

12345 Happy Road
Lakewood, CA 90715
July 5, 2020

Ms. Sophia Dee
Human Resource Deputy Chief
Federal Bureau of Prisons
98765 Smile St.
Stockton, CA 92456

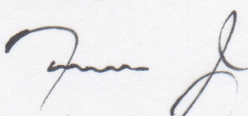
Dear Ms. Dee:

The usajobs.gov website announced the opening of a Human Resource Assistant Manager (HRAM) position in Florence, CO. After speaking with you over the phone regarding the situation that came up at our complex, I wanted to take this opportunity to write this letter to you and express my interest in the position at Florence, CO. I would like to share with you some of my qualifications that will make me a great candidate for the HRAM:

- Prior to my Enter of Duty (EOD) with the Federal Bureau of Prisons, I worked as the Activities Director for a local hospital. I had to manage a crew of several staff members. I was responsible to train them, evaluate their performance, and determined their pay increase based on their annual performance.
- I have worked for the Federal Bureau of Prison (FBOP) for the last twelve years; three years as a correctional officer, nine years as a sports specialist, and nine months as a human resource specialist. I have gained many years of experience in supervising staff as well as inmates.
- In addition to my supervising experience with the FBOP and my previous employment, I'm graduating from California State University in San Bernardino with my Bachelor's Degree in Business Administration with emphasis in Human Resources Management. I believe that my experience and my education will make me a great asset to the agency.

I would like for you to give me the opportunity to introduce myself and have a telephone conference since you are located in Northern California and I am in Southern California. I would like to set up an appointment on Wednesday, July 15, 2020 to have conference call and an interview? By the way, I'm open to transfer to another location besides Colorado if the opportunity arises.

Sincerely,



Francisco Serrano

Assistant Human Resources Officer (Assistant Human Resource Manager)

DEPARTMENT OF JUSTICE

Justice, Bureau of Prisons/Federal Prison System

Open & closing dates

🕒 06/19/2020 to 07/13/2020

Pay scale & grade

GS 11 - 12

Appointment type

Permanent

Service

Competitive

Salary

\$65,019 to \$101,316 per year

Work schedule

Full-Time

Locations

1 vacancy in the following location:

Florence, CO

1 vacancy

Relocation expenses reimbursed

Yes Reimbursement is authorized for travel and transportation for this position.

Telework eligible

No

This job is open to

**Internal to an agency.**

Current federal employees of this agency.

**Career transition (CTAP, ICTAP, RPL)**

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

**Military spouses**

Clarification from the agency

• BOP Employees Nationwide • DOJ Surplus and Displaced (CTAP) Employees in the local commuting area. • Military Spouses Executive Order 13832 • Duty Location: FCC Florence, CO • NOTE: RELOCATION INCENTIVE OF 10% MAY BE OFFERED TO SELECTEE(S) WHO MEET ALL CRITERIA FOR CURRENT APPROVED INCENTIVE. THE SELECTEE MUST BE WILLING TO REMAIN AT THE HARD TO FILL LOCATION FOR A PERIOD OF TWO YEARS.

Announcement number

NCR-2020-0312

Control number

571432800

Duties

Summary

Why work for the Federal Bureau of Prisons?

You can have a meaningful career with an agency that truly values a diverse workforce. You will find a diverse workforce employed from entry level jobs to senior management positions. We protect public safety by ensuring federal offenders serve their sentences of imprisonment in facilities that are safe, humane, and provide reentry programming. Employees at correctional facilities perform correctional work regardless of their specific occupation.

Responsibilities

Serves as the Assistant Human Resource Manager (AHRM) of the Human Resources Office at a Bureau of Prisons (BOP) Federal Correctional Complex (FCC) or shared services locations. Under the general supervision of the Human Resource Manager (HRM), the AHRM is responsible for the supervision and implementation of a full range of human resources programs and services for employees located at the facility. The AHRM, in conjunction with the Human Resource Manager, is an advisor to multiple Wardens and/or Associate Wardens within the complex or shared services, on matters relating to the management of the Human Resources Office.

The AHRM assists the HRM in supervising Human Resources Specialists in the areas of local labor management, disciplinary and grievance procedures, staffing (recruitment, requesting certificates of eligibles, interviewing, and pre-employment processing), classification, employee benefits, workforce projections, pre-employment, career counseling, the performance evaluation and incentive awards programs, time and attendance, leave administration, compensation, and training functions. Specific training functions will include oversight of local training, tracking mandatory training compliance and evaluations, the mentoring program, and the training needs assessment/annual training plan.

Along with all other correctional institution employees, AHRM is charged with responsibility for maintaining security of the institution. The staffs correctional responsibilities precede all others required by this position and are performed on a regular and recurring basis.

Travel Required

Occasional travel - Travel may be required for training.

Supervisory status

Yes

Promotion Potential

12

Job family (Series)

0201 Human Resources Management

(<https://www.usajobs.gov/Search/Results?j=0201>).

Requirements

Conditions Of Employment

- U.S. Citizenship is Required.
- See Special Conditions of Employment Section.

The Career Transition Assistance Plan (CTAP) provides eligible surplus and displaced competitive service employees in the Department of Justice with selection priority over other candidates for competitive service vacancies. If your Department of Justice component has notified you in writing that you are a surplus or displaced employee eligible for CTAP eligibility, you may receive selection priority if: 1) this vacancy is within your CTAP eligibility; 2) you apply under the instructions in this announcement; and 3) you are found well qualified for this vacancy. To be well qualified, you must satisfy all qualification requirements for the vacant position and score 85 or better on established ranking criteria. You must provide a copy of your written notification of CTAP eligibility with your application. Additional information about CTAP eligibility is at: [Click Here \(http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/ctap_guideline.pdf\)](http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/ctap_guideline.pdf)

Qualifications

To be considered for the position, you must meet the following qualification requirements:

Education:

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related. Graduate education must demonstrate the knowledge, skills and abilities necessary to do the work of the position.

GS-12: There is no substitution of education for specialized experience for this position.

Experience:

GS-11 and GS-12: You must have at least one year of specialized experience equivalent in difficulty and complexity to the next lower grade level in the normal line of progress for the occupation in the organization. To be creditable, this experience must have equipped the applicant with the particular qualifications to perform successfully the duties of the position, and must typically be in or related to the position to be filled.

Some examples of this qualifying experience are:

GS-11:

- Experience in explaining personnel policies and ensure departmental compliance with all applicable federal, state, and local laws, rules, and regulations.
- Experience in providing advice to management on disciplinary and adverse actions.
- Experience counseling employees on retirement concerns, as well as in regard to health insurance, life insurance, TSP and other benefits.
- Experience with career development including needs assessments, counseling and training employees.
- Experience in planning immediate and long range staffing needs of an institution.

GS-12:

- Experience developing and maintaining constructive and cooperative relationships with the Union in the development of personnel policies, practices, and procedures which affect conditions of employment and contribute to the effective operation of the facility.
- Experience in explaining personnel policies and ensure departmental compliance with all applicable federal, state, and local laws, rules, and regulations.
- Experience in administering employee relations matters including administration of the incentive awards program, performance evaluation program, employee development, and leave administration program.
- Experience in planning immediate and long range staffing needs of an institution.

OR

Combination of Education and Experience:

GS-11: This experience must have equipped you with the qualifications to perform the major duties of this position as described above.

Credit will be given for paid and unpaid experience. To receive proper credit, you must show the actual time (such as number of hours worked per week) spent in the activities.

****Your eligibility for consideration will be based on your responses to the questions in the application.****