



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

OPEN ONLY TO SENATE EMPLOYEES AND REFERRALS

POSITION: Human Resources Administrative Assistant

DEPARTMENT: Human Resources

SALARY RANGE: \$54,884 - \$85,071

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: June 13, 2018

DEADLINE FOR APPLICATIONS: June 27, 2018 Applications will NOT be accepted after 11:59 p.m.

The 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.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

Department: Human Resources

Reports to: Deputy Director, Human Resources

NATURE OF WORK

This is professional, administrative work supporting human resource (HR) programs and processes for the Office of the Secretary of the Senate. Work includes payroll and personnel records management; managing and maintaining the Human Resources Information System (PeopleSoft), administering the electronic document imaging system (Image Now), answering HR related questions; and assisting with the administration and coordination of all Secretary employment functions. Work is bound by Secretary of the Senate policies and procedures, the *U.S. Senate Handbook*, and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Administer and coordinate recruiting efforts; prepare and post internal and external vacancy announcements; respond to inquiries for information on vacancies and/or employment with the Senate. Serve as primary administrator for Secretary's Online Application Management System (OAM).

Manage Image Now and PeopleSoft software systems.

Under the supervision of the Deputy Director, conduct orientation for all new Secretary staff; inform new employees of Secretary policies and procedures; prepare and process all new staff documentation; create and maintain confidential electronic and hard-copy personnel files and process background checks through the United States Capitol Police (USCP).

Coordinate parking and the Public Transportation Program for all Secretary staff; advise staff of policies affecting participation in the program; and ensure compliance with Senate and Secretary guidelines for participation in the program.

Serve as primary administrator for the HR Office's Leave and Time System (LTS); verify eligibility and accuracy of overtime requests; calculate and process overtime.

Process department purchase orders; make authorized purchases on behalf of HR; track and record purchases made with the HR purchase card.

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.

PB: 6 FLSA: NE VEOA: C

06/13/2018



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Answer phone, greet visitors to the office, and monitor delivery and pickup of materials.

Maintain current knowledge of the HR Office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participate in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed at a front office work station, and involves everyday risks or discomforts, requiring normal safety precautions when performing the work. Work requires frequent walking, standing, bending and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, e-mail, telephone, photocopier, and fax machine. Regular, predictable and punctual attendance required for performance of duties. Work also requires physical presence at the HR office during business hours and when working outside business hours, as needed. Work is performed in a front office work station.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in human resources management or related field, with one to three years of human resources or administrative experience; and the following knowledge, abilities and skills:

General knowledge of modern HR management principles, practices and procedures.

General knowledge of various employment laws.

Knowledge of the Senate as an institution.

Ability to learn and manage various software programs within the HR Office. Experience with HRIS systems, including PeopleSoft, preferred.

Ability to establish and maintain guidelines and procedures for effective HR support programs.

Ability to interpret policy and employment law guidelines.

Ability to prepare and maintain confidential records and reports.

Ability to communicate effectively and with tact and diplomacy, both orally and in writing.

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.

PB: 6 FLSA: NE VEOA: C

06/13/2018

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

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.

PB: 6 FLSA: NE VEOA: C

06/13/2018