



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Career Ladder Position:
Payroll Assistant (Pay Band 5) to
Payroll Specialist I (Pay Band 6) to
Payroll Specialist II (Pay Band 7)

DEPARTMENT

Senate Disbursing Office

SALARY RANGE

Pay Band 5: \$52,722 - \$81,721
Pay Band 6: \$58,687 - \$90,967
Pay Band 7: \$65,313 - \$101,236

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

February 8, 2022

DEADLINE FOR APPLICATIONS

February 22, 2022 Applications will NOT be accepted after 11:59 p.m.

The online application can be found in the Employment section of Senate.gov - <https://www.senate.gov/visiting/employment.htm>.

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:

https://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 resumes@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.



**Career-Ladder Position (CL)
Payroll Assistant to Payroll Specialist I
to Payroll Specialist II**

Department: Senate Disbursing Office

Reports to: Payroll Systems Manager

This is a two-phase, entry-level Payroll Section position with a set career-ladder path. The employee is expected to complete the two phases in approximately 12 to 24 months, followed by a noncompetitive promotion to Payroll Specialist II. The employee will gain basic knowledge of the Senate Payroll Section, its functions, and its role within the Senate. The employee will also gain a progressive understanding of the PeopleSoft Senate Payroll System (PS SPS), including verification and input of data, understanding of data being input, ability to use and move through SPS screens, and ability to interpret data and use system reports. The employee will gain a basic understanding of pay, taxes, deductions, the Student Loan Program (SLP), and benefits. The employee will research and respond to inquiries regarding payroll and provide information to office administrators and employees on rules, regulations, Senate policies, and Disbursing Office procedures relating to pay.

PHASE I – PAYROLL ASSISTANT (CL) – Pay band 5

NATURE OF WORK

This is entry-level administrative support work that involves learning basic payroll-related concepts, terms, rules, procedures, and processes, and how to process personnel and payroll actions of the Senate for the Disbursing Office. Work includes verifying the accuracy of personnel/payroll actions, entering data into PS SPS, and assisting employees and offices with salary and deduction computations. Work is bound by Title 2 and Title 5 of the U.S. Code; IRS and Office of Personnel Management (OPM) interpretation and guidelines; Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; the *Senate Ethics Manual*; and Disbursing Office procedures, practices, and guidelines, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Develop understanding and ability to apply basic Senate payroll terminology and actions.

Develop knowledge of the functions, operations, policies, and procedures used by the Disbursing Office to process personnel and payroll actions.

Process personnel and payroll actions of the Senate for the Disbursing Office, working from more basic actions to more complex while gaining a basic understanding of how PS SPS uses the data.

Verify the accuracy of personnel and payroll actions.

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.



UNITED STATES SENATE OFFICE OF THE SECRETARY

Assist employees and offices with salary and deduction computations.

Research and respond to inquiries regarding payroll.

Provide information to office administrators and employees on rules, regulations, Senate policies, and Disbursing Office procedures related to pay.

Understand the Senate, as well as the Disbursing Office's function within the Senate.

Input to PS SPS and understand rules governing various types of appointments, hires and rehires, and associated documentation.

Calculate pay and deductions; research and respond to basic inquiries regarding pay and payroll.

Input tax election and understand tax terminology and various tax statuses.

Demonstrate basic understanding of benefits availability.

Demonstrate basic understanding of Thrift Savings Plan (TSP); input TSP information.

Demonstrate basic understanding of shared employees and displaced staff.

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

MINIMUM QUALIFICATIONS – PHASE I

Work requires a high school diploma or GED (bachelor's degree preferred), with some payroll experience preferred, and the following knowledge, skills, and abilities:

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Prior experience with PeopleSoft is a plus.

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

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

Ability to use a computer and relevant computer software programs.

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

Ability to professionally handle confidential or sensitive matters and materials.

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.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Ability to communicate effectively, both orally and in writing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment with exposure to everyday risks and discomforts, and requires the use of normal safety precautions. 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 is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

PHASE II – PAYROLL SPECIALIST I (CL) – Noncompetitive promotion to Pay band 6

NATURE OF WORK

This is more advanced administrative support work that involves learning additional payroll-related concepts, terms, rules, procedures, and processes. In addition to processing the personnel and payroll actions of the Senate for the Disbursing Office, work includes verifying the accuracy of personnel/payroll actions, entering data into PS SPS, and assisting employees and offices with salary and deduction computations. Work is bound by Title 2 and Title 5 of the U.S. Code; IRS and OPM interpretation and guidelines; Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*, the *Senate Ethics Manual*; and Disbursing Office procedures, practices, and guidelines, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

Input to PS SPS progressively more complex data; gain greater understanding of how PS SPS uses the data.

Understand, use, and apply progressively more complex payroll-related data. Provide counseling and expertise to staff, Senators, and office administrators on matters of pay, deductions, taxes, rules, regulations, Senate policies, and Disbursing Office policies relating to pay.

Demonstrate basic understanding of office budgets.

Work with various reports, including Daily Audit Report, Daily Validation Report, Daily Projections, W-2 forms, and Cost of Living Adjustment (COLA) letters; ensure that periodic reports are provided to appropriate persons within the Disbursing Office, the Senate, and external agencies and organizations.

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.



UNITED STATES SENATE OFFICE OF THE SECRETARY

Understand rules governing appointments, hires and rehires, and associated documentation; understand associated prior service research rules; and input related data into PS SPS.

Perform more complex payroll calculations, including prorated pay, bonuses, missing days, overtime payment, overtime straight payment, and lump sum leave.

Research and respond to more complex inquiries regarding pay and payroll.

Input more complex tax elections and gain a more technical understanding of taxation rules and how PS SPS administers taxation.

Develop more in-depth knowledge and understanding of benefits.

Process TSP transactions; understand and calculate automatic and matching contributions; and understand process to retro-stop automatic contributions.

Demonstrate technical understanding of screens and processes; participate in testing new data elements and upgrades.

Demonstrate ability to perform daily check on input work.

Demonstrate ability to interact with financial institutions, federal agencies and entities, and plan administrators.

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

MINIMUM QUALIFICATIONS – PHASE II

Work requires a high school diploma or GED (bachelor's degree preferred), with one to three years of payroll experience, and the following knowledge, skills, and abilities:

Acquisition of all knowledge, skills, and abilities listed in Phase I of Payroll Assistant.

Knowledge of the functions, operations, policies, and procedures used by the Senate Disbursing Office to process personnel and payroll actions.

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Knowledge of laws, regulations, Treasury Financial Manual (TFM), Senate policies, and Disbursing Office guidelines and procedures for processing personnel and payroll actions.

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.



UNITED STATES SENATE OFFICE OF THE SECRETARY

Experience with PeopleSoft.

Knowledge of the Senate's PS SPS payroll/personnel database and entry, query, and reporting functions.

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

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

Ability to accurately compute basic adjustments to pay.

Ability to use a computer and relevant computer software programs.

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

Ability to professionally handle confidential or sensitive matters and materials.

Ability to communicate effectively, both orally and in writing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and requires the use of normal safety precautions to avoid everyday risks and discomforts. 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 is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary of the Senate.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

PAYROLL SPECIALIST II – Noncompetitive promotion to Pay band 7

NATURE OF WORK

This is advanced administrative support work that involves learning more complex payroll-related concepts, terms, rules, procedures, and processes, and processing increasingly more difficult personnel and payroll actions of the Senate for the Disbursing Office. Work includes verifying the accuracy of personnel/payroll actions, checking daily input, entering data into PS SPS, and assisting employees and offices with salary computations. Work is bound by Title 2 and Title 5 of the U.S. Code; IRS and OPM interpretation and guidelines; Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; the *Senate Ethics Manual*; and Disbursing Office procedures, practices, and guidelines, but requires independent judgment in setting priorities and handling assignments.

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.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



ESSENTIAL FUNCTIONS

Examine, process, and enter increasingly difficult personnel and payroll actions for Senate staff into the PS SPS; research Disbursing Office files to obtain information for service verification, as needed.

Demonstrate ability to “Reprocess Hire (HIR)” following Employee Benefits Section (EBS) research; understand HIR defaults; and follow up with employees or office administrators as required with regard to appointments.

Input and understand rules governing and processes required for various types of Revised Terms; process repayments made by check to PS SPS and to the Accounting Section.

Research and respond to inquiries regarding payroll; provide information to office administrators and employees on rules, regulations, Senate policies, and Disbursing Office procedures relating to pay; assist office administrators in calculating payroll adjustments and overtime for staff members; audit, adjust, and resolve salary-related errors; determine amount and extent of error(s) and follow procedures for collections or repayment; and prepare letters to financial institutions to resolve issues with payments.

Understand pre-tax, post-tax, and tax-deferred statuses, and how those statuses affect calculation of FICA, Medicare, and federal and state taxes; understand “subject to FICA” and how that applies to retirement categories and calculations; and understand withholding priority.

Manually verify that proper deduction amounts are being withheld from individual payroll records and participate in testing new data elements introduced into PS SPS.

Demonstrate basic understanding of benefits calculations for employee and agency contributions related to Federal Employees’ Group Life Insurance (FEGLI), retirement, Federal Employees’ Health Benefits Program (FEHB), and DC Health Link (DCHL).

Demonstrate ability to act as section or office representative at agency-level meetings or conferences; demonstrate ability to advise staff and interact with financial institutions, as necessary.

Demonstrate ability to train junior staff and check daily input.

Demonstrate ability to produce and verify the accuracy of PS SPS payroll/personnel reports and Daily Audit Report; demonstrate ability to troubleshoot and address inquiries.

Demonstrate understanding of all figures on W-2 forms and from where they originate; basic understanding of Form 1095-C.

Demonstrate basic understanding of the provisions of the Student Loan Program (SLP) and SLP Reports; demonstrate ability to act as backup to Student Loan Administrator.

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.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



Demonstrate basic understanding of tax- and court-ordered levies/garnishment of wages; demonstrate ability to act as backup to Senior Payroll Specialist.

Maintain current knowledge of the Disbursing 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 in an office environment and requires the use of normal safety precautions to avoid everyday risks and discomforts. 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 is required for performance of duties. Work also requires physical presence in the office, except as otherwise required by the Office of the Secretary.

MINIMUM QUALIFICATIONS

Work requires a high school diploma or GED (bachelor's degree preferred), with two to four years of payroll experience, and the following knowledge, skills, and abilities:

Acquisition of all knowledge, skills, and abilities listed in Phase I (Payroll Assistant) and Phase II (Payroll Specialist I).

Knowledge of the functions, operations, policies, and procedures used by the Senate Disbursing Office to process personnel and payroll actions.

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Knowledge of laws, regulations, Treasury Financial Manual (TFM), Senate policies, and Disbursing procedures establishing guidelines and procedures for processing personnel and payroll actions.

Knowledge of the Senate's PeopleSoft payroll/personnel database and entry, query, and reporting functions.

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

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

Ability to accurately compute adjustments to pay.

Ability to use a computer and relevant computer software programs.

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.



UNITED STATES SENATE OFFICE OF THE SECRETARY

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

Ability to professionally handle confidential or sensitive matters and materials.

Ability to communicate effectively, both orally and in writing.

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.