

Human Resources Specialist

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

Open & closing dates

🕒 2017-07-03 to 2017-07-17

Salary

\$94,796 to \$123,234 / per year

Pay scale & grade

GS 13

Series

0201 Human Resources Management

Appointment type

Permanent

Work schedule

Full Time

Job announcement number

FEMA-17-DH-171513-DE

Control number

473597500

Locations

1 vacancy in the following location:

📍 Washington DC, DC

1 vacancy

This job is open to

[The public](#)



U.S. citizens, nationals or those who owe allegiance to the U.S., and excepted service employees.

Job Summary

About the Agency

When disaster strikes, America looks to the Federal Emergency Management Agency (FEMA). Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. FEMA prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce. Please visit www.fema.gov for additional information.

In this position, you will be a key member of the Workforce Planning Branch within the Office of the Chief Component Human Capital Officer's Policy and Planning Division. This position starts at a salary of \$94,796 (GS-13). Apply for this exciting opportunity to become a member of the Office of the Chief Component Human Capital Officer team within FEMA.

EMERGENCY ASSIGNMENT: Every FEMA employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.

Duties

In this position, you will be a key member of the Workforce Planning Branch within the Office of the Chief Component Human Capital Officer's Policy and Planning Division. If selected for this position, you will be responsible for a full range of workforce planning activities in support of management's goals to identify, attract, and retain high quality and diverse workforce that is capable of accomplishing FEMA's mission. Typical assignments include:

- Assisting with the development, deployment and use of an agency-wide workload analysis tool.
- Developing and managing the succession plan program.
- Analyzing business processes to determine human capital requirements and assesses resourcing options.
- Developing and deploying strategies to improve human capital and workforce planning at FEMA.
- Developing advanced human capital workforce planning business practices, analytical methods and techniques to resolve human resource problems not susceptible to treatment by standard methods.

Travel Required

- Occasional Travel
- Occasional Non-Emergency travel is required.

Relocation Authorized

- No

Key Requirements

- You must be a U.S. citizen to apply for this position.
- You must successfully pass a background investigation.
- Selective Service registration required.
- Please review "Other Information" section for additional key requirements.

Qualifications

The qualification requirements listed below must be met within 30 days of the closing date of this announcement.

NOTE: Qualifications are based on breadth/level of experience. In addition to describing duties performed, applicants must provide the exact dates of each period of employment (from MM/YY to MM/YY) and the number of hours worked per week if part time. As qualification determinations cannot be made when resumes do not include the required information, failure to provide this information may result in disqualification. Applicants are encouraged to use the USAJOBS Resume Builder to develop their federal resume. For a brief video on How to Create a Federal Resume, click [here](#).

Current or former FEMA Reservists/DAE employees: To accurately credit your experience for these intermittent positions, make sure to list the dates (from MM/YY to MM/YY) of each deployment, along with the job title and specific duties you were responsible for during each deployment. Failure to provide this information may result in disqualification.

The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office. **You qualify for this position at the GS-13 level (starting salary \$94,796) if you possess the following:** One full year of specialized experience, equivalent to the GS-12 level, that demonstrates the following: 1) analyzing business processes to determine human capital requirements and assessing resourcing options; 2) Analyzing data and information to develop advanced workforce planning strategies, business practices and analytical methods for an organization; AND 3) applying a wide range of qualitative and quantitative analysis methods in the application of staffing, succession planning, and workload analysis.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g. Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills, and provides valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Security Clearance

Public Trust - Background Investigation

What To Expect Next

Once you submit your application, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. We will notify you by email after each of these steps has been completed. We expect to make a tentative job offer within 30 days after the deadline for applications. If you are selected, we will conduct a suitability/security background investigation.

View more information on [applying for federal employment](#).

Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Management and Budget (OMB) and U.S. Office of Personnel Management (OPM) guidance, and Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

Applying to this announcement certifies that you give permission to share your application with others in DHS for similar positions.

BENEFITS

[Review our benefits](#)

Other Information

- To ensure the accomplishment of our mission, DHS requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo and successfully pass a background investigation for Public Trust as a condition of placement into this position. This may include a credit check after initial job qualifications are determined ([Mythbuster](#)), a review of financial issues such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs. *For more information on background investigations for Federal jobs please visit the OPM website at <https://www.opm.gov/investigations/background-investigations/>.*
- If you receive a conditional offer of employment for this position, you will be required to complete an [Optional Form 306, Declaration for Federal Employment](#), and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.
- DHS uses E-verify, an internet based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](#), including your rights and responsibilities.
- This announcement may be used to fill one or more vacancies.
- All candidates must be able to deploy with little or no advance notice to anywhere in the United States and its territories for an extended period of time.
- A one year probationary period is required for new Federal competitive service employees and new supervisors and managers.
- If selected for this position you will be required to attend a two week Emergency Manager Orientation (EMO) in Anniston, AL or Emmitsburg, MD. Travel is at FEMA's expense and will occur from Sunday to Friday.
- [Veterans, Peace Corps/VISTA volunteers, and persons with disabilities](#) possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the documentation that is required, click on the links above or contact the Servicing Human Resources Office listed at the bottom of this announcement.
- This is a Non-Bargaining Unit position.

To begin your online application, click the **Apply Online** button and follow the prompts to register or sign into USAJOBS, take the online questionnaire, and submit the required documents. See **Required Documents** section for more detail.

We strongly encourage you to apply online. If you cannot apply online or do not have access to the internet (e.g., applicant experiencing documented system issues, applicant does not have access to the internet, etc.), you may be able to submit a paper application and the required forms. To do so, please contact the Human Resources Specialist listed in the Agency Contact Information prior to the close of this announcement.

How You Will Be Evaluated

We will review your resume and supporting documentation to ensure you meet the minimum qualification requirements. If you meet the minimum qualifications, we will use your responses to the job questionnaire to place you in one of three categories based on your experience, education and training. The competencies needed to perform this job are:

- Technical Proficiency
- Communication
- Teamwork and Cooperation
- Customer Service
- Representing the Agency

If you meet the minimum qualifications, you will be placed in one of the following categories:

1. **Best Qualified:** Applicants possessing experience that substantially exceeds the minimum qualifications of the position and demonstrate high proficiency in all of the critical competencies, including all Selective Placement Factors (SPF) and appropriate Quality Ranking Factors (QRF) as determined by the job analysis.

2. **Well Qualified:** Applicants possessing experience that exceeds the minimum qualifications of the position and demonstrates acceptable proficiency in all of the critical competencies, including all SPFs and appropriate QRFs as determined by the job analysis.
3. **Qualified:** Applicants possessing experience that meets the minimum qualifications of the position and demonstrate basic proficiency in most of the critical competencies, including all SPFs and appropriate QRFs as determined by the job analysis.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview.

Veterans: Qualified veterans who have a compensable service-connected disability of at least 10% are listed in the best-qualified category, except when the position being filled is scientific or professional at the GS-09 grade level, or higher. This position is not considered scientific/professional. Other 10-point preference eligibles and veterans with 5-point preference who meet the eligibility and qualification requirements are placed above non-preference eligibles within the category in which they qualify. View information on [veterans' preference](#).

Interagency Career Transition Assistance Plan (ICTAP) Eligibles: If you have never worked for the federal government, you are not ICTAP eligible. View information about [ICTAP eligibility](#) on OPM's Career Transition Resources website. To be considered eligible under ICTAP, you must be placed in the "well-qualified" category for this position, as described above. In addition, you must submit the supporting documents listed under the required documents section of this announcement.

To preview questions please [click here](#).

1. **Your resume**
2. **Your responses to the job questionnaire**
3. **Are you a veteran?** Submit Member Copy 4 of your DD-214 (Certificate of Release or Discharge from Active Duty) or other acceptable documentation (i.e., a letter from your Command reflecting rank, dates of service, and type of discharge), which verifies veteran's status and type of discharge prior to the closing date of this announcement. Those applying for 10-Point preference may fill out the [SF-15](#) and/or provide documentation that demonstrates preference eligibility. If applying based on eligibility under the Veterans Opportunity to Work (VOW) Act, you must submit certification from the Armed Forces that you will be discharged or released from active duty service under honorable conditions, within 120 days after the certification is submitted by the applicant. This must indicate your dates of service, expected release dates, your rank, and confirm that you will be separated under honorable or general conditions. View more [veterans' information](#).
4. **Are you claiming special priority selection rights under the Agency Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP)?** Submit:
 - a copy of your agency notice,
 - a copy of your most recent performance rating, and
 - a copy of your most recent SF-50, Notification of Personnel Action, noting your current position, grade level, and duty location.

6. Are you a current or former federal employee? Submit a copy of your most recent SF-50, Notification of Personnel Action.
7. Are you a current or former political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee? Submit a copy of your applicable SF-50, along with a statement that provides the following information regarding your most recent political appointment:
 - Position Title
 - Type of Appointment (Schedule A, Schedule C, Non-career SES or Presidential Appointee)
 - Agency
 - Beginning and ending dates of appointment

**Federal Emergency
Management Agency**

Department of Homeland Security

Federal Emergency Management Agency

Contact

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Address

Federal Emergency Management Agency
Please read entire announcement
Please apply online
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999-999-9999