COURSE SYLLABUS

SSA OIG Federal Merit Hiring Certificate

This certification program is a customized learning path designed in partnership with SSA OIG to meet the immediate training needs of HR professionals working under the Federal Merit Hiring Plan, Presidential mandates, and OPM federal guidance. This certification equips HR specialists with the critical skills needed to support federal staffing, job analysis, qualification determinations, and pay setting processes. With practical, applied learning, participants will be prepared to implement knowledge directly into their HR practices. This program builds upon recent classification training to provide a comprehensive foundation in federal HR policies and procedures, ensuring alignment with current government standards and best practices.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/ssa-oig-federal-merit-hiring-certificate



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Course Outline

This package includes these courses

- Introduction to Federal Staffing and Placement (24 Hours)
- Job Analysis for Federal Hiring Course (16 Hours)
- Qualifications Analysis Course (24 Hours)
- Pay Setting: General Schedule Course (24 Hours)
- Federal Human Resources Management Course (24 Hours)

Attend the AI for Federal Recruitment & Staffing class for free as part of this certificate. Choose your date after you register for the program.

AI for Federal Recruitment & Staffing Course

Introduction to Federal Staffing and Placement

This course provides federal HR professionals with a practical foundation in federal staffing laws, regulations, and procedures. Participants gain an understanding of the merit system, recruitment, job analysis, qualifications, competitive and excepted service hiring, veterans' preference, temporary and term employment, and merit promotion. This course supports consistent, compliant staffing decisions across the federal employment lifecycle.

- Explain the foundations of the federal merit system and prohibited personnel practices.

- Research and apply federal staffing laws, regulations, and OPM guidance.
- Apply recruitment principles and federal hiring strategies.
- Conduct job analysis and identify required competencies and qualifications.
- Evaluate applicant qualifications using General Schedule standards.
- Apply competitive and excepted service hiring authorities.
- Understand veterans' preference and category rating requirements.
- Identify appropriate use of temporary and term employment authorities.
- Apply merit promotion and in-service placement rules.

Job Analysis for Federal Hiring Course

Gain the skills to create job-related selection practices that comply with federal regulations and result in higher-quality candidates. This course focuses on job analysis techniques, assessment tool development, and documentation to support hiring decisions.

- Conducting job analyses that meet OPM and UGESP regulatory requirements.
- Defining and differentiating knowledge, skills, abilities, and competencies.
- Developing effective applicant assessment tools to improve candidate quality.
- Identifying and addressing issues in existing assessment tools.
- Creating documentation to justify rating criteria and support hiring decisions.

Qualifications Analysis Course

This course provides HR professionals with the tools to assess applicant qualifications effectively for federal positions. Participants will learn to apply OPM's standards and analyze experience, education, and eligibility to make informed hiring decisions.

- The role of qualifications analysis in the federal staffing process.
- Evaluating general and specialized experience using OPM's Qualification Standards.
- Crediting education and combining it with experience to determine minimum qualifications.
- Understanding selective placement factors and quality ranking factors.
- Applying legal and regulatory requirements for eligibility determinations.
- Assessing minimum qualifications and eligibility for federal job applicants.

Pay Setting: General Schedule Course

This course equips federal HR professionals with the skills to implement and apply complex pay administration rules for General Schedule employees. Participants will learn to handle various personnel actions, including promotions, reassignments, and pay changes, while ensuring compliance with federal policies.

- Overview of the General Schedule system and pay-setting policies.
- Setting pay for new appointments, reinstatements, and transfers.
- Managing reassignments, promotions, and changes to lower grades.
- Applying grade and pay retention rules.
- Handling pay changes, severance pay, and movement between pay systems.
- Administering allowances, hiring incentives, and back pay.

Federal Human Resources Management Course

This course introduces participants to the principles and processes of federal human resources management (HRM) within the unique merit system environment. Through expert instruction, participants will explore key HRM functions and their interrelationships to effectively manage federal employees.

- Principles of federal HRM and their impact on decision-making.
- Compensation processes, including classification, pay, and benefits.
- Federal hiring processes and equal pay for equal work.
- Strategies to improve employee engagement and workforce satisfaction.
- Performance management, including employee development and appraisals.
- Equal Employment Opportunity (EEO), employee relations, and labor relations programs.