

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

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 20-12
Issuing Date: 05/08/2020
Closing Date: 05/29/2020

Position: Human Resources Generalist
Court Schedule: CS 11/12 (equivalent GS 11/12 salary range including 2020 Washington-Baltimore Locality Pay is \$72,030 - \$112,240).

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

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

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.

Area of Consideration: Government Wide

Duties and Responsibilities:

- **PROCESSING PERSONNEL AND PAYROLL ACTIONS**
Processes personnel and payroll actions using National Finance Center systems, and provides advisory services on complex HR processing and payroll issues.
- **BENEFITS AND RETIREMENT COUNSELING**
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.
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.
- **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 inquires/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.

- **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 Manager 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; counsel judges and spouses on the JRSA program.
- **OTHER DUTIES AS ASSIGNED**
Examples of other duties include, but are not limited to: various roles related to issuance of PIV ID cards, procurement of training, and records management for the Court.

Qualification Requirements: To qualify for the position of Human Resources Generalist, an applicant must be a high school graduate, or the equivalent. Possession of an undergraduate degree is preferred. Candidate must have the following experience:

CS Grade Level	Years of General Experience	Years of Specialized Experience	Total Years of Experience
11	2	3	5
12	2	4	6

Note: To qualify for the CS 11 position, incumbent must have at least one year of specialized experience at the next lower grade in the federal service.

General Experience: General experience is defined as progressively responsible experience that provides evidence that the applicant has (1) a good understanding of operating systems for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

Specialized Experience: Specialized experience is defined as progressively responsible human resources experience requiring the routine use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Experience includes knowledge and utilization of various applications within the NFC's system to process personnel and payroll actions, maintain data/personnel records, and preparing reports. It also includes a basic knowledge of federal benefits, pay, and leave administration.

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

Instructions for Applying: Submit the following: Resume, Declaration for Federal Employment (OF-306), school transcripts, and SF-50. A copy of the (OF- 306), is available at www.uscourts.cavc.gov under **Employment**. Submit information to: Clever Parran at employment@uscourts.cavc.gov. Please include the vacancy announcement number in the subject line. To be considered, you must submit a complete application package by 11:59 PM Eastern Time on the day the announcement closes.

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. Applicants will receive consideration without regard to race, color, age, sex (including pregnancy), gender identity, sexual orientation, religion, marital status, national origin, disability, or political affiliation.