



JD# 01-2020-20
Description:

Serves as a senior human resources specialist under operational control of Capital Policy and Programs (HCPP) in matrix to the Office of Intelligence Human Policy (Title 50 Cell) in concert with the Office of the Director of National Intelligence(ODNI) specialists. Plans, develops, organizes, evaluates and works collaboratively with internal and external partners on various Title 50 use 3024(v) human capital initiatives, standards and policies to include significant classification intelligence competencies position descriptions, pay compensation flexibilities, staffing and recruitment programs policies and projects.

Component Name: *DHS HQ OCHCO Human Capital Policy and Programs, Title 50 Cell*

Position Title: **Human Resources Specialist**

Job Series: 0201 or 0343

Grade Level: GS 13/14

Location: Two locations: OCHCO ROB 7&0 Street (3-4 days per week) and NAC-19 Washington, DC

Duration: 120-180 days and may be extended upon agreement

Openings: 1

Employee Responsibility: *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity.*

Duration: *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

Type of Position: Competitive Service
*** Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.*

Type of Detail: Non-reimbursable

Package Acceptance Period: **Start:** 1/1/20 **End:** Until Filled

Qualifications Needed:

Mastery knowledge of a wide range of federal HR laws, executive orders, regulations, policies, directives, instructions and concepts governing HR functions, providing staff-level advice to operating HR offices and liaisons across internal and external population in the development of solutions to especially complex problems of program improvements.

Skill in conducting reviews, analyzing and assessing various HR program operations, policies and practices to include identifying deficiencies; measuring compliance,

consistency, and effectiveness to make sound business recommendations for enhancements and improvements for the greater good of the organizations strategic goals. Ability to communicate effectively both verbally and in writing to establish and maintain effective and positive working relationships.

Clearance Required* (Y/N): Yes- X

If yes, what level of security clearance? **Secret (Minimum) TS/SCI (Preferred)**

***** Does Not Qualify for Joint Duty Credit**

***** No Temporary Promotion**

***** No Military or Contracted Personnel**

Submit the following documents to jointdutyprogramoffice@hq.dhs.gov , with “*Detail Opportunity – Human Resources Specialist*” in the subject line.

- Submit Joint Duty Assignment Application – [DHS Form 250-02](#)
- Resume (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- Redacted SF-50, removing PII (i.e., social security number or date of birth)

Point of Contact: **Email:** jointdutyprogramoffice@hq.dhs.gov
