

**NRC HIRING AND STAFFING GUIDANCE
January 2016**

Sample List of Staffing Needs

OCHCO

Organization	Position Title	Occupational Series	Grade	Critical Skills Required to Perform Duties	Work to be performed	Preferred Method of Filling Vacancy¹	Indicate priority for each entry
OCHCO/HROP	HR Specialist	0201	14	Experience negotiating and implementing a collective bargaining agreement. Knowledge of harassment policy and procedures	Negotiate policy changes and engage in collective bargaining with the Union Provide advice and counsel to management on performance management and conduct based actions.	1. External Posting	1
NRR/DE	General Engineer (NSPDP)	0801	07	Entry-level candidate needed to build skills in expected critical skill area (<i>please identify area</i>)	Prepare presentation materials and make presentations on subjects in assigned areas of responsibility.	1. External Posting – NSPDP Vacancy Announcement	1
NRO/DCIP	Reactor Operations Engineer	0801	14	Knowledge of and ability to interpret and apply IT AAC specific Regulations 5. and Guidance	ITAAC quality and inspectability review Prioritization of ITAAC for inspection	1. SOI, if no candidates then 2. Internal Posting (promotion opportunity)	1

¹ Please choose from the following options: SOI, Internal competitive vacancy, external posting, TERM position, Co-op –new, Co-op-conversion, summer hire, former employee returning from intl assignment. Please note: If you plan to extend a rehired annuitant appointment or would like to bring on a new rehired annuitant – that must be included above.