

Management Analyst (Talent Manager)

DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers

Portland District, Mission Support Office

COVID-19 Vaccination Requirement

The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details. [Click here](#) for more information.

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Summary

About the Position: Serve as the Portland District's Talent Manager responsible for coordination and support of recruitment and retention, on/off-boarding, outreach efforts, workload/workforce assessment, and special projects designed to attract new talent to the organization and help retain existing talent that can meet the organizations current and future missions.

[Learn more about this agency](#)

Overview

 [Help](#)

Accepting applications

Open & closing dates

 10/15/2022 to 10/25/2022

Salary

\$84,923 - \$110,404 per year

Pay scale & grade

GS 12

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Location

1 vacancy in the following location:

 **Portland, OR**

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

Yes—You may qualify for reimbursement of relocation expenses in accordance with agency policy.

Appointment type

Permanent -

Work schedule

Full-time -

Service

Competitive

Promotion potential

None

Job family (Series)

[0343 Management And Program Analysis](#)

Supervisory status

No

Security clearance

[Not Required](#)

Drug test

No

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

Trust determination process

[Suitability/Fitness](#)

Announcement number

WTHE229879733796D

Control number

683442400

This job is open to

[? Help](#)



[The public](#)

U.S. Citizens, Nationals or those who owe allegiance to the U.S.



[Military spouses](#)



[Veterans](#)



[Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.

Videos

USACE Mission Video 2021



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Duties

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- Providing talent management support for workload/workforce planning, strategic recruitment outreach, talent pipeline, networking, hiring, placement, on/off-boarding, retention strategies, incentives, and awards.
- Developing new and improved Initiatives for on and off boarding which include but not limited to sponsorship, acculturation, orientation, integration, and knowledge transfer.
- Ensuring development of organizational workforce needs and suggesting actions to ensure maximum civilian staffing for the organization.
- Coordinating workforce analysis activities and obtaining workforce/workload data to identify workforce and capabilities gaps.
- Providing advice and guidance to resolve, implement, or manage program or policy issues that affect workload/workforce capabilities.
- Advising organizational leadership, key supervisors, and Administrative Officers regarding management policies, procedures, and directives.
- Developing and implementing strategies for the effective recruitment and retention of the organization's employees.
- Coordinating and participating in outreach and recruitment events via public and other agency external networking events to increase awareness of the organization and promote excitement about the careers within it.
- Design recruiting plans and programs through analysis and study of the organization's capabilities, competency gaps, and skills requirements to address its current and future mission needs.
- Identify competency gaps to design recruiting plans and programs to ensure the ability of the organization to successfully meet current and future mission requirements.

Requirements

Conditions of Employment

- Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.

Qualifications

Who May Apply: US Citizens

In order to qualify, you must meet the experience requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Specialized Experience: One year of specialized experience which includes 1) engaging with talent at outreach events to promote employment opportunities and organizational culture and fielding attendee questions; 2) developing surveys and other measurement tools to identify workforce trends in hiring, retention, turnover, sustainability, and acculturation; 3) innovating methods for improving, reengineering, and restructuring traditional methods to address workforce/workload issues; 4) analyzing data to identify trends and make recommendations to improve processes based on data; and 5) collaborating with internal and external stakeholders to develop contacts, establish relationships, and engage in transformative business solutions and initiatives. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-11).

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you must meet the qualification requirement using experience alone--no substitution of education for experience is permitted.

Education

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Additional information

[Read more](#)

Benefits

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

You will be evaluated based on how well you meet the qualifications listed in this vacancy announcement. Your qualifications will be evaluated based on your application materials (e.g., resume, supporting documents), the responses you provide on the application questionnaire, and the result of the online assessments required for this position. You will be assessed on the following competencies (knowledge, skills, abilities, and other characteristics):

- Accountability
- Attention to Detail
- Business Process Reengineering
- Client Engagement/Change Management
- Creative Thinking
- Customer Service
- Decision Making
- Flexibility
- Influencing/Negotiating
- Integrity/Honesty
- Interpersonal Skills
- Learning
- Organizational Awareness
- Reading Comprehension

- Reasoning
- Self-Management
- Stress Tolerance
- Teamwork
- Vision

To be considered for this position, you must complete all required steps in the process. In addition to the application and application questionnaire, this position requires an online assessment. The online assessment measures critical general competencies required to perform the job. The assessment includes a cut score based on the minimum level of required proficiency in these critical general competencies. You must meet or exceed the cut score to be considered. You will not be considered for the position if you score below the cut score or fail to complete the assessment.

Overstating your qualifications and/or experience in your application materials or application questionnaire may result in your removal from consideration. Cheating on the online assessment may also result in your removal from consideration.

Basis for Rating: Qualified candidates will be assigned to one of three quality categories: Best Qualified, Highly Qualified and Qualified. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category.

- Best Qualified. Candidates in this category possess exceptional skills and experience to exceed well above the minimum requirements for the announced position.
- Highly Qualified. Candidates in this category possess good skills and experience above the minimum requirements for the announced position.
- Qualified. Candidates in this category meet the minimum experience requirements for the announced position.

Reasonable Accommodation (RA) Requests: If you believe you have a disability (i.e., physical or mental), covered by the Rehabilitation Act of 1973 as amended that would interfere with completing the USA Hire Competency Based Assessments, you will be granted the opportunity to request a RA in your online application. Requests for RA for the USA Hire Competency Based Assessments and appropriate supporting documentation for RA must be received prior to starting the USA Hire Competency Based Assessments. Decisions on requests for RA are made on a case-by-case basis. If you meet the minimum qualifications of the position, after notification of the adjudication of your request, you will receive an email invitation to complete the USA Hire Competency Based Assessments. You must complete all assessments within 48 hours of receiving the URL to access the USA Hire Competency Based Assessments, if you received the

link after the close of the announcement. To determine if you need a RA, please review the Procedures for Requesting a Reasonable Accommodation for Online Assessments [here](#)

Benefits

Required Documents

How to Apply

Fair and Transparent

Required Documents

[? Help](#)

The documents you are required to submit vary based on whether or not you are eligible for preference in federal employment. A complete description of preference categories and the associated required documents is in the [Applicant Checklist \(External\)](#).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

1. Your resume:

- Your resume may be submitted in any format and must support the specialized experience described in this announcement.
- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application may be marked as incomplete and you may not receive consideration for this position.
- For additional information see: [What to include in your resume](#).

2. Other supporting documents:

- Cover Letter, optional
- Most recent Performance Appraisal, if applicable

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

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[Read more](#)

Agency contact information

 Army Applicant Help Desk

Website

https://portal.chra.army.mil/hr_public?id=app_ing

Address

HE-APF-W2SJ01 US ARMY ENGINEER DISTRICT, PORTLAND
DO NOT MAIL

Portland, OR 97204
US

[Learn more about this agency.](#)

Next steps

[Read more](#)

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy.](#)

[Reasonable accommodation policy.](#)

[Financial suitability.](#)

[Selective Service](#)

[New employee probationary period](#)


[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)

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