

Position: Human Resources & Resource Management Assistant

Opening Date: 12/15/2020

Announcement: 20-05

Closing Date: 01/15/2021

Company: Tennessee Valley Authority, Office of the Inspector General

Department: HR & Resource Management

Work Location: Knoxville, Tennessee

Salary Range: \$46,000-\$57,500

Number of Available Positions: One

Named one of the "Best Places to Work" in the federal government in each of the last 5 years by the Partnership for Public Service, the TVA Office of the Inspector General is a federally-mandated oversight organization charged with preventing and detecting fraud, waste, and abuse and fostering efficient and effective operations within the Tennessee Valley Authority. TVA is the largest government-owned electric utility in the United States, providing electricity to 10 million people in 7 states.

The Office of the Inspector General (OIG) of the Tennessee Valley Authority (TVA) is seeking a qualified Human Resources and Resource Management Assistant who will provide administrative support to the Human Resources and Resource Management department as well as providing backup administrative support for other areas of the OIG. Human Resources and Resource Management services and programs include: workforce planning and staffing, performance management, compensation, employee backgrounds, employee recognition, employee relations, budget, procurement, and OIG facility management.

Principal Accountabilities:

1. Maintains HR files, including, but not limited to, employee background files and personnel records.
2. Assists in providing data for employee background and clearance timeliness metrics.
3. Supports the OIG recruiting process by making travel arrangements for candidates, acknowledging receipt of candidate applications, and sending non-select emails to candidates no longer under consideration.
4. Schedules onboarding meetings for new employees, and provides overall support to the employee onboarding process.
5. Monitors all employee required training, and follows up as needed to ensure compliance.
6. Serves as a resource for the performance management process, and monitors completion dates and employee actions.
7. Runs monthly HR reports.
8. Maintains OIG Organizational Charts.
9. Coordinates credentialing process for OIG Administrative staff and OIG Auditors.
10. Handles scheduling of required OIG medical examinations. This includes pre-employment drug screens as well as Special Agent physicals and hearing exams.
11. Coordinates and tracks updates to the Administrative Handbook, and publishes revisions as needed.
12. Tracks office supply inventory, and mails out office supplies as needed to employees.
13. Coordinates HR&RM records retention process.
14. As needed provides support to escort visitors.
15. Other administrative support duties as assigned.

Minimum Requirements:

- High school diploma.
- 2 years of related administrative or human resources experience.
- Demonstrated strong skills using Microsoft Word, Excel, and Outlook.
- Availability to work remotely from a home office location, as well as in an office environment.
- Employment is subject to successful completion of a background investigation and pre-employment drug screening.
- Must possess a valid driver's license as travel is required.
- Must be able to obtain and maintain an active security clearance.

Desired Skills/Qualifications:

- College degree is desirable, but not required.
- Experience using Visio is a plus.
- Detail oriented, organized, and able to work well under pressure while performing a variety of duties.
- Must exhibit a strong customer service orientation.
- Able to communicate effectively both verbally and in writing.

How to Apply:

By Friday, January 15th, submit electronically a cover letter and resume to: oigcareers@tva.oig.gov. Announcement number should be included in the subject line of your email. Also, please note the source where you found the vacancy announcement.

For more information about our office, please see our Web site at <http://oig.tva.gov>. For more information about TVA, please see their Web site at <http://www.tva.gov>.