



Staffing Specialists

ODA Global is seeking applicants for full-time or part-time Human Resources (HR) Staffing Specialists to support our client YRCI's HR Remote Operating Center (HRROC™), located in Fairfax, VA. YRCI's HRROC™ supports multiple federal agencies and offers a friendly, team environment with access to training from industry experts!

Staffing Specialist

Description:

Support the Staffing group with a variety of Onboarding and Processing activities to include:

- Extend offers of employment to selected candidates within the guidelines of Office of Personnel Management compensation policy.
- Draft Tentative and Final offer letters to selected candidates.
- Prepare Above the Minimum (ATM)/Superior Qualification.
- Knowledge of how to set pay for promotions, highest previous rate and ATM/Superior Qualification requests.
- Request employment records via eOPF, OPF, and SF-75 data from losing agency for transfer employees.
- Review, prepare, and code Accession SF-52's per the OPM Guide to Coding and Processing.
- Ability to execute a wide range of HR Information Systems, data bases, and retrieval methods to provide data for reporting purposes such as; USA Staffing Upgrade; Onboarding Section of the system.

Requirements:

- Three (3) years of experience in Federal processing/onboarding.
- USAS upgrade experience required
- Proven administrative skills and experience with HR automated systems.
- Experience performing staffing duties specific to the onboarding process.
- Must have demonstrated skills in organizing, supporting and/or completing office work with competing priorities and tight deadlines.
- Must be able to support multiple HR Specialists while maintaining excellent customer service.
- HS/GED - A college degree is preferred.
- Active DEU Certification –

Competitive Pay and benefits package, to include, health, dental, vision, life, short and long term disability plans.

Equal Opportunity

As an Equal Opportunity, ODA Global will not discriminate in its employment practices due to an applicant's race, color, religion, sex (pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity and expression, national origin, ancestry, marital status, family responsibilities, reproductive health decisions, political affiliation, matriculation, genetic information, age, military and veteran status, disability status, or other protected categories under federal, state, or local laws.

Forward resume and cover letter to recruitment@oda-global.com