



Office of Human Capital Management

CAREER OPPORTUNITY

Human Resources Specialist GS-0201-9/11/12

ANNOUNCEMENT NO.: 04H-920-CC

OPENING DATE: 7-22-04

CLOSING DATE: Must be received by 5 p.m. EST on 8-04-04

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

SALARY: GS-9: \$41,815 - \$54,360 per annum
GS-11: \$50,593 - \$65,769 per annum
GS-12: \$60,638 - \$78,826 per annum

LOCATION: Office of Human Capital Management, Personnel Services Division,
Washington, D.C.

AREA OF CONSIDERATION: Federal Government – Washington, D.C. Commuting Area

COMPETITIVE STATUS REQUIRED: Competitive status is required. U.S. citizenship is required.

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

THIS POSITION IS DESIGNATED AS REGULAR FUNDED

DUTIES AND RESPONSIBILITIES: 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

QUALIFICATION REQUIREMENTS: The following is an excerpt from the OPM Qualification Standards Handbook for General Schedule Positions. These standards are available in all 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. **Specialized experience includes progressively responsible work in staffing, classification and/or employee and labor relations.** Specialized experience must have been at least equivalent to the next lower grade level in the Federal service. Time-in-grade requirement applies to applicants considered under merit promotion procedures. Applicants must meet the qualifications and time-in-grade requirements by the closing date of the announcement.

QUALITY RANKING FACTORS (QRFs) USED IN THE RATING PROCESS: Applications will be evaluated on each of the following QRFs. To receive full credit, applicants must 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. If you are found qualified, this information will be heavily relied upon in the rating process. Please provide information in the following order:

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

SBA – AN EQUAL OPPORTUNITY EMPLOYER

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

APPLICATION REQUIREMENTS:

You may use any written format you choose to apply for this position. However, your application or resume must include all of the items listed in Optional Form (OF) 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). Only your application or resume 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 resume does not include the required information, you may lose consideration for the job. You should also submit:

- Supplemental statement addressing the quality ranking factors.
- If you are a current or former Federal employee, a copy of your most recent SF 50, Notification of Personnel Action.
- If you are a current or former Federal employee, a copy of your most recent performance appraisal.
- If you are applying under VEOA, a copy of your DD Form 214, Certificate of Release or Discharge from Active Duty.

Applicants who wish to be considered under merit promotion procedures and a special appointing authority must submit two complete applications. Please indicate on your application or resume the authority under which you are applying and include proof of your eligibility for any special appointing authority.

If you are applying for special selection priority under SBA's Career Transition Assistance Plan (open to surplus SBA employees only) or the Interagency Career Transition Assistance Program (see <http://www.opm.gov/ctap/index.asp> 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 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 a 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.

If you are applying for special selection priority under the Federal Employment Priority Consideration Program for Displaced Employees in the District of Columbia Department of Corrections or Interagency Career Transition Assistance for Displaced Panama Canal Zone Employees, you must submit a copy of your RIF separation notice.

To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the position, including any selective factors and receive at least two-thirds of the total possible points for the quality ranking factors.

If you wish to be considered under a special appointing authority (e.g., disabled, Veterans Employment Opportunity Act, etc.) you must indicate on your application or resume the authority under which you are applying and include proof of your eligibility.

Veteran preference eligibles and veterans honorably separated from the armed forces after substantially completing

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3 years or more of continuous active service may apply. You must indicate on your application or resume that you are eligible under the Veterans Employment Opportunity Act (VEOA), as amended, and include proof of your veteran's preference or military service. More information is available at <http://www.usajobs.opm.gov/EI52.htm>.

OTHER PERTINENT INFORMATION: Payment of Relocation Expenses Is **Not** Authorized.

The U.S. Small Business Administration provides reasonable accommodation to job applicants and employees with disabilities unless the accommodation would impose an undue hardship on the Agency. If you need a reasonable accommodation for any part of the application or interview process, please contact Pat Boyd, Human Resources Specialist, at 202-205-6085 (telephone), 202-481-4789 (fax), or patricia.boyd@sba.gov. If you are hearing impaired, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above. Decisions for granting reasonable accommodations are made on a case-by-case basis.

If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 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.

An employee selected from a competitive register must serve a one-year probationary period and may be terminated because work performance or conduct during this period fails to demonstrate fitness or qualifications for continued employment (5 CFR 315.804).

If selected, you will be required to provide documents proving that you are eligible to work in the U.S.

NOTE: Only applications received by the closing date of this announcement will be considered. Only material required by this announcement will be used to rate your application. Your application will **not** be returned to you.

HOW TO APPLY: APPLICANTS HAVE SEVERAL OPTIONS IN APPLYING FOR THIS POSITION:

1. Applicants are **strongly encouraged** to apply for this position by E-mail: HRJOBAPPLICATIONS@SBA.GOV OR by Fax on 202-481-2266. Be sure to include your name and the vacancy announcement number on your correspondence. Illegible applications will not be considered, nor will you be contacted to submit another application.
2. You may mail your application to the following address: Small Business Administration, 409 Third Street SW, Suite 4200, Office of Human Capital Management, Washington, DC 20416, ATTN: Crystal Cooper (04H-920-CC). All applications must be received by the closing date in order to receive consideration.
3. You may submit your application in person at the address above.

The use of U.S. Government postage-paid envelopes for the filing of job applications is a violation of the Office of Personnel Management and Postal Service regulations. Penalties include fines of up to \$300 and/or disciplinary action under SBA regulations.

Personally delivered, e-mailed or faxed applications must be received by 5 p.m. on the closing date of the announcement. We are not responsible for errors in fax or e-mail, therefore, it is recommended that you call or email to verify that your application has been received on or prior to the closing date.

APPLICANTS WILL BE EVALUATED ON THE FOLLOWING:

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

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Your most recent annual performance rating of record (dated within one year of the vacancy announcement closing date)

All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, political affiliation, or any other characteristics not bearing on job performance.

For additional information or forms contact Crystal Cooper on (202) 205-6786 or Christine Anderson on (202) 205-1561.

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