

# Human Resources



## A Career in Human Resources

At VA, Human Resources (HR) professionals provide guidance to new hires and develop a workforce that ensures employees are well trained, motivated and ready to deliver critical services to Veterans and their families with dignity and compassion. VA understands that its employees are one of its greatest assets

and has committed unprecedented levels of investment in human capital management to ensure that the Department recruits, hires, develops and retains exceptional employees.

VA HR professionals use analytical skills and technical expertise to address complex talent management issues. They use their expertise in hiring, compensating and engaging employees to strengthen VA's human capital resources and improve the Department's ability to meet the needs facing Veterans today. They may be responsible for benefits administration, and employee and labor relations. A highly capable workforce helps VA transform into a 21st century organization that is better able to deliver high-quality care and services to Veterans and their families.

### HR Management

The HR Management series manages, administers, advises or delivers HR management products or services in a variety of HR areas, such as labor relations, recruitment, employee benefits and compensation. Positions include:

- Professional Recruiter
- HR Officer/Assistant HR Officer
- HR Specialist
  - ▲ Employee and Labor Relations
  - ▲ Classification, Recruitment and Placement
  - ▲ Information Systems
  - ▲ Employee Benefits
  - ▲ Recruitment and Placement
  - ▲ Classification
  - ▲ Compensation
  - ▲ Employee Relations
  - ▲ Labor Relations
  - ▲ HR Development

### HR Assistance

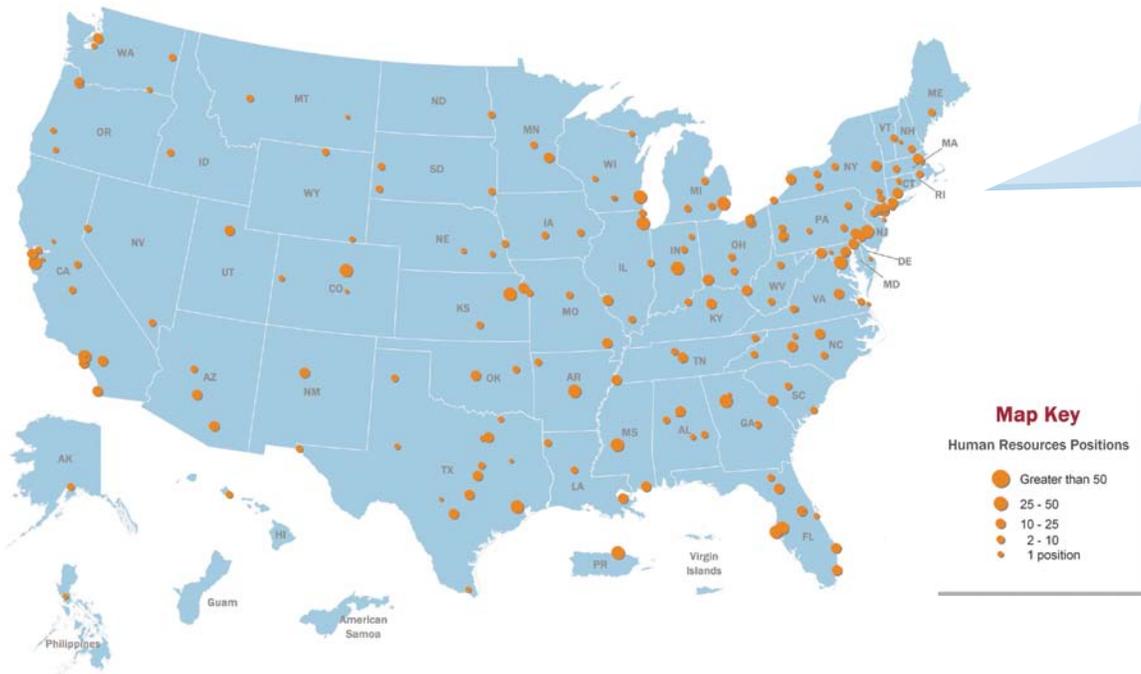
The HR Assistance series provides assistance and information to employees, specialists and managers in a particular area of responsibility. These HR assistants process personnel and pay actions and changes for different types of appointments. Positions include:

- HR Assistant

## MyCareer@VA

VA is committed to career development and supports employees' ambitions to grow, learn and advance. Building a career at VA is a partnership, and we are dedicated to providing you the career resources and materials you need to achieve success.

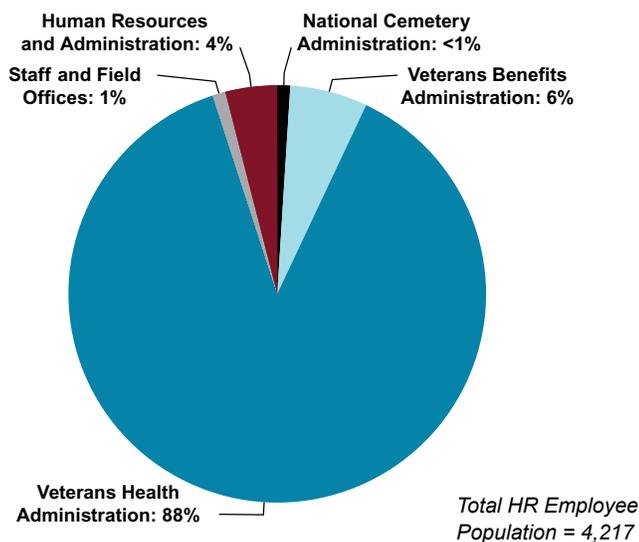
The MyCareer@VA program delivers interactive and engaging career development tools to help you explore and chart your long-term career path within VA.



## Human Resources Job Locations

VA's HR positions are dispersed across 210 cities within the United States. The top five HR occupational family geographic locations are Washington, D.C.; Topeka, Kan.; Milwaukee, Wis.; Detroit, Mich.; and Denver, Colo.

## VA HR Job Distribution by Administration



VA's HR positions are distributed among three Administrations, Human Resources and Administration, and Staff and Field Offices to meet the broad range of needs facing the Department.

## MyCareer@VA Tools and Resources

- Career Planning Process** - Develop professional goals and align developmental experiences to VA career opportunities through a four-phase process: Prepare, Plan, Explore and Develop
- My Career Mapping Tool** - Map your long-term career path at VA by exploring career possibilities that leverage your knowledge, skills and experience across multiple occupational families
- My Career Fit Tool** - Discover your career "fit" at VA by identifying your work interests and work environment preferences
- VA Career Guides** - Explore the knowledge, skills, education and training recommended for each VA job and related career levels

VA employees can also visit the VA Talent Management System (TMS), a state-of-the-art online training and employee development system, to search and register for training courses and learning opportunities.