



Hiring 101: Shared Certificates

Discussion about Shared Certificates: Purpose and Benefits

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Overview of Discussion

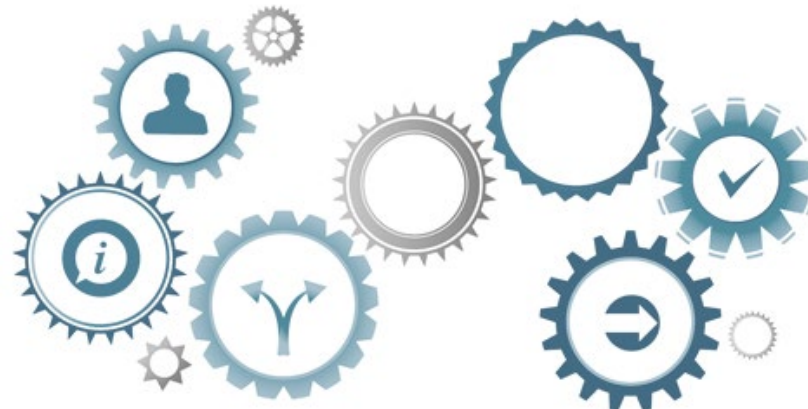
- Explain Shared Certificates
- Identify Key Players & Opportunities for Collaboration
- Requirements
- Practical Application & DOI Pilot Projects
- Miscellaneous Provisions and Helpful Tips
- Questions & Dialogue



What are Shared Certificates?

Authority & Guidance

- Competitive Service Act of 2015
- 5 CFR §332.408
- Chief Human Capital Officer Memo (01/11/2018)
- Personnel Bulletin 20-14: Shared Certificate Policy (Merit Promotion)
- Personnel Bulletin 20-17: Delegated Examining (DE) Shared Certificates



Key Players and Collaboration

- Originating Hiring Organization/Agency
- Originating Servicing Human Resource Office
- Receiving Servicing Human Resources Office
- Receiving Hiring Organization/Agency



Key Players and Collaboration

- Recruitment & Case Management
- Partnership & Teamwork
- Leverage Existing Workload



Requirements

Originating Hiring Organization/Agency & Servicing HR Office

- Must be a Validated Hiring Action
- Applicants Notified in the Announcement
- No Regulatory Objections or Pass Over Request; Cleared
- Selections Made
- Selections Documented and Certificate Audited



Requirements

Receiving Hiring Organization/Agency & Servicing HR Office

- Consider Your Vacancy
- Consider Internal Candidates
- Communicate Intentions to Candidates
- Maintain Casefile/Supporting Documentation
- Validate Selection(s) and Make Hiring Decisions

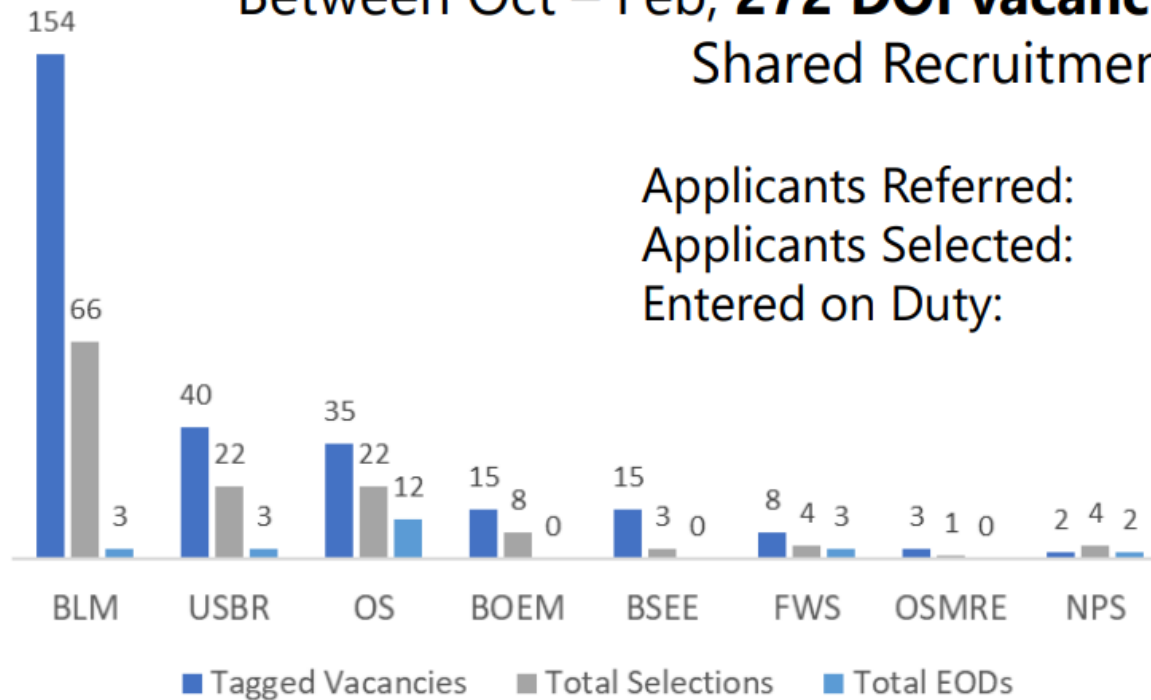


Practical Application & DOI Pilot Projects

FY21 Shared Certificate Progress

Between Oct – Feb, **272 DOI vacancies** were tagged for Shared Recruitment

Applicants Referred: 2460
 Applicants Selected: 130
 Entered on Duty: 23



Practical Application & DOI Pilot Projects

- **Participants:** Lower Colorado Basin (R8) & California-Great Basin (R10)
- **Vacancies:** Human Resources Assistant; GS-0203-05/06/07
- **Duty Locations:**

<u>Region 8</u>	<u>Region 10</u>
2 - Boulder City, NV (NPS & BOR)	2 - Klamath Falls (NPS)
1 - Phoenix, AZ (BLM)	1 - Mariposa, CA (NPS)
	2 - Reno, NV (BLM)
	2 - Sacramento, CA (BLM)
	2 - San Francisco, CA (NPS)



- **Resources Used:** USAHire Competency Assessment & Technical Questionnaire
- **JOA Close:** 11/09/2020 (Original: 11/13/2020)
- **Status:** Finalizing Selections & Auditing

Practical Application & DOI Pilot Projects

- **Participants:** HHS, USDA, USAID, Commerce, and Interior
- **Vacancies:** IT Specialist (Systems Administration), GS-2210-13
- **Duty Locations:** Washington, DC
- **Resources Used:** USAStaffing, Service Now® Federal Solution (FedHireNow)
- **Proposed JOA:** April 2021
- **Status:** Ongoing



Helpful Tips & Miscellaneous Provisions

- Communication is Key
- Shared Recruitment “Tagging” in USAStaffing
- Sharing Made Easy
- Timing & Planning



Helpful Tips & Miscellaneous Provisions

“Am I required to synchronize my position descriptions (PDs) with the one used by the originating organization, or use the actual PD from the original agency in order to use a shared certificate?”



Helpful Tips & Miscellaneous Provisions

“The Department of Education has recruited for a Program Analyst; GS-13 and can share their certificate under the provisions of the Competitive Service Act. Can I use their shared certificate to fill my Program Analyst; GS-14?”



Helpful Tips & Miscellaneous Provisions

“The US Environmental Protection Agency has advertised a Budget Analyst; GS-11 position in Phoenix, Arizona. The EPA included language in their Vacancy Announcement that they can share their certificate under the Competitive Service Act. Mary, a Supervisory Budget Analyst with the Bureau of Land Management has a Budget Analyst vacancy (also a GS-11) located in Tucson, Arizona. Can Mary fill her vacancy using EPA’s certificate?”



Resources & Information

- Your Servicing Human Resources Office (SHRO)
- Bureau Staffing Lead or Program Manager
- OHC Policy Partners in Strategic Talent Management
- Human Capital Crossroads / OHC's Hiring 101 Guide

Questions?!

