

Submitted to Amentum for ARPA-H STATS

NAME	JOB TITLE	PWS Tasks
Jacqueline Griswold	PXD - Basic Human Resource Specialist	7.3.1-7.3.6; 7.5.4; 7.5.7-7.5.8

Job Responsibility	Qualifying Skills
Recruitment & Hiring Support: Manage end-to-end hiring processes, ensuring alignment with organizational policies and best practices.	<ul style="list-style-type: none"> Managed recruitment processes for multiple program areas at the Health Resources and Services Administration (HRSA), advising hiring managers on best practices and applicant selection. Reviewed job applications and candidate eligibility on USA Staffing, ensuring compliance with OPM guidelines. Posted job announcements, reviewed resumes, and provided hiring recommendations, ensuring program staffing needs were met efficiently.
Onboarding & Offboarding Coordination: Oversee employee integration and departure processes while ensuring compliance with HR policies.	<ul style="list-style-type: none"> Facilitated new employee onboarding processes, including document verification, orientation scheduling, and compliance reviews. Ensured hiring managers were updated on recruitment status, job postings, and applicant counts while at HRSA. Verified completion of background investigations and new hire paperwork, ensuring seamless employee integration.
HR Documentation & Compliance: Maintain accurate personnel records, ensure regulatory adherence, and provide HR policy guidance.	<ul style="list-style-type: none"> Tracked and analyzed HR policies, regulations, and legislative updates while working with NIH's Office of Human Resources Compensation and Policy Division. Created and maintained employee records, reports, and compliance documentation, ensuring adherence to HR policies at HRSA and NIH. Utilized Microsoft Office Suite to prepare HR materials, reports, and retention documents, demonstrating strong data management skills.

Education

Master of Science, Information Technology
Towson University, Towson, MD

August 2023

Bachelors of Science, Occupational Technical Studies
Old Dominion University, Norfolk VA

December 2016

Experience

Human Resources Specialist, Health Recourses and Services Administration,
Office of Human Recourses, Recruitment and Staffing

Oct. 2022 –Oct 2023

- Advised management on organizing, preparing, or implementing recruiting or retention programs.
- Provided hiring managers advice on best practices and implementation for employee selection by effectively communicating the process and procedures to for set in place by OPM
- Maintained and updated human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Reviewed employment applications and job orders to match applicants with job requirements.

- Formulated and posted job announcements on USA Staffing for multiple program areas to help ensure there staffing needs are met.
- Monitored the status of job announcements for assigned program areas and provide applicant count updates to the administrative officers and hiring managers to ensure they are up to date on the status of their recruitment.
- Verified that the correct documents such as the Strategic Recruitment Worksheet OF-8 and other recruitment related documents are submitted for recruitment packages prior to approving recruitments in USA staffing.
- Selected qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
- Reviewed applicant's resumes to ensure they meet the listed eligibility requirements and the listed qualifications for the job announcement.

**Human Resources Specialist, National Institute of Health,
Office of Human Resources Compensation and Policy Division**

March. 2022 - October. 2022

- Researched and used legislation regulations policies and procedures of the National Institute of Health (NIH) U.S Department of Health and Human Services (HHS) Office of Personnel Management (OPM) and other Federal departments to effectively establish and administer Human Resources (HR) programs policies and guidance in Title 5 Compensation and Staffing Title 38 Compensation and Senior Biomedical Research and Biomedical Product Assessment Service.
- Reviewed new and existing legislation and policies to make appropriate recommendations and to develop new or modify existing NIH HR policies and programs.
- Clarified conflicting guidance by conducting open-source research and communicate to stakeholders to mitigate other potential or existing issues.
- Prepared guidance materials to keep the NIH community of stakeholders abreast of updated HR programs policies and/or updated guidance through various communication methods.
- Analyzed and evaluate HR policies and programs to identify issues or deficiencies and recommend durable solutions and improvement plans to meet established goals and objectives.
- Utilized Microsoft office Suites to create well-organized work products such as retention reports, informational guides, fact sheets, and instructional memoranda that reflect appropriate research and analysis of issues in accordance with applicable policies and procedures.
- Tracked case files through the approval process and kept internal and external customers informed of case status and any planned/unplanned circumstances.
- Attended and significantly contributed at regular meetings with customers and colleagues to promote OHRs services including presentations on the latest programs policies.

**Inside Liability Analyst and Claims Quality Reviewer,
Allstate Insurance Company. Elkridge, MD**

January. 2019 - February. 2022

- Conducted timely automobile liability investigations and exercised sound judgment in the evaluation and resolution of claims by analyzing loss facts obtained determining the accuracy and relevance of information and adhering to state specific laws and the National Association of Insurance Commissioners' established guidelines.
- Analyzed and determined property damage liability PIP and Medical Payment coverage and negotiated claims with third party carriers for Maryland Virginia Delaware and New York claims.
- Assisted with claim adjuster's validation by documenting compiling and analyzing data in Excel to provide feedback to the management team to determine which adjusters needed coaching and what modifications needed to be made to the office's training program.
- Created job aids presentations and templates regarding Allstate's claim handling standard processes state- specific claim handling policies guidelines and the proper implementation of state laws.

Human Resources Representative, Six Flags of America. Upper Marlboro, MD

April. 2018 - July. 2019

- Interviewed job applicants to obtain information on work history, training, education, or job skills.

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- Reviewed applications and job orders to match applicants with job requirements.
 - Completed the employee onboarding process, ensured the completion of new hire paperwork, and scheduled new employee orientation.
 - Scheduled new employee orientations.
 - Validated the completion of background investigations for new employees and input data of new hires into HR systems.
 - Maintained records and compiled statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
 - Filed and retrieved confidential employee documents, records, and reports regarding employee performance evaluations, terminations, and employee write-ups.
 - Performed payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
 - Composed hourly pivot tables to monitor the staffing level for the management team to ensure the theme park was appropriately staffed

Store Manager, Hollister. Annapolis, MD

April. 2017 - March. 2018

- Directed daily store operations with a strong emphasis on creating exceptional customer experience, resulting in 15% increase in customer satisfaction score
- Reviewed invoices and demand forecasts to estimate peak delivery periods and schedule the appropriate staffing
- Planned layouts of stockrooms and or other storage areas, considering turnover, size, weight, and other related factors pertaining to items stored.
- Resolved customer complaints and answered customers' questions regarding store inventory
- Oversaw the hiring, training and development of staff, ensuring they were equipped to deliver to deliver high quality customer service and uphold store standards
- Increased profits by 26% through effective sales training troubleshooting sales reports and developing training outlines.