

Job Title: HUMAN RESOURCES SPECIALIST (Recruitment & Placement), GS-0201-12**Job Announcement Number:****Series & Grade:** GS-0201-12**Open Period:** Thursday, February 04, 2010 to**Position Information:** Full-Time Permanent**Who May Be Considered:** United States citizens**Job Summary:**

- *Are you motivated to research, think critically, and solve human resources problems?
- *Do you have a passion for providing quality customer service?
- *Would you enjoy working on a team to design and implement innovative recruitment programs?
- *Do you have a desire to advise management on strategic options for filling positions?

If you have experience providing staffing and placement services and are interested in continuing your career with [INSERT AGENCY NAME] this job is for you! Join us in an exciting opportunity to create strategic and innovative solutions to manage our greatest asset, human capital. We want creative problem solvers and trusted partners who are able to provide options and expertise to managers seeking to recruit and retain highly qualified employees in a variety of positions.

Key Requirements:

- U.S. Citizenship or National
- Males from after 12-31-59 must be registered or exempt from Selective Service (See www.sss.gov)
- Relevant experience or education (See [Qualifications and Evaluations](#))
- Suitable for Federal employment as determined by a background investigation

Major Duties:

As a Human Resources Specialist, you are a valued member of a dynamic team of human resources consultants. You use your knowledge to help management apply cutting-edge recruitment strategies to attract highly-qualified individuals. Most importantly, you are in a pivotal role from day one and your work has visible impact on the agency's ability to accomplish its mission.

Typical work assignments include:

- Conducting and/or advising hiring officials on the development of job analyses on a wide variety of complex positions using research, interview, observation, and analytical techniques;
- Developing rating and ranking factors, and if necessary, selective factors, and advising on the development of crediting plans or other assessment criteria for use in the evaluation of qualified applicants;
- Developing multiple recruitment strategies utilizing various hiring flexibilities and authorities;
- Preparing vacancy/job opportunity announcements, receiving applications, determining applicant eligibility, rating and ranking candidates, and referring candidates for selection;
- Advising hiring officials on candidates' eligibilities and entitlements (e.g. recruitment incentives, highest

previous rate, grade and step);

- Interpreting and providing authoritative guidance on HR laws, regulations, policies, and procedures to managers, employees, and applicants;
- Troubleshooting and developing solutions to the most difficult and complex recruitment and retention problems while ensuring statutory and regulatory compliance; and
- Developing short- and long-range staffing plans to meet current and forecasted mission requirements, turnover and recruitment projections, and changes in mission-critical competencies.

Qualifications:

You must have one year of specialized experience in or related to recruitment and placement at the GS-11 grade level (or equivalent experience). This experience must include activities such as:

- Providing management advisory services such as interpreting recruitment and placement policies;
- Identifying and recommending the most appropriate recruitment strategies;
- Conducting or advising on the development of job analyses for a variety of positions;
- Advising on the development of crediting plans or other assessment criteria;
- Preparing vacancy/job opportunity announcements, determining applicants' eligibility and qualifications, and rating candidates or conducting subject matter experts rating panels; and
- Ranking candidates and referring highly-qualified candidates for selection.

[Agency may define specialized experience].

Your education, training, and/or experience must show that you possess competency in recruitment/placement, planning and evaluating, problem solving, customer service, attention to detail, and influencing/negotiating.

How You Will Be Evaluated:

We will review your résumé to ensure you meet the basic qualification requirements. Applicants meeting basic qualification requirements will further be evaluated on the information provided in the Supplemental Questionnaire. The Supplemental Questionnaire collects information on your education, training, and experience related to critical competencies, such as recruitment/placement, planning and evaluation, problem solving, customer service, attention to detail, and influencing/negotiating.

Benefits:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at www.usajobs.gov/EI/benefits.asp#icc.

Other Information:

Veterans' Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your résumé. Your veterans' preference entitlement will be verified by the

employing agency. For information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

Interagency Career Transition Assistance Program (ICTAP: To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at [Agency must define well-qualified.] or above on the rating criteria for this position. For information on how to apply as an ICTAP eligible see http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap.

How To Apply:

Your complete application will include:

1. **Résumé**
2. **Official, unofficial transcript(s), or a list of courses with completion dates, grades, and quarter and/or semester hours received**
3. **Additional documents (e.g., Veterans' Preference documentation, proof of ICTAP eligibility), if applicable**

You may also submit a cover letter with your résumé.

You may either apply Online or deliver your application package via [Insert agency procedure].

Contact Information:

Enter Contact Information Here

Agency Information:
Agency

What To Expect Next:

After all application packages have been received, we will review your résumé to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the Supplemental Questionnaire and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: 1519176