

*Department of Health and Human Services
Office of Human Resources
Client Services Center (CSC)
Direct Hire Authority (DHA) for Health Care Reform*

Position Descriptions

Standard position descriptions or position descriptions that have already been established will be used to fill the positions at GS-9-13 grade levels. If necessary, additional position descriptions will be established to accommodate new or unique GS-14 and GS-15 non-supervisory technical positions.

Public Notice

Vacancy Announcements:

Use of the DHA requires we provide public notice. Vacancy Announcements for the approved occupations are posted with a closing date to include a cut-off period established for each specific vacancy announcement.

Note: Public notice or simply posting a vacancy announcement is not a substitute for a strategic recruitment effort that may be undertaken to fill positions with highly qualified applicants. Managers are encouraged to utilize a variety of recruitment options and hiring tools when filling positions.

Supporting Documentation:

All applicants are required to submit supporting documentation as described in the vacancy announcement. Copies of academic transcripts are required for applicants desiring to substitute education for specialized experience and for those positions having a positive education requirement.

Candidate/Resume Review and Selection

The Human Resources (HR) Specialists will provide hiring managers and/or designated subject matter experts with applicant resumes for their review and selection. Applicants must meet the minimum qualification requirements as outlined by the OPM Qualifications Standards. The Client Services Center staff will determine basic eligibility. Once the Hiring Manager concludes the interview process and makes their final selections, the HR Specialist will make tentative offers to the selected candidates and negotiate potential start dates.

Name Requests

The primary method of consideration for direct hire appointments is through the electronic application process. Although use of the electronic staffing system is strongly encouraged, there may be situations involving critical hiring needs that warrant an exception to the online application process and require the acceptance of a hard copy application and supporting documentation. These exceptions may be approved on a case by case basis by the staffing Team Lead when management has identified candidates or “name requests” who have submitted resumes. In those instances, the resume and related documentation should be forwarded to your HR Specialist for review and processing.

For more information

Please contact your servicing HR Specialist to request the appropriate list of DHA candidates based on your organization’s hiring needs. They can also provide you with information on additional recruitment efforts you may wish to consider in conjunction with the DHA.