



# Loaned Executive Program Assignment Announcement

## Senior Advisor, Staffing Models, CBP

### Description:

The U.S. Department of Homeland Security (DHS) seeks to bring in one or more Loaned Executive(s) to advise the U.S. Customs and Border Protection (CBP) on and clarify issues related to the development and management of enterprise level personnel management, staffing models, and personnel scheduling systems. This effort is in direct support of DHS's efforts to develop and employ improved staffing models and personnel scheduling systems that address peak workloads as well as periods of low activity to maximize staffing efficiencies.

### Length:

The position is a six-month assignment with the option for a six-month renewal. During this time, the external expert(s) will serve full-time as a subject matter expert on personnel management, staffing models, and personnel scheduling systems for CBP, examining and providing assessments for existing policies, procedures, and training.

### Work Schedule:

The senior advisor (s) will work via temporary employment, as defined in 5 CFR § 304.102. The work schedule is full-time.

### Component:

CBP

### Location:

Multiple Locations

### Duties and Responsibilities:

- Recommend new and/or develop enhancements to existing processes, policies, procedures, and/or training related to personnel management, staffing models, and personnel scheduling systems within the discrete CBP security mission,
- Serve as a consultant regarding industry models and best practices for potential application.
- Advise CBP on the development of an enterprise level personnel management system, staffing models, and personnel scheduling systems that can be applied broadly across DHS.

## **Eligibility Requirements:**

All candidates must have/be:

- Extensive senior-level management experience in the development and analysis of staffing models and personnel scheduling systems.
- Substantial knowledge in personnel systems to include the development of policies and procedures with the use of technology is preferred.
- The successful candidate(s) must be in a current senior-level management or related position, with in-depth knowledge of personnel management, staffing analysis, and current personnel scheduling systems.
- DHS suitability eligible. All clearance issues need to be resolved in advance of the actual assignment to ensure immediate operational engagement.
- This position requires the filing of a Confidential Financial Disclosure Report (OGE Form 450).

## **Application Deadline:**

May 27, 2014 at 11:59 p.m. EDT

## **Application Requirements and How to Apply:**

To apply, please e-mail a resume with “Staffing Models” in the subject line to [loanedexecutive@hq.dhs.gov](mailto:loanedexecutive@hq.dhs.gov) before 11:59 p.m. EDT of the deadline date.

## **Whom to Contact for Additional Information:**

Karinda L. Washington at [Karinda.Washington@hq.dhs.gov](mailto:Karinda.Washington@hq.dhs.gov)

## **Additional Content:**

In accordance with the Federal Acquisition Regulation (FAR) Subpart 9.5 and the Homeland Security Acquisition Regulation (HSAR) Subpart 3009.5 (48 CFR 30009.507), a potential organizational conflict of interest exists pertaining to the services provided pursuant to this assignment announcement and mitigation may not be possible. HSAR Clauses 3052.209-72 (Organizational Conflict of Interest) and 3052.209-73 (Limitation of Future Contracting) are applicable to this assignment announcement.