

## 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](http://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](mailto: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 and administering the electronic document imaging program. Work also involves assigned activities such as the Summer Intern Program, Transit Subsidy Program, and related assignments. Work is performed under the general supervision of a Senior Human Resources Administrator 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; provides information to applicants and employees regarding SAA employment and benefits; verifies employment eligibility for all new hires with Department of Homeland Security; processes new employees; processes parking and ID requests; assists with data entry of personnel and payroll transactions.
- Manages and maintains the human resources electronic document imaging system.
- Coordinates the summer intern program, including screening, selecting and placing interns within SAA divisions; tracks appointments and terminations.
- Coordinates special projects or assignments such as the Transit Subsidy Program; distributes information to employees and prepares periodic reports for management.
- Provides front office reception services; greets visitors and answers incoming calls; answers general human resources questions.
- Disburses payroll reports for SAA departments.

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

PAGE 1 OF 2

*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.*



- Knowledge of modern human resources management practices and procedures.
- Knowledge of Senate's legal employment obligations under the Congressional Accountability Act and various employment laws.
- Knowledge of modern office practices, procedures and equipment, including computers, spreadsheets, databases and relevant software/Web applications.
- Ability to carry out established guidelines and procedures related to human resources programs.
- Ability to handle sensitive and confidential information.
- Ability to communicate effectively.

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**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

Position requires the ability to obtain and maintain an E-Verify certification.