

**Career Opportunity
This is not a Federal Position**

We are currently accepting applications to fill the following vacancy:

**Supervisory Human Resources Specialist (Trust Branch Manager)
IS-0201-15
Announcement Number:
SIOHRT-22-09191**

OPEN DATE:	September 19, 2022
CLOSING DATE:	October 7, 2022
SALARY RANGE:	IS-0201-15 (\$148,484-\$163,333) Commensurate with experience
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full Time
DUTY LOCATION:	Washington DC

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

Open to all qualified applicants/Telework per SI policy

The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oema

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service
- Authorized to work in the U.S. without sponsorship

Conditions of Employment

COVID-19 VACCINATION REQUIREMENTS:

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution's [Frequently Asked Questions](#).

OVERVIEW

This position is in the Office of Human Resources (OHR), Smithsonian Institution (SI), Washington, DC. In this position, you will serve as the Trust Branch Manager responsible for directing recruitment and staffing activities for all SI Trust positions (non-federal) and you will report to the Associate Director, OHR. Responsibilities include development and oversight for Human Resource services including delivering expert guidance, advisory services, and customer services in the areas of classification, recruitment, staffing and compensation. The work efforts have a significant impact upon the availability of SI to accomplish its mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Exercises program responsibility for the planning, coordination, and direction of a full range of SI/OHR Trust recruitment activities including design, administration, and management services. Exercises decision-making authority, within the parameters of responsibilities. Oversees and participates in, the planning and coordination of long-range HR Trust planning with other SI Directors and Administrators. Develops information and plans related to strategic planning of the future HR Trust Recruitment operations.
- Plans work to be accomplished by subordinates, sets, and adjusts short-term priorities, and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments. Evaluates work performance of subordinates; gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment to such positions; hears and resolves complaints from employees,
- Ensures equal employment opportunities (EEO) are afforded to all employees in the selection of employees for training, promotions, awards and recognition and other career development opportunities. Ensures fair and unprejudiced employment practices in the selection of candidates for positions.
- Assess SI/OHR needs and assure the presence and flow of communication between other units, clients and other organizations having national significance relevant to SI/Trust program objectives. Manages the full spectrum of human resources management including areas such as hiring and succession planning, talent management, executive resources, mobilization planning and support, organizational streamlining. Provides guidance regarding extensive, streamlining efforts and the development of alternate personnel system proposals related to reinvention initiatives. Ensures that all resource issues, including budget and manpower implications, are considered in human resources planning efforts, and that SI TRUST's human resources strategy complements SI TRUST's strategic and business plans. Serves as the organization technical authority for interpretation of

personnel regulations and policy guidance emanating from SI policy (to include, but not limited to delegated classification, compensation, incentive awards, and other employee engagement activities. Participates in operational planning with senior leadership.

To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Requirements and Qualifications:

To qualify for this position, you must possess at least 10 years of specialized experience. Specialized experience is defined as experience:

- Managing human resources activities for a variety of functional areas; including recruitment and staffing, hiring, and classification
- Formulating long- and short-range recruitment goals that directly impact agency-wide initiatives.
- Solving mission-critical human resources problems that cross multiple program lines.
- Leading a staff/team of human resources personnel through significant organizational change to optimize the use of personnel resources and talent.
- Promoting and maintaining good working relationships with key individuals or groups both inside and outside the organization to accomplish special goals and objectives.
- Responding to stakeholder inquiries related to recruitment strategies and functions, including supporting an organization's customer-support service center resolving critical problems and issues related to program management, policy application, and human resource initiatives.
- Must have experience with implementation and use of Applicant Tracking Systems.
- Excellent experience with Microsoft programs including producing reports

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

To Apply:

Please forward a resume, and cover letter to:	dmoreland@si.edu Please include the position title in the subject line.
Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. What to expect next: After a review of applicants is complete, qualified candidates' résumés will be referred to the hiring manager.	

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees. Benefit programs include:

Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death, and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan,

Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

We ask that the attached Applicant Demographic Survey Form be completed by candidates, except **Smithsonian Institution employees**, and returned with application materials. This form is for gathering statistical information and will not be considered a part of the application.

DEMOGRAPHIC INFORMATION ON APPLICANTS

OMB No.: 3046-0046

Expiration Date: 7/31/2023

Vacancy Announcement No.: SIOHRT-22-09191

Position Title: Supervisory Human Resources Specialist (Trust Branch Manager), IS-201-15

YOUR PRIVACY IS PROTECTED

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file, nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

1. How did you learn about this position? (Check One):

- Agency Internet Site recruitment
- Private Employment Web Site
- Other Internet Site
- Job Fair
- Newspaper or magazine
- Agency or other Federal government on campus
- School or college counselor or other official
- Friend or relative working for this agency
- Private Employment Office
- Agency Human Resources Department (bulletin board or other announcement)
- Federal, State, or Local Job Information Center
- Other

2. Sex (Check One):

- Male
- Female

3. Ethnicity (Check One):

- Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic or Latino**

4. Race (Check all that apply):

- American Indian or Alaska Native** - a person having origins in any of the

- original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- Black or African American** - a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

5. Disability/Serious Health Condition

The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

A. Do you have any of the following? Check all boxes that apply to you:

- Deaf or serious difficulty hearing
- Blind or serious difficulty seeing even when wearing glasses
- Missing an arm, leg, hand, or foot
- Paralysis: Partial or complete paralysis (any cause)
- Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders
- Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a legbrace to walk
- Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression
- Intellectual Disability (formerly described as mental retardation)
- Developmental Disability: for example, cerebral palsy or autism spectrum disorder
- Traumatic Brain Injury
- Dwarfism
- Epilepsy or other seizure disorder
- Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearing impairment (if this applies to you, please go to Section A.1.)

If you did not select one of the options above, please indicate whether.

- None of the conditions listed above apply to me.
- I do not wish to answer questions regarding disability/health conditions.

A.1. Other Disability or Serious Health Condition (Optional)

You indicated that you have a disability or a serious health condition. If you are willing, please select the conditions listed below that apply to you. As explained above, your responses will not be shown to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. All responses will remain private to the extent permitted by law. See the Privacy Act Statement below for more information.

Please check all that apply:

- I do not wish to specify any condition.
 - Alcoholism
 - Cancer
 - Cardiovascular or heart disease
 - Crohn's disease, irritable bowel syndrome, or other gastrointestinal impairment
 - Depression, anxiety disorder, or other psychological disorder
 - Diabetes or other metabolic disease
 - Difficulty seeing even when wearing glasses
 - Hearing impairment
 - History of drug addiction (but not currently using illegal drugs)
 - HIV Infection/AIDS or other immune disorder
 - Kidney dysfunction: for example, requires dialysis
 - Learning disabilities or ADHD
 - Liver disease: for example, hepatitis or cirrhosis
 - Lupus, fibromyalgia, rheumatoid arthritis, or other autoimmune disorder
 - Morbid obesity
 - Nervous system disorder: for example, migraine headaches, Parkinson's disease, or multiplesclerosis
 - Non-paralytic orthopedic impairments: for example, chronic pain, stiffness, weakness in bones or joints, or some loss of ability to use parts of the body
 - Orthopedic impairments or osteo-arthritis
 - Pulmonary or respiratory impairment: for example, asthma, chronic bronchitis, or TB
 - Sickle cell anemia, hemophilia, or other blood disease
 - Speech impairment
 - Spinal abnormalities: for example, spina bifida or scoliosis
 - Thyroid dysfunction or other endocrine disorder
 - Other. Please identify the disability/health condition, if willing:
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PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS

Privacy Act Statement: This Privacy Act Statement is provided pursuant to 5 U.S.C. 552a (commonly known as the Privacy Act of 1974). The authority for this form is 5 U.S.C. 7201, which provides that the Office of Personnel Management shall implement a minority recruitment program, by the Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. Part 1607.4, which requires collection of demographic data to determine if a selection procedure has an unlawful disparate impact, and by Section 501 of the Rehabilitation Act of 1973, which requires federal agencies to prepare affirmative action plans for the hiring and advancement of people with disabilities. Data relating to an individual applicant are not provided to selecting officials. This form will be seen by Human Resource Personnel in the Office of Personnel Management (who are not involved in considering an applicant for a particular job) and by Equal Employment Opportunity Commission officials who will receive aggregate, non-identifiable data from the Office of Personnel Management derived from this form.

Purpose and Routine Uses: The aggregate, non-identifiable information summarizing all applicants for a position will be used by the Office of Personnel Management and by the Equal Employment Opportunity Commission to determine if the executive branch of the Federal Government is effectively recruiting and selecting individuals from all segments of the population. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is five (5)

minutes per response, including the time for reviewing instructions..