Term Care Program, or government-wide Long Term Care Insurance Program, unemployment, and Workers' compensation benefits.

The Commission offers a monthly transit subsidy to employees who use mass transit to commute to and from work, subject to the availability of funds. The Commission offers compressed work schedules (CWS), which is a fixed work schedule that enables full-time employees to complete the basic 80-hour biweekly work requirement in less than 10 workdays. The Commission offers regular telework to employees in positions deemed eligible by the staff director and who meet the requirements of an approved telework arrangement in which an employee performs official duties at home or at the COSC in Reston, Virginia, which is also an approved telework center for the purposes of the Commission's Telework Policy. The Commission also offers training opportunities to employees through the Judiciary and Administrative Office of the U.S. Courts (AOUSC) Online University (JOU Online University), which offers academic credit and professional credit programs through web-based learning. This online training tool assists employees of the Commission with taking online courses in a flexible way, by offering training courses in the areas of: Staff training and development; credit toward undergraduate degree programs; continuing education and non-credit certificate programs; executive education;

contract training; credit credentials courses for continuing professional education and credit for individuals who hold credentials and achieve certifications associated with several globally-recognized sponsored organizations.

### **CONDITIONS OF EMPLOYMENT**

This position is in the excepted service and does not carry the tenure rights of positions in the competitive Civil Service. All new Commission employees, those converted from a temporary appointment to a permanent appointment, and all rehired former Commission employees are required to serve a one year probationary period. The probationary period begins on the effective date of the employee's appointment, conversion, or rehire. Employment is contingent upon a favorable FBI criminal background check, and requires electronic fingerprinting.

### **DUTIES**

The incumbent assists the Human Resources Manager in performing the day-to-day responsibilities associated with human resources operations. Duties of the position include, but are not limited to:

1. Participating in all aspects of the recruitment process from beginning to end, using the USA Staffing Recruitment System;
2. Assisting staff with benefits administration, compensation, agency policies, and human resources procedures;
3. Responding to requests from senior managers, staff, the public, and other individuals outside of the Commission in the areas of staffing, benefits, payroll, verification of employment, and recruitment inquiries;
4. Conducting research, drafting memoranda and policies on various human resources topics, and formulating human resources policies and procedures;
5. Preparing various correspondence and disseminating information to the staff of the Commission at all levels;
6. Classifying positions, conducting desk audits, and drafting position descriptions;
7. Processing personnel and payroll actions, and producing reports and queries in the Oracle Human Resources Management Information System (HRMIS) database;
8. Maintaining human resources documentation and tracking various programs, such as performance management, awards, training, and benefits programs;
9. Conducting new employee orientations and exit interviews, providing a thorough briefing, and assisting with the on-boarding and separation processes, including providing an overview of the federal benefits package, agency policies, and procedures;
10. Maintaining electronic official personnel folders (eOPF), local personnel folders, and

human resources files in the Oracle Document Records Management System (DRMS);

11. Maintaining human resources documentation and tracking various programs, such as performance management, awards, training, and benefits programs;
12. Assisting employees and managers with training requests, registering employees for training programs, and maintaining training documentation;
13. Planning and coordinating annual office functions, such as the Commission's Federal Service Ceremony, Benefits Open House, and various staff briefing sessions;
14. Assisting in handling employee relations cases; and,
15. Other duties as assigned.

### **MANDATORY QUALIFICATION REQUIREMENTS**

Applicants must have a minimum of five (5) years of progressively responsible human resources experience in at least one but preferably two or more functional areas of human resources management and administration (*e.g.*, benefits administration, personnel and/or payroll processing, staffing and classification, training, employee relations) that provided knowledge of the laws, regulations, procedures, and terminology of human resources administration.

Applicants must be technically proficient and have advanced experience working in MS Excel spreadsheets and good word processing skills using Corel WordPerfect or MS Word. Applicants must have the ability to conduct independent, thorough, research; analyze findings; identify and correct problems; interpret policies, rules, and regulations; and summarize information so that it may be conveyed verbally and in writing to a variety of audiences. The successful candidate must have excellent communication and organizational skills. The position requires a detail-orientated self-starter who can maintain strict confidentiality, work well with staff members at all levels, and complete multiple assignments accurately and timely.

### **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

Candidates must have at least one year of specialized experience at or equivalent to the next lower grade level in the Federal Service. For example, one year of specialized experience at the GS-11 level is required to qualify for appointment at the GS-12 level. Specialized experience is defined as progressively responsible work experience that has equipped the applicant with the particular knowledge, skills, and abilities that will enable the individual to successfully perform the duties of this position, and that is typically in or related to the work of this position.

In order to be considered for this position, applicants must address the following KSAs and preferred qualifications in the questionnaire on USAJOBS or in a cover letter or separate narrative:

1. Technical proficiency and advanced experience working in MS Excel spreadsheets, and good word processing skills using Corel WordPerfect or MS Word.
2. Broad knowledge of the full range of human resources concepts, principles, legislation,

policies, and procedures.

3. Effective oral and written communication skills. Excellent interpersonal and customer service skills. Ability to interact successfully with staff and others at all levels. Ability to work well with others and maintain effective working relationships with staff at all levels, as well as with individuals at other organizations.
4. Skill in planning, organizing, setting priorities, tracking, and completing multiple tasks of varying complexity, often under tight deadlines. Ability to define and communicate goals and objectives, take initiative, achieve results, and foster a collaborative work environment. Willingness to share information, accept constructive feedback, learn new areas of human resources, and assist in accomplishing all of the various work of the human resources office.

### **PREFERRED QUALIFICATIONS**

Preference will be given to applicants with federal human resources experience. Preference will also be given to applicants with experience working in the USA Staffing Recruitment System and/or in the Oracle (formerly PeopleSoft) Human Resources Management Information System (HRMIS) database or a similar personnel/payroll database environment.

### **HOW YOU WILL BE EVALUATED**

The U.S. Sentencing Commission evaluates applicants through a structured interview. Applicants may also be screened for some jobs through a narrative/application review, and/or a preliminary telephone interview. Applicants who do not address the qualification requirements (mandatory and preferred) in his or her application materials as stated in the vacancy announcement are automatically disqualified from consideration and must re-apply before the closing date to be considered for employment. The Office of Human Resources: (1) Reviews the applicant's resume and cover letter to ensure the proper materials are submitted, (2) ensures that the applicant's resume and/or cover letter addresses all of the qualification requirements (mandatory and preferred) as stated in the vacancy announcement; and, (3) determines whether the applicant meets the qualification requirements for the particular position and notifies the applicant about the status of his or her application. Applicants who meet the mandatory qualification requirements will be considered and their application materials will be forwarded to the screening panel for review. Applicants who do not meet the mandatory qualification requirements for the position are automatically disqualified from consideration. In addition, some applicants may be tested using various assessment tools not listed on the vacancy announcement to verify an applicant's experience, knowledge, and training directly related to the job in order to identify the best qualified applicants for consideration and selection.

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**HOW TO APPLY:** In order to be considered, all applicants must submit an electronic resume and cover letter that address all of the qualification requirements listed in this announcement, and if available, provide a recent job performance evaluation and college transcripts. Applicants will also need to complete the online occupational questionnaire. All applications must be submitted at <https://www.usajobs.gov/GetJob/ViewDetails/327066700>.

Applicants must be a citizen of the United States or eligible to work in the United States as

mandated by the Immigration Reform and Control Act of 1986. Employees are required to participate in electronic fund transfer, mandated by the Federal Compensation Act.

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**AN EQUAL OPPORTUNITY EMPLOYER**