

UNITED STATES COURT APPEALS FOR VETERANS CLAIMS
625 Indiana Avenue, N.W., Suite 900
Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 18-03
Issuing Date: 04/13/2018
Closing Date: 04/27/2018

Position: Human Resources Specialist
Court Schedule: Grade 11/12 (equivalent GS 11/12, salary range including 2018 Washington-Baltimore Locality Pay is \$68,036 to \$106,012).

Note: Applicants applying for a 5 or 10-point preference must submit proof of their eligibility, along with their application, for the preference to be considered.

Conditions of Employment: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are excepted service.

Area of Consideration: Nationwide

KEY REQUIREMENTS

- " You must be a U.S. Citizen.
- " Submit application and resume by 11:59 PM EST on the closing date.
- " Provide all required documents by closing date.
- " Direct Deposit is required
- " RELOCATION EXPENSES WILL NOT BE PAID

Background: The United States Court of Appeals for Veterans Claims is an independent Court established in 1988 by President Ronald Reagan. The Court has exclusive jurisdiction over decisions of the Board of Veterans' Appeals (Board or BVA). The Court reviews Board decisions appealed by claimants who believe the Board erred in its decision. As a court of record, the Court is part of the United States judiciary and not part of the Department of Veterans Affairs.

The Court's principal office is in Washington, D.C., but the Court is authorized to sit anywhere in the United States and does so on a limited number of times each year. The Court has a total employee population of 120.

Duties and Responsibilities: *This position is located in the Administrative Operations branch of the Office of the Clerk of the Court. The Human Resources Section is under the supervision of the Deputy Executive Officer in the interim until a Supervisory Human Resources Specialist can be selected. The Human Resources Specialist, in addition to providing excellent customer service, is responsible for providing general human resources services to the Court's employees and Judges. Implements and assists in supervising the application of Court human resources policies, standards, and procedures; assists in evaluating the overall effectiveness of the human resources program and makes recommendations for improvement. Assists in interpreting Court guidelines in all human resources matters. Assures that hiring and promotion practices comply with the Court's equal employment opportunity guidelines. Serves as back up to the Supervisory Human Resources Officer.*

The duties and responsibilities are listed below, but are not limited to the following:

PROCESSING PERSONNEL AND PAYROLL ACTIONS:

Processes personnel actions using National Finance Center systems, and provides advisory services on complex HR processing and payroll issues. Is the Court's subject matter expert on benefits, advising Court employees on health and life insurance issues; coordinates open season and enrollment periods; and responds to complex benefits questions.

PERFORMANCE AWARDS MANAGEMENT:

Manages and administers the Court's performance and awards program to include quarterly and annual performance awards.

NATIONAL FINANCE CENTER (NFC) LIAISON:

Serves as the Court's liaison for NFC personnel and payroll systems; collaborates with NFC staff to find potential solutions for implementing automated system changes, generating queries, and gathering HR and payroll information, attends and represents the Court at NFC user group meetings; generates standardized and special reports; and provides training on the use of the NFC personnel/payroll system.

ELECTRONIC OFFICIAL PERSONNEL FOLDER (eOPF):

Serves as the subject matter expert and system administrator for eOPF keeping all official records updated in the system through scanning; timely release of folders for departing Court personnel; and the initiation of transfer folders for incoming personnel.

PAY AND LEAVE:

Serves as the Court's primary contact on leave administration and leave-related inquiries/issues.

WEBTA:

Serves as the system administrator/master time keeper and NFC liaison for the Court's Time and Attendance system. Provides guidance on specific coding to include Court closings, government closings, holidays, etc. Provides training sessions on the Courts use of the WebTA system.

RETIREMENT COUNSELING:

Provides retirement counseling for all employee retirement categories (CSRS, CSRS Offset, or FERS); processes retirement applications.

VACANCY ANNOUNCEMENTS:

Administers the vacancy announcement process which includes drafting, posting through OPM's Human Resources Solutions and USAjobs, screening, and rating Veterans Preference applications, interacting with selecting officials, and corresponding with applicants.

NEW EMPLOYEE ORIENTATION:

Facilitates new employee orientations and ensures employees are appropriately entered on the Court's rolls; performs all necessary actions related to benefits; ensures information of prior Federal employment and pay have been completed; ensures proper completion of required forms; and follows up on important due dates. Ensures that orientation materials are updated.

WORKERS' COMPENSATION:

Serves as the liaison between the Court and Department of Labor's Office of Workers' Compensation Program (OWCP), provides technical and advisory services to employees and management. Ensures all procedures are followed and paperwork is completed per OWCP guidelines.

JUDGES RETIREMENT AND SURVIVOR ANNUITY (JRSA) PROGRAM

Assists the HR Officer with the administration of the Judges' Retirement and Survivor Annuity (JRSA) program. As needed, processes retired judges/survivor annuitants' open season elections; transmits monthly JRSA payroll through the Great Plains (GP) software; inputs annual FEHB, FEDVIP, FEGLI, and retired pay information into GP; counsels judges and spouses on the JRSA program.

Qualification Requirements: An applicant must have one year of specialized experience at the lower grade level.

| CS Grade Level | Years of General Experience | Years of Specialized Experience |
|---------------------------|--|--|
| 11 | 3 | 3 |
| 12 | 3 | 3 |

General Experience: Progressively responsible experience which provided evidence that the candidate has: (a) a good understanding of the methods and administrative machinery for accomplishing the work of the organization; (b) the ability to analyze problems and assess the practical implications of alternate solutions; (c) the ability to communicate with others, both orally and in writing; and (d) the capacity to employ these knowledges and abilities in the resolution of problems.

Specialized Experience: Progressively responsible experience in the functional area of personnel administration, either in public or private-sector organizations. Concentration in either general personnel administration or a specific functional area, such as selection, training, compensation, and the like, is creditable specialized experience.

Educational Substitutions:

Education above the high school level in accredited institutions may be substituted for the general experience based on one academic year (30 semester or 45 quarter hours) equals to nine months of experience.

Preferred Qualifications:

- Proficient with NFC Systems
- Proficient with electronic Official Personnel File, eOPF
- Bachelor's degree in Business Administration, Human Resources
- Knowledge of the Judiciary *and* Office of Personnel Management policies and procedures

NOTE: The selectee will be subject to a one year probationary period.

Instructions for Applying: Submit the following:

- A resume from the USA jobs Resume builder, or other written application containing all information requested in the USA jobs Resume builder
- Veterans' Preference documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.) to validate, if claiming Veterans' preference
- A completed OF 306 (Declaration for Federal Employment)

For a copy of the OF 306, please go to <http://www.opm.gov/forms/optional-forms/>.

Send your completed application packet to:

Employment@usCourts.cavc.gov

Or

*U.S. Court of Appeals for Veterans Claims
ATTN: Ms. Ramona Smalls
625 Indiana Avenue, N.W., Suite 900
Washington, D.C. 20004*

The United States Court of Veterans Appeals is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, national origin, or handicap.