

HRSA - Accepting Resumes for Term Appointments (Schedule R)

This announcement is being used as a repository. During the life of the announcement, hiring managers may request to receive names of interested candidates. Applications will be filtered by series, grade level and location. We do not know whether any particular series/grade/location will have vacancies during the life of the announcement. You will not receive regular updates regarding your application. If you are referred to a hiring manager for consideration, you may or may not be contacted.

Email us all of the requested documents to sowa@hrsa.gov. Include Schedule R, (Series and Grade) in email title.

Duties

- **Please select only the grade(s), location(s), and occupation(s) that you have a genuine interest in and would accept if offered.**
- Your application will be placed into a pool of individuals for evaluation and referral to selecting officials for non-competitive hiring.
- You *may* be contacted by interested selecting officials and asked to interview.
- We will not be able to provide status updates other than the receipt of your application via an acknowledgement email
- You may update your application at any time until the closing date.

Available Grades: Salary range listed is base pay and may be higher based on the locality pay of the applicant's work site.

GS-5 to GS-15 Base Pay; \$32,357 to \$152,771

To view the salary range including locality pay for your particular location, please visit this link to the [2023 OPM Salary Tables](#).

Available Locations:

- Rockville, MD
- Boston, MA
- New York, NY
- Philadelphia, PA
- Atlanta, GA
- Chicago, IL
- Dallas, TX
- Kansas City, MO
- Denver, CO
- San Francisco, CA
- Seattle, WA
- Remote

Occupations:

- 0101 – Social Science
- 0107 – Health Insurance Administration
- 0201 – Human Resources Management
- 0260 – Equal Employment Opportunity
- 0301 – Miscellaneous Administration and Program
- 0340 – Program Management
- 0341 – Administrative Officer
- 0343 – Management and Program Analysis
- 0399 – Administration and Office Support Student Trainee
- 0501 – Financial Administration and Program
- 0511 – Auditing

- 0560 – Budget Analysis
- 0601 – General Medical and Healthcare
- 0602 – Physician
- 0610 – Nursing
- 0685 – Public Health Program Specialist
- 1001 – General Arts and Information
- 1035 – Public Affairs
- 1101 – General Business and Industry
- 1102 – Contracting
- 1109 – Grants Management
- 1530 – Statistics
- 1712 – Training Instruction
- 2210 – Information Technology Management

Requirements

For consideration under the Schedule R non-competitive hiring authority, please submit the following:

- Resume

Your resume **MUST** contain dates of employment (i.e., month/year to month/year or to present). To ensure you receive full credit for relevant experience, include the hours worked per week. We recommend that your resume not exceed 5 pages, only the first 5 pages will be reviewed to determine your eligibility/qualifications. If including Federal service experience, provide pay plan, series and grade, i.e. GS-0301-09. Your resume must **NOT** include photographs, inappropriate content, or personal information such as age, gender, religion, social security number. If your resume does not contain the required information specified, or contains prohibited information as listed above, your application will be determined incomplete, and you will not receive consideration for this position.

- College transcripts (if applicable)
- DD-214 (if applying for veteran's preference). Please send us a sanitized copy that hides your social security number.
- Any specific requirements that may be required by job type and may include the following: education, maximum entry age, physical qualifications, medical qualifications, drug testing, bilingual requirements, typing requirements, etc.

Additional Information

- We may select from this announcement or any other source to fill one or more vacancies. Additional jobs may be filled.
- The salary range indicated in this announcement reflects the minimum locality pay up to maximum locality pay for all duty locations listed. The range will be adjusted for selected duty location. General Schedule locality pay tables may be found under Salaries & Wages.
- Tour of Duty will be determined at time of selection.
- Alternative work schedule, staggered work hours or telework may be available.
- HHS is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.