



# DEPUTY ASSISTANT ADMINISTRATOR, HUMAN CAPITAL

**OCCUPATIONAL SERIES:** 0201

**FIELD/HQ:** HQ

**PAY BAND:** TSES 02

**PILLAR:** Enterprise Support

## JOB OVERVIEW

Assists the Assistant Administrator (AA) for Human Capital (HC) in developing and disseminating HC programs and policy consistent with the Aviation and Transportation Security Act (ATSA), providing tactical direction and expertise on HR servicing and development matters; managing and evaluating HR services and products, advising on HR programs, products, services, and policies for the Executive Assistant Administrator and Deputy Executive Assistant Administrator for Enterprise Support, and overseeing the appropriate use of resources.

## JOB RESPONSIBILITIES

- Interprets and applies HC concepts, principles, and Federal polices and regulations related to HR management.
- Improves the effectiveness of daily operations by developing plans, measurement indicators, and surveys to evaluate HC programs, and ensuring efficient use of public and private alternative resources and completion of products and services in a timely manner.
- Coordinates with DHS counterparts on HC programs, initiatives, and issues.
- Resolves complex HR issues by conducting briefings, counseling management and staff, and defending approaches and decisions.
- Ensures subordinates provide timely customer service and accountability to TSA program offices on HC matters.
- Manages large scale software implementations through the procurement of third-party vendors as a service augmentation, managing large scale contracts and budgets.

## JOB SKILLS

- Directs HR programs, operations, and promotes culture change in a large multi-layered, diverse, and geographically dispersed organization.
- Oversees large scale strategic outsourcing initiatives and service delivery by third parties.
- Leads a large matrixed HR staff across the country through the HRO and Field Service Delivery model.
- Performs fiduciary duties related to overseeing a large budget and multiple third-party contracts.
- Develops and maintains relationship with TSA Leadership, DHS, and other DHS Components.

# PROFESSIONAL TECHNICAL QUALIFICATIONS (PTQ)

The application process used to recruit for the position is **RESUME-BASED**.  
Each **PTQ AND ECQ** must be **CLEARLY ADDRESSED** in your resume.



## JOB KNOWLEDGE

- Knowledge of the concepts, principles, Federal policies, and regulations of staffing and recruitment, position management, compensation and benefits, employee relations, performance management, succession planning, collective bargaining, and executive human resources programs, as demonstrated by a comprehensive understanding and/or experience in multiple areas of human resources management in accordance with Federal laws, regulations, and legislation in multiple personnel compensation systems (such as Title 5, Wage Grade, Excepted Service, etc.).
- Demonstrated ability to create and direct human resources policies, programs, and operations and promote culture change. Includes the ability to strategically develop unique policies to meet mission needs, plan and direct day-to-day human resources programs, as well as organize and coordinate complex operational activities, and develop and manage HRM programs in a large multi-layered, diverse, and geographically dispersed organization.
- Demonstrated experience in providing executive oversight and leadership for large scale strategic outsourcing initiatives and service delivery by third parties.

## EXECUTIVE CORE QUALIFICATIONS (ECQ)



- **ECQ 1: Leading Change.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
- **ECQ 2: Leading People.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- **ECQ 3: Results Driven.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- **ECQ 4: Business Acumen.** This core qualification involves the ability to manage human, financial, and information resources strategically.
- **ECQ 5: Building Coalitions.** This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.