

Veterans Administration		VACANCY ANNOUNCEMENT			
STATION 529	ADDRESS (City, State and ZIP Code) Department of Veterans affairs Medical Center Human Resources 325 New Castle Road Butler, PA 16001			AREA OF PROMOTION CONSIDERATION Butler VAMC Human Resources Employees Only	
ANNOUNCEMENT NO. 2010-40	POSITION TITLE Human Resources Specialist (Staffing and Recruitment)	SERIES AND GRADE GS-201 - 9T11	SALARY RANGE \$48,367 - \$76,072	NO. OF POSITIONS 1	PROMOTION POTENTIAL TO GS-11
ISSUE DATE 2/9/10	LOCATION: Human Resources				NO. OF HOURS PER WEEK 40
CLOSING DATE 2/18/10	FOR INFORMATION CONTACT Human Resources, Staffing 724-477-5051	SUBJECT TO Relocation Incentive: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Relocation Expenses Paid (MP-5, Part I, Chapter 335) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Recruitment Incentive <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
NOTE: This announcement is a solicitation for applications from current Butler VAMC Human Resource Employees only.					
EQUAL EMPLOYMENT OPPORTUNITY: Actions to fill this position will not be based on discriminatory factors, which are prohibited by Law.					

PLEASE REVIEW THIS ANNOUNCEMENT CAREFULLY and provide documentation that you meet all the qualifications required. Applicants who do not submit the required documentation will be deemed ineligible. Applicants will not be contacted for additional information if their applications are incomplete or inadequate.

TOUR OF DUTY: Monday . Friday 8:00 am . 4:30 pm, no alternative work schedule available.

DUTIES: Provide continuing technical advice and assistance to the human resources staff and management officials in all areas of staffing and recruitment. Troubleshoot and resolve difficult and controversial internal and external staffing and placement problems. Assignments may include developing communication (memoranda, letters, and reports) to explain the recruitment process to applicants, managers, VA field offices. Performs all required coordination with HR managers and supervisors in determining recruitment and placement data to be assembled and analyzed. Selectee will provide authoritative advice to managers and supervisors, and employees regarding recruitment and placement actions that are covered under Title 5, Title 38, and Hybrid 38 positions. Duties include announcing vacancies under the Merit Promotion Program, through direct hire, delegated authority, or through OPM. Makes qualification determinations, rates, ranks applicants against crediting plans, and advises subject-matter experts and panels who may assist with the recruitment process. The incumbent will be responsible for locating and identifying candidates in accordance with federal regulations and medical center policies. The incumbent will also provide assistance to employees related to application and career management issues. He/she will work with outside agencies to promote qualified candidates for positions. The incumbent will attend career fairs to promote federal employment. Periodically, the incumbent will present training to employees, supervisors and managers. The incumbent will also serve as the Nursing Recruiter as well as USA Staffing Coordinator.

QUALIFICATION REQUIREMENTS: GS 11: One year of specialized experience equivalent to the GS-9 grade level in federal service. GS-9: One year of specialized experience equivalent to the GS-7 grade level in federal service. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. This position requires working knowledge of Title 38, Hybrid Title 38 and Title 5 procedures. Transcripts must be submitted before credit will be given for education.

STANDARDS USED: Operations Manual, Group Coverage Qualification Standards for Administrative and Management Positions, GS-0201 Series, available for review in Human Resources.

RATING ELEMENTS: All applicants should submit a narrative response that describes in detail all relevant experience, education, training, awards, and other activities that demonstrate possession of each of the knowledge's, skills, and/or abilities (KSA's) listed below: The information you provide will be used to evaluate your qualifications for the position for which you are applying.

1. Knowledge of and the ability to interpret and apply policies, manuals, regulations, circulars, laws and other pertinent guidelines relating to staffing and recruitment activities.
2. Ability to communicate both orally and in writing with all types of individuals from a variety of backgrounds concerning a wide range of subjects and/or situations.

3. Ability to independently gather, organize, and analyze data in order to recommend problem solutions or provide information for reports and present such in a clear, understandable timely (meeting deadlines) manner.
4. Ability to plan and organize work, establish priorities, and meet deadlines while working under stressful situations.

HOW TO APPLY: To receive consideration your application must be postmarked by close of business the closing date of the announcement.

VA BUTLER HUMAN RESOURCE EMPLOYEES: Submit VA Form 5-4078 . Application for Promotion or Reassignment, Resume (that includes accurate and up to date information on your current and prior positions), a copy of your last SF-50, Notification of Personnel Action, and a narrative response to each of the knowledge, skills, and/or abilities (KSA) listed within this announcement. The information you provide will be used to determine whether you qualify for the position for which you are applying. In order to receive full credit for your experience, it is to your advantage to submit a narrative response to each of the knowledge, skills, and/or abilities (KSA) listed within this announcement and an updated resume.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTES:

- 18 USC 1719 provides that, whoever makes use of any official envelope, label or endorsement authorized by law, to avoid the payment of postage or registry fee on his/her private letter, packet, package, or other matter in the mail, shall be fined no more than \$300.+
- Time-in-grade (TIG) restrictions remain in effect. The U.S. Office of Personnel Management (OPM) has determined that it will not eliminate TIG restrictions from its regulations at this time.
- The candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- Selection does not guarantee promotion to the target grade (or any intervening grade, if appropriate).
- All legal and regulatory requirements for promotion to the next higher grade must be met.
- Subsequent promotion to the next higher grade is dependent on the selectee's demonstration of the ability to perform the duties of that grade to the satisfaction of the supervisor and the availability of enough work at the next higher grade to support the target position.
- Applicants determined eligible for this position may be considered for additional, identical, or similar vacancies within 90 days of the date of the selection.

REFERENCE: Medical Center Memorandum HR-30, Merit Promotion Plan.

MICHELLE DOMINSKI
Human Resources Officer