

President's Management Council
INTERAGENCY ROTATION PROGRAM

The PMC Interagency Rotation Program enables emerging Federal leaders to expand their management skills, broaden their organizational experience, and foster networks they can leverage in the future.

Rotation Experience Description

Department/Agency:	<i>Chief Human Capital Officers Council</i>		
Component:	<i>CHCO Executive Office</i>		
Organizational Mission/Role:	<p>The Chief Human Capital Officers Act of 2002, enacted as part of the Homeland Security Act of 2002 (Pub. L. No. 107-296) on November 25, 2002, required the heads of 24 Executive Departments and agencies to appoint or designate Chief Human Capital Officers (CHCOs). Each CHCO serves as his or her agency's chief policy advisor on all human resources management issues and is charged with selecting, developing, training, and managing a high-quality, productive workforce. The CHCO Act also established a Chief Human Capital Officers Council to advise and coordinate the activities of members' agencies on such matters as the modernization of human resources systems, improved quality of human resources information, and legislation affecting human resources operations and organizations. The 25-member Council is composed of the Director of the Office of Personnel Management (OPM), who serves as chairman; the Deputy Director for Management of the Office of Management and Budget (OMB), who acts as vice chairman; the CHCOs of the 15 Executive departments; and the CHCOs of 8 additional agencies designated by the OPM Director.</p>		
Rotation Title:	<i>Program Specialists – TWO Positions Available</i>	Required Clearances:	<i>N/A</i>
GS Level: <i>(13, 14, and/or 15)</i>	<i>GS-13/14</i>	Office Address:	<i>OPM Headquarters 1900 E Street NW Washington, DC</i>
Supervisor Name, Title:	<i>Traci DiMartini, Deputy Director</i>	Agency Point of Contact	<i>Traci DiMartini</i>
Supervisor Email:	<i>Traci.DiMartini@opm.gov</i>	POC Email:	<i>Traci.DiMartini@opm.gov</i>
Supervisor Phone:	<i>202-606-1722</i>	POC Phone:	<i>202-606-1722</i>
Available workplace flexibilities:	<i>Ad hoc tele-work is available; gliding schedules with flexible start and end times are also allowed.</i>		
Description of Development Opportunity: 1. Projects, Roles, and Responsibilities / 2. Anticipated Accomplishments			

The CHCO council is interested in hosting **two (2) PMC Details** during the Sixth cohort (April 2014-September 2014). These are Program Specialists positions, GS-13/14, to work on various CHCO projects including Work Group projects such as GEAR Pilots, Diversity, Federal Employee Engagement Strategies, HR Information Technology Initiatives, STEM Initiatives and other work groups and projects as assigned by the CHCO Management team and the Council. The Program Specialists will work closely with CHCO Executive Director and Senior staff helping to organize and staff monthly CHCO Council meetings, bi-monthly Deputy meetings and the quarterly CHCO Academy and Flash Mentoring sessions.

The incumbents should have very strong analytical and writing skills, be able to multi-task and be able to work under tight deadlines. The Program Specialists will report to the Deputy Director to ensure the activities, work groups and other related projects assigned by the Executive Director are completed to the Council's satisfaction. Specifically the program specialists will serve as the principle point of contact for their assigned portfolios (which will be identified and assigned upon start date).

The CHCO Agency is located in the Office of the Director at OPM; the incumbents should be comfortable attending meetings with Senior officials and their representatives and be able to write memos and emails to Senior Staff with minimal guidance/oversight. The program specialists will be responsible for a specific set of tasks/assignments which they will be expected to oversee and control through the duration of their detail.

Developmental Goals: Please select 2-3 primary Executive Core Qualifications (ECQs) that the participant may cultivate on this assignment. For more information about ECQs, please visit www.opm.gov/ses/recruitment/

5/9/2013

ECQs (check all that apply):		Please provide comments about how this assignment relates to the ECQs and provide a meaningful work experience for the participant:
Leading Change	<input checked="" type="checkbox"/>	<p>The individual will have the opportunity to develop networks and collaborate across boundaries to build strategic relationships and achieve a common goal. This position is change driven as the Program Specialist is expected produce deliverables identified at the beginning of the rotation and to demonstrate specific projects/tasks/systems that were developed and institutionalized during their tenure.</p> <p>These positions are ideal for self starters who are eager to take ownerships and lead a specific task/project within the six month timeframe. Applicants must be willing to work outside of their comfort zones, be interested in working on high profile projects with senior political and career staff and demonstrate flexibility and creativity in order to achieve maximum results.</p>
Leading People	<input type="checkbox"/>	
Results Driven	<input checked="" type="checkbox"/>	
Business Acumen	<input type="checkbox"/>	
Building Coalitions	<input checked="" type="checkbox"/>	

The PMC Fellow will be offered the following developmental opportunities (check all that apply):

<input checked="" type="checkbox"/>	A Senior Executive mentor (this may be the host supervisor)
<input checked="" type="checkbox"/>	At least one senior-level shadowing experience
<input checked="" type="checkbox"/>	A peer-level work/project advisor
<input checked="" type="checkbox"/>	Individual Development Plan and regular check-ins on developmental progress
<input checked="" type="checkbox"/>	A closing assessment of accomplishments and specific recommendations for continued development
<input checked="" type="checkbox"/>	Access and exposure to senior-level meetings
<input checked="" type="checkbox"/>	Subject-specific onboarding designed to provide learning on a key skill, issue, profession, etc.
<input checked="" type="checkbox"/>	Participation in agency-provided training, such as online learning, workshops, speaker series, etc.
<input type="checkbox"/>	Supervisory experience
<input checked="" type="checkbox"/>	Cross-agency collaboration experience
<input checked="" type="checkbox"/>	Project management experience
<input checked="" type="checkbox"/>	Other (please explain): This is an Executive level, cross Agency office that manages the Chief Human Capital Officers Program. Analysts/Specialists will have the opportunity to draft white papers on topics of interest to them that relate to current CHCO Initiatives. Analysts/Specialists will also have the opportunity to learn more

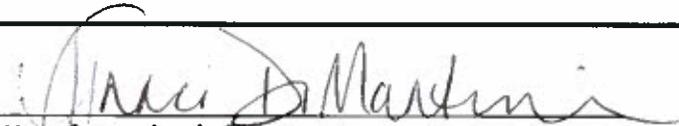
about their home agency's CHCO Office.

How would this opportunity benefit the participant and his/her home organization upon their return?

The CHCO Council is a high profile Executive office with a small number of permanent staff. Detail assignments are an integral part of our office particularly when leading time sensitive, high profile projects that involve daily attention and management. The Council aims to provide employees from other Federal Agencies the opportunity to work first hand with members of the Council and introduce them to a variety of projects and initiatives impacting the Federal Workforce while simultaneously giving them the opportunity to gain valuable management experience.

Special Requirements (if any):

The selected individual must be able to multi task and work in a fast paced, high profile office. This position works closely with CHCO Executive Director and the Deputy Director/Senior Program Manager. The individual should have exceptional interpersonal skills, be a self starter, be able to work with minimal supervision and be able to establish and maintain relationships across multiple federal agencies and disciplines. Strong writing skills are a must!


Host Supervisor's Signature

12/30/2013

Date