

SOLICITATION OF INTEREST

TO ALL CURRENT, PERMANENT GS-7 or 9 EMPLOYEES

Opening Date: November 14, 2022

Closing Date: November 28, 2022

LOCATION AND DESCRIPTION OF DETAIL: The Social Security Administration (SSA), Office of the Inspector General (OIG), Office of Workforce Performance and Development (OWPD), Employee Engagement Team (EET), in Woodlawn, Maryland is soliciting for a current (permanent) GS-7 or GS-9 employee for a not-to-exceed 120-day detail to serve as a Personnel Management Specialist.

OWPD is a new component being established at SSA OIG.

DUTIES: The selected incumbent will serve as a GS-7 or GS-9 team member, who will assist EET's Team Lead in developing and implementing policies, processes, and operations needed to establish OWPD and the EET. The selected incumbent will be responsible for providing administrative and technical support in establishing the newly created OWPD by assisting in identifying, creating, administrating, and monitoring a wide variety of new employee onboarding processes, programs, and activities for OIG staff, nationwide. **Please note that this can be a remote assignment completed from the selectee's current duty station.**

AREA OF SOLICITATION: Open to qualified, current, permanent, **non-bargaining unit**, GS-7 and GS-9 employees in the OIG community and SSA. This is a lateral detail assignment and may be subject to a reimbursable agreement. A temporary promotion is **not** offered. This is **not** a developmental assignment. The selectee should possess the demonstrated ability to execute most of the duties enumerated below.

NUMBER OF VACANCIES: 1

DUTIES: In this assignment, the selectee will work with the EET Lead and, as appropriate, SSA and SSA OIG stakeholders, and external entities to perform the following duties in a manner that complies with diversity, equity, inclusion, and accessibility (DEIA) principles:

- Assists supervisors, managers, and others with OIG's development and implementation of a 12-month new employee onboarding program, which includes, but is not limited to, orientation, mentoring, coaching, engagement surveys, workplace immersion, and career planning;
- Assists with developing a comprehensive, automated, beginning-to-end new employee profile and onboarding tracker application;
- Assists in developing a robust performance mentoring, coaching, and employee retention program;
- Assists in establishing an OWPD automated help desk process designed to respond to customer questions and resolve problems related to OWPD's various workloads;
- Assists in conducting independent analysis and providing new employee onboarding advice, guidance, and support to the employees of the OIG;
- Assists OWPD team members in establishing OWPD's other teams, including the Performance and Awards Team, Training and Professional Development Team, and the Diversity, Equity, Inclusion, and Accessibility Team.

- Assists coordinating with SSA's Office of Human Resources (OIG's Servicing Personnel Office) and others, internal and external to OIG, to establish programs and process, benchmark and document best practices, and obtain other support and resources needed to establish the newly created EET;
- Assists in evaluating the effectiveness of current new employee activities in meeting the needs of OIG;
- Monitors and reports progress to the EET Lead and as assigned, others on individual and team accomplishments, challenges, and timeframe estimates on completing tasks;
- Assists in addressing inquiries from management officials at all levels for new employee onboarding, and maintains open communication and positive working relationships with colleagues, subordinates, and leadership from other components;
- Assists in preparing and presenting written reports and briefings on various subjects related to new employee onboarding;
- Assists in establishing processes designed to develop and document standard operating procedures for all Team tasks, activities, and processes; and,
- Other duties as assigned.

QUALIFICATIONS:

Candidates for the detail must be in good standing and be a permanent GS-7 or GS-9 employee. Interested candidates should have:

- Experience assisting with the coordination and execution of a full range of new employee orientation and onboarding functions (suggested);
- Experience assisting with analyzing and addressing new employee onboarding activities (required);
- Experience assisting with the establishment of a new program, office, component, or workflow (suggested);
- Experience assisting with the administration of employee support services (strongly suggested);
- Experience assisting with the development of automated systems (suggested);
- Experience assisting with documenting processes and/or creating standard operating procedures (required);
- Knowledge of DEIA principles (required);
- Experience assisting with resolving customer questions and concerns (required);
- The ability to defuse intense interactions and resolve conflicts (required);
- Excellent oral and written communication skills (i.e., applies plain language and agency writing principles) (required);
- Excellent organizational skills (required);
- Experience developing written instructions, guidelines, and other material (required);
- Experience working in a fast-paced environment (suggested); and,
- Experience using Microsoft Word, Excel, and/or PowerPoint.

HOW TO APPLY: Interested employees must submit, via email, the following information: name, title of your organizational component, permanent position title, permanent grade, the length of time served at current grade, work location, service computation date, and supervisor's name. Your email must also include a statement of interest (not to exceed 1 page), a résumé/SSA-45, and a copy of your most recent performance appraisal.

Please email the requested information to oig.details@ssa.gov by **Close of Business November 28, 2022.**

*Please note that although the Detail period is not to exceed 120 days, at any point during that period, either the manager or the Detailee can request that the detail end prior to the last day. The employee will be returned to his or her permanent position of record, regardless of the duration of the temporary assignment.

For questions concerning this solicitation, please contact OIGHR@ssa.gov.

The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, membership in an employee organization, or other non-merit factor.