

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 110106

OPENING DATE: June 24, 2011

CLOSING DATE: July 15, 2011

GENERAL POSITION INFORMATION:

Title: Associate Director and Senior Specialist, Workforce Management and Development
SL-0341 (\$159,405 - \$165,300)

Job Location: Washington, D.C.

Position Location: Office of Workforce Management and Development, Congressional Research Service

Work Schedule: Full-time

Type of Appointment: Permanent, supervisory, non-bargaining unit

Number of Vacancies: 1

Who May Apply: Limited to the permanent staff of the Congressional Research Service

Relocation: Relocation expenses may be authorized for the applicant selected under this vacancy announcement.

**NOTE: ECQS ARE NOT CONSIDERED IN THE LIBRARY'S HIRING PROCESS.
PLEASE REFER TO THE EVALUATION OF TRAINING AND EXPERIENCE.**

The Congressional Research Service (CRS) works exclusively for the United States Congress, providing objective, nonpartisan analysis to committees and Members of both the House and Senate. CRS is seeking a senior level executive to serve as the Associate Director of its Office of Workforce Management and Development (WRK). The Office of Workforce Management and Development administers the Service's human resources programs and activities, including succession planning, merit selection and other employment and special hiring programs, mentoring, diversity efforts, special recognition programs, upward mobility programs, learning and professional development, position management and performance management. Additional information about CRS and the Office of Workforce Management and Development is available online at www.loc.gov/crsinfo.

This is a senior leadership position. Your application cannot be used for other CRS vacancies.

BRIEF DESCRIPTION OF DUTIES:

The Office of Workforce Management and Development is the principal CRS office with responsibility for implementing human resources laws, regulations, guidelines, policies, and practices affecting CRS staffing in accordance with the guidance and direction of the Library of Congress Office of Human Resources Services. The Associate Director for Workforce Management and Development is the primary liaison with the Office of Human Resources Services on these issues.

The Associate Director for Workforce Management and Development also serves as the principal advisor to the CRS Director and Deputy Director on CRS workforce issues and serves as a member of the Director's senior management team.

Major duties of the position include:

- Responsible for the leadership, planning, direction, and management of the Office of Workforce Management and Development. This includes overall responsibility, as well as delegated authority, for the oversight and administration of broad, emerging, and/or critical agency programs or operations related to the CRS workforce. Assists the Director and the Deputy Director in establishing and implementing a strategic workforce vision and direction for the Service, and oversees all programs and initiatives to ensure that CRS has the intellectual capacity to fulfill its mission to provide to the Congress, throughout the legislative process, comprehensive and reliable legislative research, analysis, and information services that are timely, objective, nonpartisan, and confidential, thereby contributing to an informed national legislature.
- Establishes and maintains effective working relationships with various high-level individuals, including Members of Congress and their staff, managers and staff of other legislative and executive agencies, executives of major corporations, distinguished members of the public, and Library of Congress managers and officials, as appropriate. Works with and secures cooperation of all CRS divisions and infrastructure offices on the implementation of Library of Congress human resources policies and programs in CRS, communicates effectively in conducting the work of CRS by personal example and by achieving and sustaining an environment throughout CRS that is conducive to valuable two-way communication, and creates and sustains an environment that stimulates discussion to fully explore questions, concerns, Service goals, program requirements, etc.
- Performs the human resource management functions relative to the staff supervised in the Office of Workforce Management and Development, including communicating work standards and expectations to supervisors and staff and holding them accountable to those standards.

EVALUATION OF **C**CANDIDATES:

The Library of Congress will evaluate applicants using applicants' resumes and a structured interview process. Interviews are designed to verify or explore applicants' experience, knowledge, and training directly related to the job as documented in the resume in order to identify the best qualified applicants for selection. The knowledge, skills and abilities (KSAs) marked with a double asterisk (**) in the TRAINING AND EXPERIENCE section of this vacancy announcement are considered the most critical competencies for this position. **To be considered for final selection, applicants must show in their resume that they possess at the fully acceptable level, the critical competencies required for this position.**

TRAINING AND **E**XPERIENCE:

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- **Ability to Apply Knowledge of the Principles, Practices, and Techniques of Human Resources Management**** (Ability to apply knowledge of the theories, concepts, processes, techniques, principles, and/or practices of human resources management in the areas of recruitment, staffing, position management and classification, performance management and professional development, staff recognition, succession planning, and workforce planning and design. This includes developing personnel plans, policies, procedures, and operating methods.)

- **Ability to Lead and Manage Human Resources Processes, Functions, and Programs**** (Leading and managing human resource programs to accomplish the organization's mission. Contributing to the organization's strategic and operational goals and ensuring their accomplishment by the effective interaction and integration of processes; delegating and managing multiple tasks; and planning and organizing resources, people, and activities effectively and efficiently. Taking ownership of the organization's work and results and determining the most effective methods necessary to get things done.)
- **Ability to Lead People and Manage a Workforce**** (Overseeing the overall performance of the Office of Workforce Management and Development by assessing staffing requirements in relation to current and anticipated needs of the Congress; developing staffing plans, justifications, and requests; and making HR functional area assignments for staff in order to assure the availability of the intellectual capacity needed to meet the current and changing needs of the Service at a sustained level of excellence. Developing and overseeing recruiting, hiring, mentoring, and training activities for a diverse workforce as well as building and maintaining exceptional staff performance.)
- **Ability to Exercise Judgment and Discretion** (Demonstrating awareness of the likely consequences or implications of one's own actions and work within the context of agency/organizational/departmental standards. Acting appropriately in a given situation (e.g., with colleagues, clients, media/press), using discretion, and being committed to confidentiality.)
- **Ability to Lead and Inspire Change** (The ability to lead task and people effectively and inspire change in developing and implementing agency values, principles, and direction. This includes promoting ideas with enthusiasm, conviction, and assertiveness; resolving contentious situations; soliciting and considering others' opinions; gaining support and commitment from others; motivating and inspiring others; and promoting a culture of change and growth.)
- **Ability to Create and Implement Communication Strategies** (The ability to create and sustain an environment that stimulates discussion to fully explore questions and concerns. This includes taking initiative to develop and maintain constructive communication practices; identifying new mechanisms for gathering and sharing information and making or recommending improvements; and ensuring important and necessary information related to the organization's work, policies, projects, initiatives, status, etc. is elicited and shared in an accurate and timely manner.)
- **Ability to be Client Focused** (The ability to reach out to and build long-term relationships with internal and/or external clients by understanding their current and future needs and expectations; meet commitments to clients on time and keep them informed; and seek and use client feedback. This includes continually evaluating organizational performance from a client's point of view.)
- **Ability to Communicate Orally** (The ability to speak clearly, politely, and under control to peers, staff, managers, supervisors, and external audiences to both provide and seek information. This includes actively listening to and understanding information, and listening to and answering questions thoughtfully and completely. This also includes appropriately judging the amount, form, depth and level of detail, and content of information to the needs of the receiver/audience.)

How To Apply:

To be considered for this vacancy, applicants **MUST** apply online at www.loc.gov. Applicants must complete all mandatory sections of the online application form. If you experience technical difficulties with the online system or need any additional information, please contact a Human Resources Assistant by telephone at (202) 707-5627

or e-mail at jobhelp@loc.gov. Library of Congress Customer Service Center, 101 Independence Avenue, SE, LM-107, Washington, D.C., 20540-2700.

OTHER SIGNIFICANT FACTS:

The Congressional Research Service, within the Library of Congress, is part of the Legislative Branch of the Federal government. As such, all positions are in the excepted service.

The selected applicant may be required to file a financial disclosure statement with the House of Representatives, U.S. Congress, in accordance with the provisions of Public Law 95-521, Ethics in Government Act of 1978.

The salary range indicated reflects the basic pay adjustment of the Washington, D.C. metropolitan area.

Number of vacancies: One.

This is a permanent, supervisory, non-bargaining unit position.

The tour of duty for this position is full-time.

The position description number for this position is 175213.

The Library reserves the right to fill a lesser or greater number of vacancies indicated during the life of this vacancy announcement.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

Appointee must meet eligibility requirements for a security clearance for national security information.

Applicants who are referred for an interview will be required to submit a completed OF-306, Declaration for Federal Employment.

Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period. In addition, all newly appointed Senior Level executives from outside the Library, as well as from within, must serve a one-year probationary period in accordance with Library of Congress Regulation (LCR) 2017.2-1, Senior Level Executive System.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICANTS WITH DISABILITIES MAY BE CONSIDERED UNDER SPECIAL HIRING PROCEDURES AND MUST SUBMIT AN APPROPRIATE CERTIFICATE OF ELIGIBILITY WHEN APPLYING. FOR MORE INFORMATION CONTACT THE SELECTIVE PLACEMENT PROGRAM COORDINATOR AT (202) 707-0968 (VOICE) OR (202) 707-0117 (TTY) OR spp@loc.gov (E-MAIL).

For those candidates referred for interview, the following documentation will be required at the time of interview:

For current or former military personnel: a copy of your DD-214, Certificate of Release or Discharge from Active Duty (Member Copy 4) if applicable;

For current or former Federal employees: a copy of your most recent SF-50 noting your current position, grade level, duty location, and salary level.

Applicants must meet all qualification requirements by the closing date of this announcement.

THE LIBRARY OF CONGRESS IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MEN, MINORITIES, AND PERSONS WITH DISABILITIES WHO MEET ELIGIBILITY REQUIREMENTS ARE STRONGLY ENCOURAGED TO APPLY.