



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:

HUMAN RESOURCES DIRECTOR

DEPARTMENT:

Human Resources

SALARY RANGE:

\$116,572 – \$169,459

CONTACT

Office of the Secretary of the Senate
Room S-333, US Capitol Building
E-mail: HRDirectorresumes@sec.senate.gov
Fax: 202-228-1019

**FEDERAL RELAY
SERVICE**

Speech/Hearing impaired persons may contact the Federal Relay Service at 1(800) 877-8339 TTY

POSTING DATE:

January 10, 2012

**DEADLINE FOR
APPLICATIONS:**

January 24, 2012 Applications will NOT be accepted after 6:00 p.m.
E-mail, fax or hand-deliver applications.

E-mail your submission to HRDirectorresumes@sec.senate.gov. Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.

All applicants should submit a Secretary of the Senate Application for Employment, cover letter and current resume to the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.



HUMAN RESOURCES DIRECTOR

Department: Human Resources

Reports to: Secretary of the Senate and/or designee

NATURE OF WORK

This is managerial and professional work directing the activities of the Human Resources Department of the Office of the Secretary of the Senate (SecSen). Work includes advising the Secretary of the Senate, in consultation with the Office of the Senate Chief Counsel for Employment (SCCE), of human resources policies and procedures. Work is bound by Senate rules and systems and applicable federal employment laws.

ESSENTIAL FUNCTIONS

Plans, organizes, directs, assigns and evaluates the work of the staff of the SecSen Human Resources Department.

Advises the Secretary of the Senate, in coordination with the SCCE, on human resource policies and procedures.

Coordinates hiring with Department Directors of the SecSen by posting job advertisements, receiving resumes and forwarding them to Department Directors, assisting Department Directors with interviewing and checking references as needed, ensuring that veteran applicants receive required preferences and credit for military service, preparing and sending hiring confirmation correspondence to new hires, coordinating with the Capitol Police to conduct background checks of new hires, recommending the starting salaries of new hires, completing I-9 and e-verify processes for all new hires, processing transportation subsidies and parking, and escorting new hires to the Senate Disbursing Office and Senate ID office for intake processing.

Advises the Secretary of the Senate, in coordination with the appropriate SecSen Department Director and the SCCE, on addressing employee grievances, preparing performance improvement plans, adjusting employee salaries, and counseling, disciplining and terminating employees.

Advises the Secretary of the Senate, in coordination with the appropriate SecSen Department Director and the SCCE, on pay band classifications of SecSen employees and salary adjustments when needed.

When authorized by the Secretary of the Senate, prepares SecSen payroll authorization forms and overtime spreadsheets and, with written approval of the Secretary of the Senate and the Assistant Secretary of the Senate, submits the forms and spreadsheets to the Senate Disbursing Office.

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



UNITED STATES SENATE OFFICE OF THE SECRETARY

Maintains SecSen employee personnel files and SecSen employee ID database.

Receives SecSen employee time sheets from SecSen Department Directors and ensures that the time sheet data are entered accurately into electronic database.

Oversees the preparation of accurate Family and Medical Leave Act (FMLA) letters and Medical Certification forms for SecSen employees, and tracks FMLA leave for SecSen employees.

Maintains confidential FMLA Medical Certification forms and other health-related information files.

Monitors and records SecSen employees' attendance at required training, including but not limited to, Ethics and legal training.

On an ongoing basis, informs SecSen employees of training, seminars, lectures and tours available to SecSen employees.

Receives completed student loan contracts from Department Directors and submits contracts to the Senate Disbursing Office.

Reviews resumes of summer interns; in coordination with SecSen Department Directors, assigns summer interns to departments; coordinates summer intern seminar programs.

Conducts employee exit Interview when employee leaves the employment of the SecSen.

Prepares annual report of the SecSen Human Resources Department and submits it to the Secretary of the Senate.

Develops and justifies operating budget for the SecSen Department of Human Resources and submits it to the Secretary of the Senate. Manages the SecSen Department of Human Resources within allocated budget.

Plans, develops, rehearses and implements Continuity of Operations Plan (COOP) for employees of the SecSen Department of Human Resources. As a member of the SecSen's Emergency Operations Center (EOC) Team, works late night rotations, as assigned, and performs other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts, requiring normal safety precautions. Work requires frequent walking, standing, bending and carrying items up to 25 pounds. Work schedule may vary on occasion to meet the needs of the SecSen. Must be able to work the floor schedule as dictated by Senate activities when on EOC rotation.

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MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in human resources management or a related field (advanced degree preferred) and five to eight years of progressively responsible professional human resources generalist experience, including managerial experience, which provides the following knowledge, abilities and skills:

Demonstrated knowledge of modern human resources management principles, practices and procedures.

Knowledge of effective management and supervisory practices and processes.

Ability to plan, organize, coordinate, assign, direct and evaluate the work of professional and administrative staff.

Sufficient familiarity with relevant federal employment laws to recognize when to seek legal advice from the SCCE.

Sufficient familiarity with relevant Senate Ethics Rules to recognize when to seek advice from the Secretary of the Senate or the SecSen General Counsel.

Ability to advise the Secretary of the Senate of, and to maintain, proper policies, guidelines and procedures for effective human resources management systems and programs.

Ability to offer Secretary of the Senate sound advice on SecSen policies, procedures and employee relations.

Ability to work effectively and collaboratively with supervisors, peers, and support staff across the SecSen.

Ability to manage multiple priorities, think tactically and strategically, demonstrate objectivity, be results oriented, and show initiative and creativity.

Ability to use the computer and relevant software packages for word processing, spreadsheets, presentations, course management, file transfer and scanning.

Excellent interpersonal, oral and written communication skills.

LICENSES or CERTIFICATIONS

None.

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