VETERAN OR MILITARY SPOUSE APPOINTING AUTHORITY VACANCY ANNOUNCEMENT
U.S. Department of Transportation (DOT)
Federal Highway Administration (FHWA)

Position Title, Series, and Grade:	Human Resources Assistant, GS-0203-5/6 (Part-time)
Salary Range:	$35,265 - $51,102
Duty Station Location:	Washington, DC
Citizenship:	U.S. Citizenship is required.
Number of Positions:	1
Type of Appointment:	Excepted Appointment, Part-time

OPEN PERIOD: April 1, 2016 - April 8, 2016

WHO MAY APPLY: Applications are being accepted from qualified individuals who are eligible under one of more of the following special hiring authorities:

- Schedule A, 213.3102 (u) for persons having a disability; or
- 30% or more disabled veterans; or
- Military Spouses.

Applicant Eligibility (for Veterans):
30% Disabled Veterans Appointing Authority allows any veteran with a 30% or more service-connected disability to be non-competitively appointed. You are eligible if you retired from active military service with a service-connected disability rating of 30% or more; or you have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more. Also, the Schedule A Appointing Authority for people with disabilities, 5 CFR 213.3102(u), is an excepted authority that agencies can use to appoint eligible veterans who have a severe physical, psychological, or intellectual disability.

Applicant Eligibility (for Military Spouses):
Military Spouse Appointing Authority (Executive Order 13473) allows agencies to appoint a military spouse without competition. The purpose of this authority is to assist military spouses obtain Federal Civil Service positions. Its intent is to recognize and honor the service of members injured, disabled, or killed in connection with their service and minimize disruption when military families relocate.
As a military spouse you are eligible under this authority if your active duty military spouse: 1) receives a Permanent Change of Station (PCS) move; 2) has a 100% disability rating; or 3) died while on active duty.

Who We Are:
The Federal Highway Administration (FHWA) is an agency within the U.S. Department of Transportation that supports State and local governments in the design, construction, and maintenance of the Nation's highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands Highway Program). Through financial and technical assistance to State and local governments, the Federal Highway Administration is responsible for ensuring that America's roads and highways continue to be among the safest and most technologically sound in the world.

Primary Duties:

Serves as a Human Resources Assistant for the Corporate Recruitment and Career Programs Division. The primary purpose of the position is to perform work in support of specialists' recruitment activities and assist staff with special projects or assignments. Performs a variety of technical personnel work and administrative assistant assignments in the following areas:

Staffing/Recruitment/Placement

Processing a variety of personnel actions, including appointments, promotions, conversions, using the Federal Personnel/Payroll System (FPPS). Provides assistance in the recruitment process. Prepares recruitment packages for submission to the automated staffing unit. Coordinates personal security investigations and other entry requirements. Ensures new hires complete necessary security forms. Coordinates EOD (entrance on duty) dates with supervisors and new employees, and prepares offer letter for HR Specialist's review and signature. Processes separation actions and ensures that the employee receives Employee Separation Packet.

Provides new employees with in-processing packets and guidance. Receives information and validates eligibility based on knowledge of federally required documents, for example, I-9, fingerprint cards, OF-306. Requests 75 (transfer) information if required. Conducts new employee orientation.
Prepares reports for HR Specialists, maintains and updates SharePoint site, maintains official personnel electronic files for serviced employees.

Verifies creditable civilian and military service and computes Service Computation Date (SCD) for new employees.

Reconciles computer records with other electronic personnel files and corrects discrepancies.

Office Automation

Uses personnel computer and other office automation equipment and various software programs to create, copy, edit, update, maintain, retrieve and print a variety of documents; produce correspondence, memoranda, directives, forms reports; and create and maintain spreadsheets, databases, etc.

Qualifications Required

A. A qualified typist is required (40 words per minute typing speed).
B. Applicant must also meet the qualification requirements for the grade level.

GS-5 Level Qualifications: Specialized Experience – Applicants must possess one year of specialized experience that equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and that is directly in or related to this position. To be creditable, specialized experience must be at the GS-4 grade level or equivalent under other pay systems in the Federal service, military or private sector. Creditable specialized experience includes:

- Maintaining a filing system.
- Providing HR assistance to other staff members.
- Processing routine personnel actions.
- Performing routine clerical assignment in an HR office.

OR
Education Substitution: 4 years of education above the high school level
OR
A combination of education and experience described above.

GS-6 Level Qualifications: Specialized Experience – Applicants must possess one year of specialized experience that equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position and that is directly in or related to this position. To be creditable, specialized experience must be at the GS-5 grade level or equivalent under other pay systems in the Federal service, military or private sector. Creditable specialized experience includes:

- Maintaining an HR filing system.
- Processing a variety of personnel actions with assistance.
- Performing clerical assignments in an HR office.
- Providing HR assistance to other staff members and serviced customers.

The Ideal Candidate:
Knowledge of automated HR systems and skill in applying HR rules, procedures, and operations to perform a wide variety of recruitment, staffing and processing functions.

Ability to plan, coordinate, develop facts and resolve support problems.

Skill in using personal computers with office applications to perform operations or to prepare documents containing tables or graphs; and use online HR resources to obtain information.

HOW TO APPLY

BASIC APPLICATION MATERIALS (MILITARY SPOUSES):

- Resume **AND** one of the following documents (1, 2, or 3) as indicated below.

1. A copy of the PCS orders if applicable (As a military spouse you must: 1. Be authorized to relocate on the PCS orders; 2. Actually relocate to the new duty station.)

2. A documentation of your spouse's disability if applicable (Retired or was released from active duty and has a disability rating of 100% from the Department of Veterans' Affairs or the military department.)

3. A documentation of the death and your marital status at the time of death if applicable (If your spouse was killed while on active duty and you are not remarried, you are eligible.)

BASIC APPLICATION MATERIALS (VETERANS):

- Resume
- Copy of your Certificate of Release or Discharge from Active Duty, DD214. Your DD214 must show the type of discharge and dates of active duty. If you are claiming preference eligibility as a disabled veteran, you must submit proof of entitlement of this preference which is normally a valid letter

from the Department of Veterans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability.

AND

SPECIAL APPOINTING AUTHORITY DOCUMENTATION:

1. If applying under the Schedule A, 213.3102(u), the special hiring authority for individuals with a disability, applications must be accompanied by a current Schedule A letter from a vocational rehabilitation counselor, licensed medical practitioner, or representative from an agency that issues disability benefits. Visit http://www.dot.gov/drc/employment-people-disabilities for guidance and other helpful information.

AND/OR

2. If applying for consideration under the 30% disabled Veterans' hiring authority, you must provide veterans' preference documents to support your program eligibility. The DD214 must show the type of discharge and dates of active duty; a VA letter, if claiming a 10% or more compensable service-connected disability, and/or a completed and signed SF-15 (claim for 10-point veterans' preference) showing type of preference claimed, and supporting documentation as specified on this form. For information on veterans' preference and veterans' hiring authorities, visit: http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx.

Submit Your Application:

Please forward your application materials (see above) by **Friday, April 8, 2016** to Eleni Triantafell at eleni.triantafell@dot.gov or via fax at (202) 366-7523. In the Subject line, please be sure to include the title, series and grade of the position.

Agency Point of Contact:

Eleni Triantafell
Human Resources Specialist
Eleni.Triantafell@dot.gov
Phone Number: (202) 559-5143

Federal Highway Administration
1200 New Jersey Avenue SE
Office of Human Resources, HAHR-40
Washington, DC 20590