

The Health Resources and Services Administration (HRSA), an agency of the U.S. Department of Health and Human Services is pleased to announce the **HRSA Recent Graduate Human Resources Specialist (Labor and Employee Relations)**. The Recent Graduate Program duration is for one year. Upon successful completion of the program and at the agency's discretion, the appointee may be converted to a term or permanent position in the competitive service.

Responsibilities

- As Pathways Recent Graduate HR Specialist (LER), you will be responsible for:
- Drafting case related documents (e.g., documents to be issued to employees by agency managers, agency responses to union information requests and Congressional inquiries, agency submission in response to third party appeals, etc.).
- Providing advice, guidance, and counseling to Agency managers, employees, employee representatives, Agency representatives, union officials, etc. on a wide range of complex employment-related matters.
- Interpreting and applying labor and employee relations rules, regulations, policies, procedures, case law, etc. for cases involving complex, highly controversial, politically sensitive, or precedent-setting matters.
- Researching case law to assure that the Agency's actions are appropriate and legally defensible, including developing case strategy.

Qualifications

THESE QUALIFICATION REQUIREMENTS MUST BE MET BY THE CLOSING DATE 08/30/2018.

ELIGIBILITY REQUIREMENTS:

YOU MUST BE A RECENT GRADUATE TO QUALIFY FOR THIS PROGRAM, AS DEFINED BELOW:

A. Completed all requirements for an associates, bachelors, masters, professional, doctorate, vocational, or technical degree or certificate from an accredited educational institution, **with a cumulative GPA of 3.5 or higher**, on or after August 24, 2016.

B. Be a veteran who received their degree, with a **cumulative GPA of 3.5 or higher**, or after August 24, 2012 while on active duty service and were unable to apply for jobs until their recent discharge after August 24, 2016.

PLEASE NOTE: Grade-point averages will be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9.

QUALIFICATION REQUIREMENT:

In addition to meeting the Recent Graduate eligibility requirements listed above, you must

meet the qualification requirements for this position listed below.

To qualify for this position, you must have one full year of specialized experience **comparable in difficulty and responsibility** to at least the GS-07 level in the Federal service performing the following tasks on a **regular and recurring basis**:

1. Researching, interpreting, and applying employment laws and regulations and collective bargaining agreements provisions.
2. Presenting general information on labor and employee relations topics.
3. Drafting a variety of labor and employee relations documents (e.g., official correspondence, recommendations, reports, summaries, training material).
4. Collaborating with management and union representatives to resolve minor problems.

OR

Have complete a Master's or equivalent graduate degree, or completed 2 full years (36 semester hours) of progressively higher level graduate education leading to such a degree or an LL.B. or J.D. if related to the position;

OR

Have a combination of post baccalaureate education and experience that meets 100% of the qualification requirements for this position.

Applicants should submit their applications and supporting documentation, detailing their relevant work and educational experiences by applying through USAJOBS -

<https://www.usajobs.gov/GetJob/ViewDetails/508901400>

Applications

The application deadline is Thursday, August 30, 2018.