

DRAFT SUPPORTING STATEMENT  
FOR  
NRCAREERS (MONSTER GOVERNMENT SOLUTIONS)  
(3150-XXXX)  
NEW

Description of the Information Collection

The Nuclear Regulatory Commission's (NRC) relies on web-based software for human capital management, workforce development, and candidate recruitment.

NRCareers is the NRC's web-based vacancy application system that facilitates the posting of vacancy announcements to the Office of Personnel Management (OPM) USAJobs system and gives applicants the ability to apply for vacancies via the web. NRCareers also passes information on the selectees to the Workforce Transformation Tracking System (WTTS), which supports the agency's tracking and reporting of recruitment activities.

NRCareers is a subsystem of the Office of the Chief Information Officer (OCIO) Third Party System (TPS). TPS provides a framework for managing cybersecurity compliance for the external IT services used by NRC.

NRCareers is owned, operated, and housed by Monster Government Solutions (MGS). It is procured by NRC through an interagency agreement with the Department of the Interior's Interior Business Center. The system is entirely browser-based, and so has no components housed in the NRC infrastructure. MGS delivers the following tools to NRC's IT and HR staffs:

- Hiring Management
- Applicant tracking
- Interfaces to WTTS and its Entrance on Duty Systems (EODS)
- Data Collection
- Data analysis, reporting and collaboration
- Administration tools
- Secure File Transfer Protocol eOPF integration
- Project Management
- HR help desk support and problem escalation.

When applying for employment, NRC applicants and selectees enter résumé-related, Personally Identifiable Information (PII) information including:

- Name
- Education Information
- Social Security Number (SSN)
- Personal Cell Telephone Number
- Personal Email Address

- Home Telephone Number
- Employment Information
- Military Status/Service
- Mailing/Home Address

NRCareers is covered by the Government-wide System of Records Notice OPM/GOVT-5 Recruiting, Examining, and Placement Records.

## A. JUSTIFICATION

### 1. Need For and Practical Utility of the Collection of Information

MGS' tools and features advances NRC's recruitment and hiring procedures by interfacing applicants' résumé-related data with WTTS and USAJOBS. HR specialists rely on NRCareers to maintain efficient, accountable hiring management processes. NRCareers optimizes hiring management by posting vacancies to potential employees via the Internet (USA Jobs.gov), collecting, and processing employment application and applicant data (i.e., contact information).

NRC, like other Federal Agencies, relies on the following legal authorities to justify necessary collection of HR related information:

- 5 U.S.C.
  - Code § 1302-Regulations
  - Code § 3109- employment of experts and consultants; temporary or intermittent
  - Code § 3301-Civil service; general
  - Code § 3302-Competitive service
  - Code § 3304-Competitive service; examinations
  - Code § 3305-Competitive service; examinations; when held
  - Code § 3306-Planning and solicitation requirements
  - Code § 3307-Competitive service; maximum-age entrance requirements; exceptions
  - Code § 3309-Preference eligibles; examinations
  - Code § 3313-Competitive service; registers of eligible
  - Code § 3317-Competitive service; certification from registers
  - Code § 3318-Competitive service; selection from certificates
  - Code § 3319-Alternative ranking and selection procedures
  - Code § 3326-Appointments of retired members of the armed forces to positions in the Department of Defense
  - Code § 4103-Establishment of training programs
  - Code § 4723-Confidentiality statutes, regulations and rules
  - Code § 5533-Dual pay from more than one position; limitations; exceptions
- Executive Order 13478 - Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers

## 2. Agency Use of Information

NRCareers components, databases and infrastructure are developed, maintained and housed by Monster Government Solutions (MGS). The cloud-based system is accessed via internet browser. It is completely external to NRC's domain. NRC HR Staff access the system from NRC's network, (LAN, VPN or Citrix environment).

MGS (NRCareers) is comprised of multiple modules: Position Classification, Assessment Management, Hiring Management, Collaborate, Administration and Analytics. NRC plans to implement the Applicant Assessment tool by July 2022. The following components make use of selectee data.

Hiring Management: This applicant tracking module simplifies tasks associated with the federal hiring process and enables collaboration among HR staff. Hiring Management provides a secure, federally compliant interface with USAJOBS and the NRC's HRIS systems.

Analytics Component: Analytics provides the ability to analyze, export and manipulate NRCareers data. The core product system provides access to pre-defined reports (including Office of Personnel and Management & Equal Employment Opportunity Commission reports), dashboard functionality and ad-hoc reporting capability. The custom reporting solution supports business logic and the ability to customize specific data relationships to meet NRC's unique environment from within the Human Capital Management and from other systems.

The Analytics Component retrieves employment-related data through a database connection via TCP/IP to the group of Oracle relational database servers which store and manage the database files. This component is only available to specifically trained human resource management staff.

Applicant Assessment System: NRCareers is implementing a federally compliant rating and ranking tool that presents the most qualified candidates to hiring teams, based on agency-specified criteria. This aims to reduce manual sorting through numerous resumes. The system issues electronic certificates that have been rated, ranked, and verified so selecting officials efficiently focus on most qualified candidates.

## 3. Reduction of Burden Through Information Technology

The NRC has issued [Guidance for Electronic Submissions to the NRC](#) which provides direction for the electronic transmission and submittal of documents to the NRC. Electronic transmission and submittal of documents can be accomplished via the following avenues: the Electronic Information Exchange (EIE) process, which is available from the NRC's "Electronic Submittals" Web page, by Optical Storage

Media (OSM) (e.g. CD-ROM, DVD), by facsimile or by e-mail. It is estimated that 100% of the potential responses are filed electronically.

4. Effort to Identify Duplication and Use Similar Information

No sources of similar information are available. There is no duplication of requirements.

5. Effort to Reduce Small Business Burden

No small businesses are impacted by this clearance.

6. Consequences to Federal Program or Policy Activities if the Collection Is Not Conducted or Is Conducted Less Frequently

If job applicant data is not collected, the NRC will be unable to recruit, evaluate or hire prospective employees through submission of online applications. Additionally, the NRC will be unable to generate necessary HR specific reports for requesting organizations (OPM, EEOC, Executive Office, GAO, etc). NRC minimizes applicant data collections. Any further reduction will result in hiring inefficiencies, delays, staffing shortages, and an inability to locate most qualified candidates. Human capital based reporting will also be negatively affected and will likely prevent NRC from complying with federal organization requests/requirements.

Consequences if the collection is not conducted, includes the inability for NRC to monitor the students being supported under the program to make sure that the program is successful in developing a workforce capable of supporting the design, construction, operation, and regulation of nuclear facilities and the safe handling of nuclear materials. The NRC would also not be able to collect the funds from students that breach the service agreement.

7. Circumstances Which Justify Variation from OMB Guidelines

Not applicable.

8. Consultations Outside the NRC

Opportunity for public comment on the information collection requirements for this clearance package has been published in the *Federal Register*.

9. Payment or Gift to Respondents

Not applicable.

10. Confidentiality of Information

Confidential and proprietary information is protected in accordance with NRC regulations at 10 CFR 9.17(a) and 10 CFR 2.390(b).

11. Justification for Sensitive Questions

Not applicable.

12. Estimated Burden and Burden Hour Cost

The NRC estimates that the average burden to job applicants entering required information is one and one half hour (see following table). This represents the total time a typical applicant spends on the following:

Access online systems, create account(s), paste resumes & responses, complete forms, upload/submit documents, verify transmissions, track progress.

In 2021, NRC received 311 external applications for employment.

Description	Number of Respondents	Burden Hrs Per Response	Total Annual Burden (Hrs)	Cost @ \$288/Hr
Data entry	311	1.5	466.5	\$134,352

The \$288 hourly rate used in the burden estimates is based on the Nuclear Regulatory Commission’s fee for hourly rates as noted in 10 CFR 170.20 “Average cost per professional staff-hour.” For more information on the basis of this rate, see the Revision of Fee Schedules; Fee Recovery for Fiscal Year 2021 (86 FR 32146, June 16, 2021).

13. Estimate of Other Additional Costs

No other additional costs anticipated

14. Estimated Annualized Cost to the Federal Government

The staff has developed estimates of annualized costs to the Federal Government related to the conduct of this collection of information. These estimates are based on staff experience and subject matter expertise and include the burden needed to review, analyze, and process the collected information and any relevant operational expenses.

NRC HR staff expends approximately 5.5 hours reviewing, processing and analyzing each applicant’s submission. An annual total of 1722 hours is expended on these activities. The annual cost to the Federal Government is approximately \$495,936 (1722 hours x 288/hour).

15. Reasons for Change in Burden or Cost

This is a new OMB Clearance.

16. Publication for Statistical Use

Not applicable.

17. Reason for Not Displaying the Expiration Date

The expiration date will be displayed.

18. Exceptions to the Certification Statement

Not applicable.

A. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

The collection of information does not employ statistical methods.