

Sr. Human Resource Specialist

Euola, as small business, is seeking qualified Sr. Human Resource Specialists to support Veterans Administration (VHA). This is a great opportunity to support those who have served in our nation's military, their families, caregivers, and survivors.

Locations: Various locations across the United States

Hours: TBD based on location

Duties and Responsibilities

- Develops strategies to respond to employee related issues.
- Provides expertise for HR programs requiring expert knowledge of federal HR terminology, operations, procedures, and requirements.
- Performs tasks in any area/s of HR, including policy.
- Must be capable of completing high-quality work expeditiously under minimal supervision.
- May act as Team Lead over lower-level positions.
- Provides services to an integrated healthcare network, ensuring strict adherence to all contractual and regulatory timeframes.
- Advises officials at all levels about disciplinary or other correct techniques in response to various conduct and performance problems.
- Conducts extensive analysis to identify obscure or underlying causes of misconduct or poor performance.
- Reviews requests and submits justification for actions requiring approval by Network Director, VHA, VA or higher authority.

Job Requirements

- Must have Bachelor's Degree in HR or related field, and minimum of 5 years of experience.
- Subject to background/security investigation
- Participation in the Coronavirus Disease 2019 (COVID-19) vaccination program is a requirement for all Veterans Health Administration Health Care Personnel (HCP).
- Strong working knowledge of Human Resource Information Systems and Microsoft products (including Excel, Word, PowerPoint, and Outlook)
- Excellent interpersonal skills, and team oriented
- Excellent communication skills both verbal and written.
- Considerable knowledge of human resource law, principles, and practices
- Solid problem-solving and team management abilities.