

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

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 21-04
Issuing Date: 02/10/2021
Closing Date: 02/24/2021

Position: Supervisory Human Resources Specialist
Court Schedule: Grade 14 (equivalent GS 14, salary range including 2021
Washington-Baltimore Locality Pay is \$122,530 to \$159,286).

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: Federal Government

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 in the Administrative Operations branch of the Office of the Clerk of the Court. The Human Resources Section is under the supervision of the Supervisory Human Resources Specialist reporting directly to the Deputy Executive Officer. The Supervisory 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. Provides counseling to the Active and Retired Judges. Develops and implements the Court human resources policies, standards, and procedures; provides the overall effectiveness of the human resources program to make improvements. Assures that all Court's hiring and promotion practices comply with the Court's equal employment opportunity guidelines. Serves as back up to the Human Resources Specialist.

The duties and responsibilities include, but are not limited to developing policies and procedures for the administration of the Court's personnel and payroll systems; monitoring policy issued by the Administrative Office of the U.S. Courts (AO); and reviews new legislation, Office of Personnel Management (OPM) regulations, and U.S. Government Accountability Office (GAO) decisions to develop new or change existing personnel policies. Manages and administers the Court's performance and awards program to include quarterly and annual performance awards.

Expert in NFC (National Finance Center) personnel and payroll systems; collaborates with NFC staff to find potential solutions for implementing automated system changes. Oversee the Human Resources Specialist regarding all HR and payroll functions. Represents the Court at NFC user group meetings. Provide special reports and incorporates training on the use of the NFC personnel/payroll system. Expert in the management of Official Personnel File and skilled in the electronic official personnel file system (eOPF) and 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. Expert in leave administration and leave-related policies. Knowledge in the administration of time and attendance using the WebTA system. Expert on all Federal Retirement Plans, such as; CSRS, CSRS OFFSET, FERS, FERS RAE, and FERS FRAE. Serves as the Court's Retirement Counselor, and in that capacity acts as the primary liaison with the National Finance Center and the Thrift Investment Board on the Thrift Saving Plan, The Office of Personnel Management on the Retirement Systems and policies. Responsible to the Court for the administration of the internally managed Judges' Retirement and Survivor Annuity (JRSA) program, in accordance with 38 U.S. Code 7296-Retirement of Judges. As required, 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; provides retirement counseling to judges and spouses on the JRSA program. Knowledge of common recruitment and hiring practices; OPM's Human Resources Solutions and USAjobs, screening, rating and veteran's preference. Provides guidance and 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 up to date and accurate. Custodian of the Court's Workers' Compensation Program (OWCP), provides technical and advisory services to employees and management. Ensures all procedures are followed and application is completed per OWCP guidelines. Provides the payroll audit portion of the Financial Statement Audit; information on all payroll exceptions and errors affecting funding. Keeps the Budget and Finance office apprised of all employee salary changes, new hires and awards.

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
14	3	3

General Experience: Progressively responsible administrative, technical, professional, investigative, or other responsible experience which provided an opportunity to gain: (a) general knowledge of management practices and administrative processes; (b) skill in dealing with others in person-to-person work relationships; and (c) the ability to exercise mature judgment.

Specialized Experience: Progressively responsible supervisory experience which provided an opportunity to acquire a knowledge of managerial principles, policies, and practices.

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: Human Resources
625 Indiana Avenue, N.W., Suite 900*

Washington, D.C. 20004

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.