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 ADMINISTRATOR

NATURE OF WORK

This is professional work with responsibility for human resources support programs and processes. Work includes coordinating, overseeing and/or maintaining human resources policies, guidelines and procedures in such areas as leave administration, classification, Family and Medical Leave (FMLA), workers' compensation, personnel records, hiring/staffing, workplace safety and ergonomic assessments. Work is performed under the general direction of a Human Resources Manager.

EXAMPLES OF WORK

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

- Maintains and administers Sergeant at Arms (SAA) leave records; tracks, records, and reports leave usage for employees in SAA departments; provides training, advice and counseling to employees and personnel administrators on all leave matters; interprets rules and makes recommendations on leave actions within guidelines of the SAA Employee Handbook.

- Administers and maintains the SAA's job classification system; reviews and analyzes positions, conducts desk audits and factors jobs to maintain the organization's classification system; updates, creates and disseminates SAA departmental and agency organizational charts; makes recommendations when necessary.

- Maintains the SAA's FMLA program; interprets and ensures compliance with legal requirements of the FMLA; provides FMLA advice and guidance to staff and management; maintains records of FMLA usage; and coordinates with employment counsel as needed.

- Participates on interview panels and makes recommendations for the selection of applicants and promotion of employees; coaches and counsels hiring managers.

- Establishes, coordinates, and implements general occupational and environmental safety and health programs; develops written safety plans, programs, and safety handbooks.

- Conducts pre-inspections to identify and correct any hazards found in the workplace; conducts pre-testing for air quality and sound survey tests; assists with inspections conducted by the Office of Compliance.

- Performs ergonomic assessments for SAA and Senate employees; provides recommendations for ergonomic improvements.

- Assists with handling reasonable accommodation requests for SAA and Senate employees in accordance with the Americans with Disabilities Act (ADA).

- Assists in administering the Workers' Compensation program; performs case management functions; prepares correspondence; issues claim forms; executes filings and coordinates related 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.

- Educates and counsels employees on policies and procedures of work place injuries, claim preparation and implementing policies and procedures as they pertain to Workers' Compensation.

- Processes overtime payments; assists with maintenance of overtime files for SAA departments; compiles and maintains negative leave reports; assists with payroll in the absence of the Senior HR Administrator.

- Reviews and maintains departmental budget; drafts, updates and submits office budget; reviews and reconciles monthly statements with vendors and finance department; approves HR purchase orders; makes authorized purchases on behalf of HR; forecasts monthly expenditures; tracks and records purchases made with the Human Resources SAA Purchase Card.

- Coordinates SAA patronage appointments; maintains records of vacancies and appointments; prepares all necessary documentation for the program; works closely with secretaries for the majority and minority on all appointments.

- Processes and maintains background security files, including records for SAA vendor contract employees as well as new and prospective employees; serves as liaison with U.S. Capitol Police.

- Conducts interviewing & hiring training to supervisors and managers; conducts the SAA new hire orientation and summer intern orientation.

- Serves as department liaison to Senate Emergency Preparedness meetings, activities and exercises; plans, evaluates and makes recommendations to the Continuation of Operations Planning (COOP).

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 a Bachelor's Degree in human resources management or a related field, and three to five years of progressively responsible professional human resources experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of modern human resources management principles, practices and procedures.

- Knowledge of Senate's legal employment obligations under the Congressional Accountability Act and various employment laws.

- Knowledge of current occupational and environmental safety and health practices, programs, laws, codes, and standards.

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 office practices, procedures and equipment, including computers, spreadsheets, databases and relevant software/Web applications.
- Knowledge of general accounting and accounts payable principles, practices and procedures.
- Ability to establish and maintain guidelines and procedures for effective workplace safety programs.
- Ability to coordinate and conduct surveys and training for SAA employees.
- Ability to develop safety plans and other necessary safety-related documents.
- Ability to interact with legislative environmental and occupational safety groups and vendors.
- Ability to establish and maintain guidelines and procedures for effective human resources support programs.
- Ability to handle sensitive and confidential information.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Position may require the ability to obtain certifications to perform ergonomic assessments.

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