U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement
OPEN TO SECRETARY OF THE SENATE EMPLOYEES AND APPLICANTS REFERRED BY SECRETARY OF THE SENATE STAFF

POSITION:	**STUDENT LOAN PROGRAM ADMINISTRATOR**
DEPARTMENT:	**Disbursing Office**
SALARY RANGE:	$51,403 - $79,675
CONTACT	Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.
FEDERAL RELAY SERVICE	Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY
POSTING DATE:	**November 10, 2015**
DEADLINE FOR APPLICATIONS:	**November 20, 2015** Applications will NOT be accepted after 11:59 p.m.

The new online application can be found in the Employment section of Senate.gov - http://www.senate.gov/employment.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

VETERANS' PREFERENCE:

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting:

http://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf.

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

UNITED STATES SENATE
OFFICE OF THE SECRETARY

STUDENT LOAN PROGRAM ADMINISTRATOR

Department: Disbursing Office
Reports to: Payroll Systems Manager

NATURE OF WORK

This is administrative support work maintaining and processing the Senate Student Loan Reimbursement Program (SLP) for the Disbursing Office. Work includes ensuring that the administration of the SLP conforms to applicable laws, policies, procedures and guidance; and meets the needs of customers and the requirements of the Disbursing Office's financial management information systems. Work is bound by Title 2 and Title 5 of the U.S. Code, Office of Personnel Management (OPM) interpretation and guidelines, Secretary of the Senate policies and procedures, U.S Senate Handbook, Senate Ethics Manual, and Disbursing Office procedures, practices and guidelines, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Examines, verifies and processes all SLP Service Agreements between employing offices and staffers; communicates to Office Administrators any discrepancies in the agreements and resolves those issues; and verifies input of all SLP data to the Payroll System.

Provides training and information to Office Administrators; advises participants and lenders on SLP; and researches and responds to daily in-person, phone and email inquiries.

Maintains the SLP database; tracks SLP participants to ensure that they are under the mandated salary limitations; cancels contracts when applicable; tracks monthly SLP expenditures by office; ensures compliance with stipulated allocations; reviews daily and monthly audit reports; researches discrepancies and processes actions and corrections as needed.

Maintains and updates lender and participant information in the Payroll System; interacts with financial institutions and participants to ensure proper crediting of payments; researches and resolves missing or improperly credited payments; and researches and resolves lender issues using the U.S. Treasury Pacer System.

Develops and provides reports and monthly summaries to Office Administrators; and develops and provides annual reports to the Financial Clerk, Secretary of the Senate and designated Committees.

Interprets and administers provisions of the SLP legislation and the processes developed for administration; develops administrative procedures and researches administrative precedents;

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

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develops and updates SLP forms, applications and documentation; and seeks processes that will improve or streamline the SLP.

Tracks participants who terminate prior to completion of their SLP Agreement; coordinates with Office Administrators to ensure that the required Determination Forms are remitted; calculates reimbursement amounts; provides notification of indebtedness to employees and Office Administrators; collects, processes and reconciles reimbursements to the Senate as mandated by law; processes all related adjustments; sets up repayment schedules as needed; adjusts office balances as appropriate; and prepares all payroll and accounting memos and adjustments related to the SLP.

Maintains current knowledge of the Disbursing office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires a High School Diploma or G.E.D. with three to five years of benefits/program administration experience; or any combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of or ability to learn the functions, operations, policies and procedures used by the Senate Disbursing Office to process personnel, payroll and student loan transactions.

Knowledge of or ability to learn laws, regulations, Treasury manual, Senate policies and Disbursing Office procedures establishing guidelines and procedures for processing payroll transactions and administering the provisions of the SLP.

Knowledge of or ability to learn the Senate's PeopleSoft payroll/personnel database and its entry, query and reporting functions.

Ability to provide prompt and courteous customer service.

Ability to produce payroll reports, audit, adjust, resolve and reconcile data.

Ability to analyze and interpret data to resolve issues or recommend options.

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Ability to accurately compute adjustments to pay and SLP reimbursements.

Ability to use computer and relevant computer software packages.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to professionally handle confidential/sensitive matters and materials.

Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.

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