

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.



HUMAN RESOURCES TECHNICIAN

NATURE OF WORK

This is technical work providing staff support to human resource programs and processes. Work includes administering employment processes for the SAA; participating in payroll and personnel records management; administering the electronic document imaging program; and answering HR related questions. Work also involves assigned activities such as the Summer Intern Program, Metro Fare Subsidy Program, and related assignments. Work is performed under the general supervision of a Senior Human Resources Administrator or other immediate supervisor and reviewed for the quality and quantity of work produced and deadlines met.

EXAMPLES OF WORK

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

- Administers employment processes for SAA; posts vacancies, writes and places ads, receives and screens applications, assists in identifying qualified applicants; provides information to applicants and employees regarding SAA employment and benefits; processes new employees, processes necessary background paperwork in conjunction with the United States Capitol Police; verifies employment eligibility for all new hires with Department of Homeland Security; processes parking and ID requests; assists with entry of personnel and payroll transactions.
- Administers the electronic document imaging program; scans and indexes human resources documents; updates relevant databases; ensures all related files are orderly and updated while maintaining strict confidentiality.
- Maintains and/or disburses payroll and leave records for SAA departments.
- Coordinates the summer intern program, including screening, selecting and placing interns within SAA divisions; tracks appointments, and terminations.
- Handles special projects or assignments such as the Metro Fare Subsidy Program; distributes information to employees and prepares periodic reports for management.
- Provides front office reception services; greets visitors and answers incoming calls.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment requiring no exceptional physical demands.



MINIMUM QUALIFICATIONS

Work requires an Associate's Degree in human resources management or related field; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of modern human resources management practices and procedures.
- Knowledge of automated human resources systems, electronic file management systems and other software systems typically used in human resources offices
- Ability to carry out established guidelines and procedures related to human resources programs.
- Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.