



EXECUTIVE DIRECTOR, HUMAN CAPITAL OPERATIONS

OCCUPATIONAL SERIES: 0201

FIELD/HQ: HQ

PAY BAND: TSES 02

PILLAR: Enterprise Support

JOB OVERVIEW

Oversees human capital operations for Field and Management/Administrative/Professional (MAP) Headquarters Hiring Operations, Position Classification, Personnel, Benefits, and Payroll Services, HC Systems, Services, and Data Analytics, and HC Modernization Center.

JOB RESPONSIBILITIES

- Ensures efficient daily operations by guaranteeing compliance with Federal laws, regulations, and legislation, conducting briefings, and presenting information to leadership regarding all aspects of human capital.
- Oversees recruitment and hiring activities for uniformed positions, non-executive positions, field positions, and specialized hiring programs.
- Provides consulting services in the areas of personnel, benefits, and payroll services.
- Provides policy guidance in the development of human capital strategic plans and performance goals and metrics and ensures adherence to the organization's policies.
- Oversees contracts, manages third party vendors, and assures proper quality assurance processes are in place.
- Defines decision gate criteria for project decisions, establishes current state baselines to measure future performance, and identifies continuous transformation approaches for implementation.
- Oversees processes, systems/products, change management, communications, training, and interface with agency senior leadership and stakeholders.
- Anticipates new requirements, problems, opportunities, developments, and trends to plan and integrate new initiatives with current activities and priorities.
- Leads staff and builds effective relationships.

JOB SKILLS

- Improves HR and human capital products and services by leading organizational system transformation, providing solutions and alternatives, and establishing metrics.
- Applies and ensures compliance with HR policies and applicable Federal laws, regulations, legislations, and policies.
- Develops solutions for organizational challenges by collaborating and negotiating with senior leaders who have varied and sometimes competing interests.
- Leads complex, innovative transformation initiatives that result in measurable improvements and outcomes.

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.



- Knowledge of the concepts, principles, Federal policies, and regulations of staffing and recruitment, position management and classification, compensation and benefits, as demonstrated by a comprehensive understanding and/or experience in multiple areas of human resources management in accordance with Federal laws, regulations, and legislation (such as the Aviation and Transportation Security Act).
- Demonstrated ability to effectively and innovatively lead organizational/functional transformation, provide strategic solutions and provide forward thinking alternatives, and establish metrics needed to enhance/improve the administration and delivery of human resources and human capital products and services.
- Demonstrated ability to lead, administer, and coordinate the understanding of and compliance with Federal laws, regulations, and legislation related to Personnel processing, payroll and customer service throughout an office/agency/department/organization, and ensuring that sound human resource policies are adhered to throughout the office/agency/department/organization in these areas.

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.