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:

<table>
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<tr>
<th>Region 8</th>
<th>Region 10</th>
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<tbody>
<tr>
<td>2 - Boulder City, NV (NPS &amp; BOR)</td>
<td>2 - Klamath Falls (NPS)</td>
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<td>1 - Phoenix, AZ (BLM)</td>
<td>1 - Mariposa, CA (NPS)</td>
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<td>2 - Sacramento, CA (BLM)</td>
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<td>2 - San Francisco, CA (NPS)</td>
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• 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
"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?"
“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?”
“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?!