

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms 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 is available at www.senate.gov/saaemployment.

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 Senate Sergeant at Arms 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 resumes@saa.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 obligations and efforts of the Office of the Senate Sergeant at Arms 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.



DIRECTOR OF HUMAN RESOURCES

NATURE OF WORK

This is managerial and professional work directing the activities of the Human Resources Department. Work includes developing and implementing human resources policies, guidelines and procedures, and administering human resources programs. Work is performed under the direction of the Sergeant at Arms.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Develops and implements personnel policies and procedures; makes recommendations to Executive Management for improvement of SAA's policies, procedures and practices on personnel matters.
- Plans, organizes, directs, assigns and evaluates the work of professional and support human resources staff; and reviews and approves the department budget.
- Provides recruitment, employment, classification, compensation, labor and employee relations, payroll and leave administration, records management, safety and personnel policy services to all offices of the SAA.
- Provides SAA New Employee Orientation and supervisory/management training on personnel policies and procedures.
- Conducts exit interviews to determine reasons behind separation.
- Administers the Federal Workers' Compensation Program for all Senate employees; provides safety and ADA compliance services and advice to SAA and Senate offices across the Senate campus.
- Provides assistance as requested to Member and Committee offices in filling vacant positions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and is essentially sedentary, with occasional walking, standing, bending, safely carrying items less than 25 pounds such as a laptop, books, papers, files, etc., and may require extended periods of computer use.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in human resources management or a related field and eight to ten years of progressively responsible professional human resources experience, including managerial experience; or any equivalent combination of education and experience that provides the following knowledge, abilities, and skills:



- Knowledge of modern human resources management principles, practices and procedures.
- Knowledge of Senate's legal employment obligations under the Congressional Accountability Act and other related applicable laws.
- Knowledge of effective management and supervisory practices and processes.
- Knowledge of the negotiation process and labor relations practices.
- Knowledge of modern office practices, procedures and equipment, including computers, spreadsheets, databases and relevant software/Web applications.
- Ability to establish and maintain proper policies, guidelines and procedures for effective human resources management systems and programs.
- Ability to plan, organize, coordinate, assign, direct and evaluate the work of professional and administrative staff.
- Ability to offer sound advice/recommendations on policies and procedures in compliance with legal requirements.
- Familiarity with Human Resources Information Systems.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.