



Office of Human Capital Management

CAREER OPPORTUNITY

HUMAN RESOURCES SPECIALIST GS-0201-9/11/12

ANNOUNCEMENT NO.: 04D-909-KJ

OPENING DATE: July 22, 2004

CLOSING DATE: August 4, 2004

Applications **must** be received by 5pm on the closing date

POSITION: Human Resources Specialist, GS-0201-9/11/12
(Full Performance Level is GS-12)

SALARY: GS-09: \$42,555 - \$55,323 per annum (includes 16.66% locality pay adjustment)
GS-11: \$51,489 - \$66,934 per annum (includes 16.66% locality pay adjustment)
GS-12: \$61,712 - \$80,222 per annum (includes 16.66% locality pay adjustment)

LOCATION: Office of Human Capital Management, Personnel Services Division (Denver, CO)

AREA OF CONSIDERATION: Federal Government, Denver commuting area

Competitive Status is required

US Citizenship is required

This position is a permanent position with a full-time work schedule

Relocation Expenses are NOT authorized

This position is designated as regular funded

DUTIES

The incumbent is responsible for providing classification, recruitment and placement (staffing), and employee and labor relations services to management officials and employees. Develops innovative approaches to defining and resolving difficult situations relating to classification and position management, staffing and merit promotion, and performance management. Provides advice and assistance to management officials and employees on employee relations issues such as discipline procedures, appeals, and grievances. Ensures that all actions are carried out in accordance with applicable policies, guidelines and statutes.

MINIMUM QUALIFICATION REQUIREMENTS

The following is an excerpt from the OPM Qualification Standards Handbook for General Schedule Positions. These standards are available in most Personnel Offices for review. Applicants must have one year of specialized experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position; such as experience in federal-sector staffing, classification and/or employee/labor relations. Specialized experience must have been at least equivalent to the next lower grade level in the Federal service. Experience may have been gained in the public or private sector. You must meet the qualifications and time-in-grade requirement within 45 days of the vacancy announcement closing date.

QUALITY RANKING FACTORS (QRFs)

Using information provided within your application/resume, the Office of Human Capital Management (OHCM) will determine if you meet qualification requirements. If you are found to be qualified, responses to the

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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following QRF's will be used to **rank** your experience. The ranking process is used to distinguish the "best qualified" applicants from "qualified" applicants. To receive full credit when addressing QRFs, you should submit a narrative description of their experience, education, training, etc, relative to each QRF. Be specific and limit responses to no more than one page per factor. Each factor **must** be addressed individually and separate from your application/resume. Failure to address the following QRFs may result in not receiving full consideration for the position. Please provide information in the following order:

1. Knowledge of the laws and regulations governing classification, recruitment and placement, and employee and labor relations in the Federal service.
2. Ability to analyze complex personnel problems and issues sufficient to provide sound recommendations for solution or alternative courses of action.
3. Ability to communicate orally.
4. Ability to communicate in writing to prepare correspondence, reports and recommendations.
5. Knowledge of an automated personnel data system.

OTHER INFORMATION:

SBA is an Equal Employment Opportunity Employer.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 U.S.C. 55A). The information is used to determine qualifications or employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.

HOW TO APPLY:

You may use any written format you choose to apply for this position. However, your application or résumé must include all of the items listed in Optional Form 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.asp>). Only your application or résumé will be used to determine if you meet the minimum qualifications for the job and the grade level(s) for which you are qualified. If your application or résumé does not include the required information, you may lose consideration for the job. You **must** also submit:

- Supplemental statement addressing the quality ranking factors.
- Your most recent annual performance appraisal.
- Your SF-50, Notification of Personnel Action, showing highest grade held in the competitive service.

If you are applying for special selection priority under SBA's Career Transition Assistance Plan (CTAP) (open to surplus SBA employees only) or the Interagency Career Transition Assistance Program (ICTAP) (see <http://www.opm.gov/ctap/> for eligibility requirements), you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are a surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456.

If you are eligible for special selection priority based on RIF, declining a directed reassignment or transfer of function outside the commuting area, retiring on the effective date of a RIF or retiring under the discontinued service retirement option, you must also submit a copy of the Notification of Personnel Action (SF 50) which shows the promotion potential of the career or career-conditional position from which you have been or will be separated and a copy of your last performance rating of record.

To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the position, and receive at least two-thirds of the total possible points for the quality ranking factors. In addition, your most recent rating of record must be at least Fully Successful.

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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Competitive status is required unless you are eligible for appointment under a special hiring authority (e.g. Veterans Recruitment Act (VRA), appointments for the disabled, etc.) More information on special appointing authorities is available at <http://www.opm.gov/veterans/index.asp> (Veterans); and http://www.opm.gov/disability/appempl_3-11.asp (Disability). If you wish to be considered under a special appointing authority (e.g., disabled, Veterans Recruitment Act, etc.) you must indicate on your application or resume the authority under which you are applying and include proof of your eligibility.

All applications must be received in the Office of Human Capital Management by 5:00 p.m. MST on the closing date of this announcement. Only material requested by the announcement will be used to rate your application. Your application will NOT be returned to you. Application packages should be delivered to:

U.S. Small Business Administration
Attn: Keithrie Jenkins (04D-909-KJ)
Office of Human Capital Management
Personnel Services Division
721 19th Street, Suite 392
Denver, CO 80202

Applications will be accepted from faxes. Applications may be faxed to the attention of Keithrie Jenkins at 202-481-2912 (please call Ms. Jenkins at 303-844-7792 to confirm receipt). Applications may also be forwarded as attachments to e-mails and sent to the SBA HR mailbox at denverhrjobapplications@sba.gov. Do not attempt to transmit elaborate forms or complex fonts. Documents in "Word" attached to your e-mail will be most easily retrieved in our office. Include the vacancy announcement number in the subject line of your e-mail. Indicate in your e-mail whether additional documents (e.g., performance appraisal and SF-50) will be faxed.

EVALUATION CRITERIA

If you meet the minimum qualification requirements, you will be evaluated on:

Quality Ranking Factors
Training completed in the last 5 years
Awards received in the last 3 years
Your most recent annual performance rating of record

WHERE TO GET ADDITIONAL INFORMATION

The Optional Application for Federal Employment (OF 612) is available at <http://www.opm.gov/forms/html/of.asp>.

The SBA provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the person named above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. Hearing impaired individuals who need assistance may call the Federal Information Relay Service at 1-800-877-8339.

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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