

United States Postal Service

External Publication for Job Posting 80879408

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

Branch

Human Resources Shared Service Center

Job Posting Period

10/14/2014 - 10/20/2014

Job Title

PERSONNEL PROCESSING SPEC (HRSS)

Facility Location

HUMAN RESOURCES SHARED SERVICES
7023 ALBERT PICK RD
GREENSBORO, NC 27497-9900

Contact Information: Please send all email inquiries to HRSSCNonCareerExternalHiring@usps.gov

ATTENTION! We will communicate with you by email concerning your application, so it is very important that you are able to receive our messages. Please add the following email addresses to your contact list right away to allow correspondence, especially if you use SPAM blocking software, use a yahoo account, or use a work or military email address!

ecareerworkflow@usps.gov
usps_support@panpowered.com
USPSeServices@geninfo.com

NOTE Please address all REQUIREMENTS listed on the job posting within the work experience and summary of accomplishment sections.

Position Information

TITLE: PERSONNEL PROCESSING SPEC (HRSS)

GRADE: EAS - 18

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 0201-0086

NON-SCHEDULED DAYS: Saturday/Sunday

HOURS: 07:00 A.M. to 08:30 P.M.

SALARY RANGE: 46,729.00 - 78,807.00 USD Annually

FINANCE NUMBER: 363200

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

Eligibility is limited to current non-career postal employees who work within the Human Resources Shared Service Center (HRSSC) or current non-career employees who work within the Greensboro District (including Area, Headquarters, and Headquarters field units). Also eligible are persons entitled to veterans' preference and/or covered by the Veterans Employment Opportunity Act (VEOA). Current career postal employees are not eligible to apply. Note: Veterans who are entitled to veterans' preference and/or covered by the VEOA may apply for any posted position.

Background Check

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

Functional Purpose

Performs complex staff work in support of the implementation, administration, evaluation and monitoring of personnel transactions and call center activities in a human resources shared service environment.

DUTIES AND RESPONSIBILITIES

1. Performs complex staff work in support of human resource programs in processing one or more of the following areas: personnel actions, compensation and benefits, selection, job bidding, reassignments, staffing and/or complement management.
2. Analyzes, researches, and resolves complex and unique issues associated with personnel activities and programs.
3. Processes, updates and maintains a variety of personnel transactions.
4. Serves as a point of contact to provide information, technical guidance, assistance and instruction to internal and external customers on human resource matters.
5. Monitors compliance with employment and selection policies, procedures and processes for bargaining, initial level supervisor, non-bargaining and postmaster positions.
6. Coordinates activities in support of staffing requests and complement issues.
7. Prepares reports and correspondence on issues related to personnel activities.

SUPERVISION

Supervisor, Human Resources Shared Services

NOTE Please address all REQUIREMENTS listed on the job posting within the work experience and summary of accomplishment sections.

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

1. Ability to research, including locating and reviewing appropriate source materials, in order to develop responses to inquiries and problem resolutions related to personnel activities.
2. Ability to work cooperatively and interact positively with co-workers and customers, exercising courtesy, discretion, and

appropriate handling of confidential employee information.

3. Ability to communicate in writing in a succinct and organized manner; producing written materials, taking into account proper audience, content, format, and grammar.
4. Ability to communicate orally to answer telephone calls and respond to routine requests for personnel information.
5. Knowledge of federal regulations, postal policies and procedures related to compensation and benefit programs, personnel programs, staffing and/or complement changes, at a level sufficient to provide related interpretation and guidance.
6. Ability to process activities related to benefits and personnel related programs.
7. Ability to follow standardized work instructions at a level sufficient to meet key performance metrics.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at FairChanceActSupport@usps.gov. Further information can be found at www.usps.com.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.