Career Opportunity  
This is not a Federal Position  

We are currently accepting applications to fill the following vacancy:  

**Human Resources Assistant (Trust Branch)**  
IS-0203-07  
Announcement Number SIOHRTF-22-0721  

| OPEN DATE: | July 21, 2022 |
| CLOSING DATE: | August 3, 2022 |
| SALARY: | IS-0201-07 ($50,643-$55,706) |
| POSITION TYPE: | Trust Fund |
| APPOINTMENT TYPE: | Indefinite |
| SCHEDULE: | Full Time |
| Duty LOCATION: | Washington DC |
| TELEWORK: | Yes - Per agency policy |

(1 vacancy)  
Position sensitivity and risk  
Non-sensitive (NS)/Low Risk  

Open to all qualified applicants  

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/oeema](http://www.si.edu/oeema)  

**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 Trust (non-Federal) Resources Branch, Office of Human Resources (OHR), Smithsonian Institution (SI), Washington, DC. The mission of the Branch is to plan, coordinate, and direct the full range of SI/OHR Trust (non-Federal) activities including technical design, administration, and management services. The incumbent provides expertise and guidance to organizations assigned, interprets data on position management, position classification, staffing, recruitment, internal placement, and pay administration for application to services provided to customers serviced.

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

• Reporting to the Trust Branch Manager, provides support services to program managers and all levels of management on a broad range of human resources management services that involve complex and controversial issues. Receives and completes personnel actions in PeopleSoft for HR specialist approval. Enters, verifies, corrects, and updates information in a variety of automated HR systems. Receives and completes personnel actions in PeopleSoft for specialist approval. Solves sensitive and complex issues related to recruitment and staffing & position management, and regulatory operations for Trust (non- Federal) positions.

• Uses available systems to provide ongoing and one-of-a-kind reports to various program areas. Scans and uploads personnel documents into electronic official personnel files (eOPF’s). Ensures SI and OHR documents are loaded into folders in accordance with SI’s Guide to Personnel Record keeping.

• Assists in planning and forecasting long and short-range staffing requirements and development of recruitment strategies to fill positions. Participates in management meetings to discuss organizational changes, turnover, changes in skills requirements, position allocations/authorizations, and other issues impacting recruitment programs. Assists in development and implements a recruitment program designed to meet the staffing needs of the organization.

• Conducts the full range of recruitment actions. Generates job announcements, reviews applicant qualifications, and generates referral lists for a variety of position. Prepares certificates as required. Responds to customer inquiries on such matters as procedures for filing applications, status of recruitment announcements, making job offers, coordinating entrance-on-duty (EOD) release dates and processing pre-appointment security checks., and maintains announcement files and staffing cases.

• May issue certificate of eligible, confirms the selection, Initiates the background investigation process where applicable, obtains record checks and release dates, makes job offers, sets pay, establishes the Official Personnel Folder, and completes the initial
processing of the entrance on duty, participates in new employee Orientation, etc.

- Processes job requisitions in automated HRMS including updating the status of recruits and completing all tasks associated with recruitment for the specific action(s). May use the Smithsonian Tracking & Application Referral System (STARS), (when requested by the hiring unit) an automated staffing system product of Monster.com, to staff positions including composing vacancy announcements, issuing certificates, and notifying applicants.

- Maintains standard letters, forms, spreadsheets, and announcements. Completes technical forms, produces correspondence, memoranda, directives, and forms reports; and creates/maintains spreadsheets or databases.

Participates in special projects and Outreach and Diversity Initiatives as determined by the supervisor. 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 one year of specialized experience. Specialized experience is defined as experience:

- Requires working knowledge of Human Resources Management principles, concepts, and regulations.
- Experience formulating long- and short-range recruitment goals that directly impact agency-wide initiatives. Skill in consulting services.
- Experience with a wide range of recruitment principles, practices, and procedures.
- Work requires knowledge of key administrative support functions.
- Ability to work as part of a team developing processes effecting significant organizational change to optimize the use of personnel resources and talent.
- Required excellent customer service promoting and maintaining good working relationships with key individuals or groups both inside and outside the organization to accomplish special goals and objectives.
- Excellent verbal and written communication skills.
- Ability to interpret applicable policies and laws.
- Experience with Microsoft software and Peoplesoft. Working knowledge of Applicant Tracking Systems a plus.
- Performs other related duties as assigned.
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:

<table>
<thead>
<tr>
<th>Please forward a resume, and cover letter to:</th>
<th><a href="mailto:dmoreland@si.edu">dmoreland@si.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please include the position title in the subject line.</td>
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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.
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 leg brace 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
☐ 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 multiple sclerosis
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:

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. Direct comments regarding the burden estimate or any other aspect of this form to [INSERT: Agency name and address] and to the Office of Management Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.