



U.S. Senate Sergeant at Arms Human Resources

Vacancy Announcement

Reposting (Previous applicants need not reapply.)

Closing Deadline Extended

POSITION:

Recruiter #81

DEPARTMENT:

Human Resources / Placement Office

SUMMARY:

This is professional work providing full-cycle recruiting for vacancies throughout the Senate Sergeant at Arms. Work includes sourcing, vetting, screening, recommending and onboarding candidates for positions with the Sergeant at Arms in all areas (including cybersecurity, information technology, cloud-based development, IT integration, protocol, security, intelligence, business operations, marketing, accounting, acquisitions, contract management, EAP, Human Resources).

SALARY RANGE:

\$90,718 - \$136,069

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/9PLY>

POSTING DATE:

Wednesday, January 05, 2022 to **Monday, January 24, 2022**

U.S. Senate Sergeant at Arms, Human Resources * Senate Hart Building SH-142, Washington, DC 20510 * Phone: 202-224-2889

The SAA is an equal employment opportunity employer in accordance with the requirements of Senate Rules and regulations and applicable federal laws. It is the policy of the SAA that all employment actions will be administered without regard to an employee's or an applicant's race, color, national origin, religion, disability, genetic information, age, gender, sexual orientation or uniformed service.



RECRUITER

NATURE OF WORK

This is professional work providing full-cycle recruiting for vacancies throughout the Senate Sergeant at Arms. Work includes sourcing, vetting, screening, recommending and onboarding candidates for positions with the Sergeant at Arms in all areas (including cybersecurity, information technology, cloud-based development, IT integration, protocol, security, intelligence, business operations, marketing, accounting, acquisitions, contract management, EAP, human resources). Work is performed under the general direction of the Placement Manager.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Manages approximately 30 open requisitions on a continuing basis.
- Creates, executes, and manages a comprehensive strategy to diversify our talent pipeline across the organization.
- Builds strategic alliances across the organization to provide subject matter expertise.
- Develops and implements innovative talent practices integrating inclusivity and diversity as well as streamlining and automating processes.
- Creates and supports innovative approaches to onboarding and the retention of the team.
- Partners with key stakeholders to determine gaps and future talent needs and develop hiring strategies that align with our strategic plan and values.
- Partners with the SAA's compensation administrator to ensure roles and responsibilities are properly documented for current positions.
- Collaborates with hiring managers to ensure compliance with SAA policy and applicable employment laws, to include the Veterans Employment Opportunities Act (VEOA) and other laws covered by the Congressional Accountability Act.
- Reviews interview questions, participates on interview panels, and makes recommendations for the selection of applicants and promotion of employees; coaches and counsels hiring managers.
- Conducts interviewing & hiring training to supervisors and managers; conducts SAA New Hire Orientation.
- Provides attrition and other workforce data to senior leadership.
- Provides supplemental support to the Placement Office regarding Senate-wide recruitment, as necessary.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and is essentially sedentary, with occasional walking, standing, bending, safely carrying items less than 25 pounds such as a laptop, books, papers, files, etc., and may require extended periods of computer use.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in human resources management or a related field, and at least eight years of progressively responsible professional recruiting experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of modern human resources management principles, practices and procedures.
- Experience and skill in recruiting a diverse workforce in multiple disciplines. Many of our open positions are IT and Cybersecurity so experience recruiting in those fields is desired.
- Knowledge of modern office practices, procedures and equipment, including computers, spreadsheets, databases, relevant software/Web applications, and social media platforms that can be leveraged to build an effective recruiting strategy.
- Current knowledge and understanding of employment laws, industry trends, and recruiting practices across multiple fields; ability to learn the Senate's legal employment obligations under the Congressional Accountability Act and various employment laws.
- Ability to establish and maintain guidelines and procedures for effective human resources support programs.
- Commitment to maintaining confidentiality in all matters.
- Exceptional cultural competence and an evolved understanding of the manner in which diversity, equity, and inclusion values influence best-in-class talent practices.
- Experience working with a diverse workforce.
- Excellent written, verbal, interpersonal, and organizational skills.
- Superior attention to detail and accuracy in work.
- Ability to collaborate and provide strategic input to senior leadership and the ability to influence others at all levels of the business.
- Experience managing talent acquisition management systems.



LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None



U.S. Senate Sergeant at Arms Human Resources

INFORMATION FOR PROSPECTIVE SERGEANT AT ARMS (SAA) EMPLOYEES

The [United States Senate Sergeant at Arms](#) (SAA) is the largest in size of staff and budget in the Senate. It is responsible for all Senate computers and technology support services, recording and photographic services, printing and graphics services, and telecommunications services. The SAA also provides assistance to all Senate offices with their staffing, mailing, purchasing, and financial needs. The offices of the SAA that are responsible for providing these and other services include Capitol Facilities, the Operations Division, Financial Operations, and Human Resources. The SAA also shares responsibility for the Senate Page Program, the Senate Office of Training and Development, and the Capitol Telephone Exchange.

This summary of Employment Policies and Benefits is not comprehensive; it highlights major benefits that may be of interest to prospective employees. Policies and benefits are subject to change at the discretion of the Sergeant at Arms.

EMPLOYMENT POLICIES

All jobs at the Senate are considered “excepted service” and are accordingly not part of the federal government’s “competitive service” process. SAA employees are considered at-will employees under the jurisdiction of the U.S. Senate Sergeant at Arms. Prospective employees will be fingerprinted and undergo a criminal background investigation. All employment offers are contingent upon successful completion of the background check.

Evaluations: Employees enter service under a six-month probationary period. After six-months of employment, a performance appraisal is conducted to determine if the employee meets job requirements, or to remain in the employment of the SAA. On the first anniversary of completing probation, and annually thereafter on that anniversary date, performance appraisals are conducted.

Pay: Salary reviews occur at the same time as performance appraisals. Merit increases are not automatic; they are based on meritorious performance and subject to approval by management of the department and the SAA. If approved by the Senate, SAA employees may also receive cost-of-living adjustments (COLAs). Senate pay days are the 5th and 20th of each month. If these days fall on a weekend or holiday, the last working day before the 5th and the 20th becomes the pay day.

HEALTH/WELLNESS BENEFITS

The Sergeant at Arms offers the full range of Federal benefits to employees:

- [Federal Employees Health Benefits \(FEHB\)](#)
- [Federal Employees Dental and Vision Program \(FEDVIP\)](#)
- [Flexible Spending Accounts \(FSA\)](#)
- [Federal Long-Term Care Insurance \(FLTCIP\)](#)
- [Federal Employees Group Life Insurance \(FEGLI\)](#)

RETIREMENT PLANS

Most new employees are automatically covered under the Federal Employees Retirement System - Further Revised Annuity Employees (FERSFRAE). Employees with prior Federal service may be eligible to continue to participate in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS) or the Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE). For information on the TSP, visit www.tsp.gov.

HOLIDAY & LEAVE ACCRUALS

We offer paid time off benefits including: Annual, Sick, Long-Term Medical leave, and ten holidays. Annual and Sick leave are accrued on the 15th and last day of the month. Annual leave is accrued at rates dependent upon length of Federal Service.

Holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Full -Time Employee Annual Leave Accrual Rates:

- Less than 3 years of federal service – 120 hours/year, 5 hours/pay day
- 3 - 15 years of federal service – 160 hours/year, 6.67 hours/pay day
- 15+ years of federal service – 200 hours/year, 8.33 hours/pay day

Year-end balances of no more than 240 hours carry over for future use

Full -Time Employee Sick Leave Accrual Rate:

- Sick leave can be used for either personal or immediate family medical needs
- 96 hours/year, 4 hours/pay period

Year-end balances carry over for future use

OTHER BENEFITS

Transportation Subsidy: The SAA offers a Transit subsidy of up to \$270.00 for employees who use mass transit, including Metro, Commuter Buses, VRE, MARC trains and Van Pools.

Parking: Parking is provided without cost to regular SAA employees who do not participate in the transit subsidy program.

Student Loan Repayment Program: The SAA offers Student Loan Repayment for employees of up to \$833.00 a month for Qualifying Federal Student Loans.

Training & Development: The SAA offers training and development to advance professional skills including live classes, online learning and leadership coaching.

The SAA is an equal opportunity employer in accordance with the requirements of Senate rules, regulations, and applicable Federal Laws.

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which is available at www.senate.gov/saaemployment.

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference In Appointments policy by submitting a written request to resumes@saa.senate.gov.

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.