

**EX-25-23B-DR (External)**  
**Human Resources Manager (Staffing and Classification)**

The agency will accept up to 50 application packages based on a “first come, first served” basis. While you will be able to email us your application package, those received after the first 50 will not be considered.

**Overview**

**Open & closing dates**

5/16/2025 to 5/27/2025

**Service**

Excepted

**Pay scale & grade**

GG-14

**Salary**

\$ 149,185 to \$191,931 / Per Year

**Appointment type**

Permanent

**Work schedule**

Full-Time

**Location**

Arlington, VA

**Relocation expenses reimbursed**

No

**Telework eligible**

Yes - as determined by the agency policy

**Security clearance**

Moderate Background Investigation

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**Job family (Series)**

0201 Human Resources Management

**Drug Test**

Yes

**Hiring Path**

All U.S. Citizens

**Clarification from the agency**

Current Career United States Postal Service Office of Inspector General, United States Postal Service and United States Postal Inspection Service, and Postal Regulatory Commission Employees will not be considered or selected from this vacancy announcement.

**Summary**

The USPS OIG is seeking a highly qualified applicant to fill our vacant Human Resources (HR) Manager position. This position manages the Staffing and Classification team in the HR directorate under Mission Support, located in Arlington, VA. The successful candidate will provide leadership, direction, and strategies in support of functional areas, including recruitment and placement, classification, organizational changes, and complement reporting. Bring your skills and voice to our team!

**Duties**

The incumbent will supervise a team of HR Analysts through planning, organizing, reviewing, supporting, and leading the team's daily activities. As a manager, the incumbent must be able to provide expert advice on a wide range of HR related topics, represent the agency at various meetings and functions, and build rapport with internal and external stakeholders.

Please note that the duties and responsibilities associated with this position may vary based upon the agency's needs at the time of hire. The following description of major duties and responsibilities is only intended to give applicants a general overview.

Major duties and responsibilities include:

- Day-to-day management of work; collaborates with peers and subordinates to deliver HR actions and legally sound advisory services.
- Provides authoritative advisory services and/or develops authoritative policy interpretations in the areas of recruitment and placement, classification, organization complement, and various personnel related issues.

- Plans, organizes, and conducts research on complex HR issues that involve major areas of uncertainty in approach, methodology, and interpretation, to identify appropriate solutions.
- Represents USPS OIG in meetings with high-level officials from the United States Postal Service, other agencies, vendors, and members of external organizations.
- Briefs senior officials on complex, controversial, and unprecedented matters with agency-wide solutions and plans.
- Presents assessment results and studies, negotiates agreements, and inspires innovative changes through approvals of senior leaders.
- Manages agency and HR goals, performs assessments, and implements desired outcomes successfully.
- Identifies and resolves, as applicable, unique cases where no policy exists, recommending innovative actions to address new needs and/or issues.
- Supports equal opportunity in recruitment and avoids prohibited personnel practices.
- Practices sound judgement and effective management when assigning work, combining or separating duties, establishing or abolishing positions, and in fulfilling other HR management duties and responsibilities.
- Identifies and protects sensitive and classified data as well as the character, background, and history of employees and candidates for employment.

### **Conditions of Employment**

- Must be a U.S. citizen.
- Must be able to pass a drug screening and medical assessment questionnaire.
- Must be able to pass a background investigation.
- Must be able to obtain and maintain a moderate background investigation security clearance.
- Must be able to obtain and maintain a government-issued credit card.
- May be required to successfully complete a 12-month probationary period.

### **MINIMUM QUALIFICATIONS**

You must meet one of the minimum qualifications listed below.

- Bachelor's degree from an accredited college or university and four (4) years of professional HR experience in Staffing and Placement

**OR**

- Have at least two (2) years of previous supervisory experience in HR and additional four (4) years of professional HR experience in Staffing and Placement

**OR**

- Have at least eight (8) years of professional HR experience in Staffing and Placement

## **DESIRABLE QUALIFICATIONS**

- Degree in Human Resources.
- HR Certification, i.e., SHRM CP or SCP, PHR/SPHR, HRI Certification, USDA Graduate School HR Certification, HRIS HR Certification, etc.
- Knowledge of U.S. Postal Service personnel guidelines.
- Experience working in an OIG environment.
- Experience using USA Staffing.

## **EVALUATION FACTORS**

You must have the experience, knowledge, and skills as listed in EACH of the evaluation factor. Failure to demonstrate that you meet all the evaluation factor requirements as listed below will result in a score of zero (0), an ineligible status, and you will not be referred for further consideration. Include your major accomplishments relevant to the position requirements in your resume.

- Demonstrated knowledge of HR laws, policies, practices, and procedures related to staffing, recruitment, placement, classification, and complement.
- Demonstrated skills in managing, interpreting, and advising senior officials and customers on a variety of HR issues that are focused on, or interdependent of, Staffing operations.
- Demonstrated ability to independently research, analyze, and resolve complex HR problems and issues.
- Demonstrated ability to lead a diverse staff, motivate employees, and provide unparalleled customer service.
- Demonstrated ability to effectively communicate, both orally and in writing, with the staff, management officials, and internal/external stakeholders.
- Demonstrated ability to multi-task and successfully manage projects by applying critical thinking and logic, performing thorough research, and analyzing multifaceted data.

## **Education**

Education must be accredited by an institution recognized by the U.S. Department of Education. Applicants can verify accreditation here: [www.ed.gov](http://www.ed.gov).

Special Instructions for Candidates with Foreign Education: Education completed outside the United States must be deemed equivalent to that gained in U.S. education programs. You must submit all necessary documents to a private U.S. credential evaluation service to interpret equivalency of your education against courses given in U.S. accredited colleges

and universities. For further information, visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications>.

### **Additional information**

As a result of the passage of the Postal Service Reform Act of 2022 (PSRA), USPS employees (including USPS OIG) and retirees will transition from the Federal Employees Health Benefits (FEHB) Program to the Postal Service Health Benefits (PSHB) Program effective January 1, 2025.

Pay is only part of the compensation you will earn working for the USPS OIG. We offer a broad array of benefits programs.

Detailed information about eligibility and enrollment will be provided upon hiring. For more information, visit the Postal Service Health Benefits (PSHB) Program website at <https://www.opm.gov/healthcareinsurance/pshb/#url=Overview>

We offer Health, Dental, Vision, Life and Long-Term Care Insurances with Flexible Spending options as well. For more information about these programs visit: <https://www.opm.gov/healthcare-insurance/GuideMe/Federal-Employees/>

Retirement and Thrift Savings. For more information about these programs, see <https://www.opm.gov/retirement-center/> and [www.tsp.gov](http://www.tsp.gov).

Workplace Programs. USPS OIG offers a range of flexible work schedules, telework, and employee assistance programs.

Leave and Holidays. In addition to eleven (11) paid holidays each year, you will earn thirteen (13) days of paid sick leave and thirteen (13) to twenty-six (26) paid vacation days each year depending on your years of service.

Fair Labor Standards Act (FLSA) Status: EXEMPT (Nonexempt employees are entitled to overtime pay; Exempt employees are not).

Our agency provides reasonable accommodations for applicants with disabilities. If you require accommodations during any part of the application and/or hiring process, please contact us by sending an email to [SupportHiring@uspsoig.gov](mailto:SupportHiring@uspsoig.gov). The decision on granting an accommodation request will be made on a case-by-case basis.

### **How You Will Be Evaluated**

You will be evaluated for this vacancy based on how well you meet the qualifications above.

The Human Resources Office will review your resume and supporting documentation to ensure that you meet the minimum qualifications required for this position. You will no longer be considered for this position if you: receive a zero (0) rating on any evaluation factor; fail to attach all required documentation; if your application materials indicate that you are not minimally qualified for this position; or if you fail to qualify on the interview.

Only the top-rated candidates will be referred to a review official or the selecting official for further consideration. Top-rated applicants may be required to participate in an interview. Your rating may be further adjusted or rated as ineligible by the review official or the selecting official based on your interview performance. Once all applicant scores are finalized, the selecting official will make a final decision.

NOTE: If you receive a zero (0) rating on any evaluation factor or on the interview, you will be considered NOT MINIMALLY QUALIFIED for the position and rated ineligible.

Applicants for this position may be interviewed one or more times as part of the hiring process. During interviews, applicants may not use any AI tool or virtual assistant (such as ChatGPT) to help them answer questions, except for accessibility tools used as part of a reasonable accommodation. Applicants who fail to follow these rules will be disqualified from the hiring process.

## Required Documents

You must submit all required documents by 11:59 PM EST on the closing date of this announcement. Make sure you include the vacancy announcement number in the subject line when submitting your application package. For information on submitting application packages, please review the 'How to Apply' section. **The announcement number for this vacancy is: EX-25-23B-DR.**

1. **RESUME: Required.** It is essential that your resume and supporting documentation provide sufficient information to substantiate your qualifications for the announced position.

2. **COMPLETE APPLICATION QUESTIONNAIRE: Required.** Download the Application Questionnaire (PDF), complete the form, and include it in the application package.

3. **PERFORMANCE APPRAISAL (FY 2023 and 2024): Required.** Appraisals must be dated within the last 15 months. This is required from all applicants including federal, USPS, OIG, and private sector employees. If a performance appraisal is not available, you must submit a separate statement explaining why is not available. NOTE: An SF-50 is not acceptable as a performance appraisal.

4. **TRANSCRIPTS: Required, if it is used to claim the education requirement under minimum qualification.** It must be from an accredited college or university. The information presented in the transcript must be verifiable and should contain the name of the institution, applicant's name, list of completed courses, semester hours, GPA, date and type of Bachelor's Degree issued. Education completed outside the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Attach document verifying that it has been deemed equivalent. For further information visit: <https://sites.ed.gov/international/recognition-of-foreignqualifications>. (**Required:** Name the file as "Transcript")

5. **SF-50: Required, if you are or have been a federal employee.** This is to demonstrate tenure and competitive/excepted service for eligibility purposes. (**Required:** Name the file as "SF-50" or "Form 50").

**6. VETERANS PREFERENCE DOCUMENTATION: Required, if applicable.** If you are claiming veterans' preference. You must submit the Member 4 copy of your DD-214 Certificate of Release or Discharge from Active Duty, and/or other proof of veterans' preference eligibility, including your VA letter, SF-15 (<https://www.opm.gov/forms/standard-forms/>), and all required documents related to your SF15 claim. Veterans can request the Member 4 copy of DD-214 at <https://www.archives.gov/veterans/military-service-records> and download a copy of the VA letter from [www.ebenefits.va.gov/ebenefits/homepage](http://www.ebenefits.va.gov/ebenefits/homepage). If applicable, you are required to submit each veterans' preference document in the application packages. **(Required: Name these files as "DD-214" or "SF-15" or "Other Veterans Document").**

**7. SUPPORTING DOCUMENTS: Required, if applicable.** Degrees, Certificates, and Licenses. If there is an education, certification, and/or license requirement for this vacancy, relevant documents must be included in the application package.

### **How to Apply**

To apply for this position, you must submit an application package containing all required documents, e.g., application questionnaire, performance appraisals, SF-50, Veterans' preference documents, transcripts, and/or supporting documents, etc. The application questionnaire is available as a PDF in the vacancy announcement. The complete application package must be submitted via email at [SupportHiring@uspsoig.gov](mailto:SupportHiring@uspsoig.gov) by 11:59PM (EST) on the closing date, Tuesday, May 27, 2025, to receive consideration.

**Please include the vacancy number in the subject line when you are submitting your application package and all email communications pertaining to this vacancy announcement.**

For any questions on this vacancy announcement, please contact [dricks@uspsoig.gov](mailto:dricks@uspsoig.gov).