

U.S. Department of Housing and Urban Development

Personnel Clearinghouse Policy



For Non-Bargaining And NFFE Bargaining Unit Employees

Handbook 334.1



Table of Contents

CHAPTER 1. GENERAL

1-1	Introduction	2
1-2	HUD Clearinghouse Program	2
1-3	Additional Guidance	3

CHAPTER 2. ROLES AND RESPONSIBILITIES

2-1	Clearinghouse Program Manager	4
2-2	Applicants	4
2-3	Selecting Officials.....	5

CHAPTER 3. PROCESS AND PROCEDURES

3-1	Clearinghouse Process	7
3-2	Eligibility and Qualifications	7
3-3	Application.....	8
3-4	Selections	8
3-5	Non-Selections	9
3-6	Relocation	9

CHAPTER 4. CLEARINGHOUSE AUTOMATION

4-1	Advertisement	11
4-2	Application/Resume Submission	11
4-3	Qualifications/Applicant Listing Issuance	12

CHAPTER 1, GENERAL

1-1. Introduction

The Personnel Clearinghouse will facilitate the lateral reassignment of HUD employees. The Clearinghouse will benefit our employees and management. This program is designed to assist employees in obtaining other positions within the Department by way of a lateral reassignment. The Clearinghouse program will remain in effect until the Merit Staffing Handbook has been updated and negotiated with our labor management organizations.

1-2. HUD Clearinghouse Program (2 Components)

The HUD Clearinghouse has two distinct components, a General Clearinghouse and a Position Specific Clearinghouse. The differences in the components are described below.

General Clearinghouse:

Description: The General Clearinghouse provides an applicant pool to managers and is another resource to fill jobs within their organizations quickly with qualified candidates without the need to advertise reassignment opportunities to attract candidates. Essentially, the General Clearinghouse is a database with employee resumes that may be searched.

Requirements: In order to be considered for lateral positions, employees must submit a resume, through the online HUD Clearinghouse site. The employee must meet the qualifications for the position. Employees must identify/select Program Offices for which they wish to receive consideration.

Procedures: A Manager will review resumes and identify potential candidates for their vacant positions. Once a manager has identified potential candidates, the Clearinghouse Program Manager will review each employee's resume, assess qualifications, and inform the manager which, if any, of the candidates are qualified for their vacant position.

Position Specific Clearinghouse:

Description: A non-competitive posting job will identify a specific reassignment opportunity for which management has indicated they would consider internal qualified candidates. These job opportunities will be posted on the HUD Clearinghouse website, as they become available.

Requirements: Each Position Specific reassignment opportunity posting will include the following:

- The title, series and grade;
- The Program Office;
- A synopsis of the duties;
- Statements regarding the required qualifications and that the position has no known promotion potential;
- Email address for applications;
- Any other relevant information; and
- Opening and Closing Dates of the Reassignment Opportunity.

Procedures: The Clearinghouse Program Manager or HR Specialist will review all resumes submitted for qualifications determinations for the specific reassignment opportunity after the position has closed. The potential list of qualified applicants will then be forwarded to the selecting official for consideration.

1-3. Additional Guidance

In order to ensure the success of this program, it is crucial that HR Specialists be familiar with not only the provisions of this program, explained herein, but that they work closely with applicants and managers to provide advice and guidance in meeting the objectives of all parties.

This program is not to be confused in anyway with the Merit Staffing Handbook or the requirements within. This stand-alone process deals with **lateral** reassignments that do not require competition. Additionally, managers can continue to recruit via traditional methods, such as, Merit Staffing and DEU. The positions filled through the Clearinghouse will not have any promotion potential and must be listed at the full journeyman level. Management and employees understand that the Personnel Clearinghouse is not an employee entitlement. It provides reassignment opportunities, and allows the agency to retain talent.

The Office of the Chief Human Capital Officer (OCHCO) is responsible for the administration of this policy. Approval to deviate from this policy must be obtained from OCHCO.

CHAPTER 2, ROLES AND RESPONSIBILITIES

2-1. Clearinghouse Program Manager

The Director of Human Capital Services will designate a Clearinghouse Program Manager. In this role, the Clearinghouse Program Manager will:

Accept applications from interested applicants for reassignment.

As requested, counsel the applicant on the quality of their application, job hunting and interviewing tips, etc.

Confirm the relevant information on the application and form is accurate, such as title, series, and grade. The employee must correct any discrepancies.

Educate and counsel managers on the advantages of utilizing the Clearinghouse. As needed, follow up with managers to obtain feedback on the use of the Clearinghouse in order to determine possible improvements of the process, the applicant's qualifications, applicant interview assessment, etc.

Determine qualifications of applicants in both the General Clearinghouse (after management review) and the Position Specific Clearinghouse (after the closing date).

Verify all requests for hire through the Clearinghouse by verifying the FTE pin number provided by management against the hiring plan.

2-2. Applicants

General Clearinghouse:

Applicants will be required to submit current resume to the HUD Clearinghouse site. Applicants must also submit a copy of their most recent Performance Appraisal in its entirety. Interim or mid-year performance appraisals are not acceptable. Applicants are encouraged to discuss their career goals with the Clearinghouse Program Manager as well as solicit constructive feedback on the quality of their application. Additionally, applicants are advised that this program is not a replacement for continuing to monitor and seek advertised positions within the Department, nor is there a guarantee that they will be considered for, or placed in another position.

Position Specific Clearinghouse:

Applicants are required to submit a resume through the Position Specific Clearinghouse system via the link on the HUD Clearinghouse site. Applicants must also submit a copy of their most recent Performance Appraisal.

When applying for a reassignment opportunity with the Clearinghouse, applicants will **only** be considered positions for which he/she applied. If the vacant position is also posted as a vacancy announcement under normal procedures (Merit Staffing/DE), it is the sole responsibility for the applicant to apply to that announcement. There is no “cross-referencing” of applications.

If an applicant receives a job offer through either the General or Position Specific Clearinghouse the applicant will have three (3) business days to accept or decline the offer via email. If after the three days, an applicant does not accept or decline the offer, the manager may move on to the next selection.

Applicants are advised that if their official position of record changes in any way (promotion, reassignment, etc.), they should contact the Clearinghouse Program Manager and inform him/her of the change. It is the responsibility of the applicant to ensure his or her resume is up-to-date and remains current. Additionally, applicants may withdraw or modify their application at any time.

2-3. Selecting Officials

All vacancies submitted to the Clearinghouse must be verified against the hiring plan prior to filling the vacancy.

Prior to using either the General or Position Specific Clearinghouse, managers must submit a valid FTE pin number from their hiring plan as well as the position description of the position to be filled.

Selecting Officials must return Clearinghouse applicant listings with a selection and/or non-selections two weeks after receipt of the applicant listing. Selecting Officials are aware that under this program, applicants can be referred to multiple selecting officials.

General Clearinghouse: Selecting officials will coordinate with the Clearinghouse Program Manager to solicit applicants through the General Clearinghouse. Once applicants have been received, managers and supervisors are responsible for communicating their top selections to the Clearinghouse Program Manager. The Clearinghouse Program Manager will review these top selections for qualifications.

Position Specific Clearinghouse: Selecting officials will work with the Clearinghouse Program Manager to develop specific job opportunities within the specific program area for Clearinghouse applicants. These Clearinghouse positions will have no promotion potential. All positions will be at the full performance level. Selecting

officials are also responsible for reviewing each applicant to each specific position advertised and communicating the top selections with the Clearinghouse Program Manager.

CHAPTER 3, PROCESS AND PROCEDURES

3-1. Clearinghouse Process

General Clearinghouse: After a verified request to use the General Clearinghouse comes in from management, the Clearinghouse Program Manager issues the selecting official a list of applicants matching the need of the selecting official's position. Qualifications of the applicants will be performed once the selecting official has made a selection.

Position Specific Clearinghouse: The Clearinghouse Program Manager will notify the selecting official that the Position Specific Clearinghouse listing will run concurrently with the competitive recruiting process (Merit Promotion or DE), if competitive processes are used. Once the closing dates of the announcements have passed, the Clearinghouse Program Manager will send the Position Specific Clearinghouse qualified applicant listing to the selecting official for selection.

The Clearinghouse Program Manager should encourage the selecting official to conduct interviews and provide feedback. The Selecting official may elect to interview only those applicants of interest.

An automated system will be utilized to retain information for each applicant regarding:

- The application and performance appraisal.
- A record of each referral including information on the organization, title, series and grade of the position, whether an interview was conducted, feedback from the selecting official if received, etc.

3-2. Eligibility and Qualifications

All HUD employees, with a current performance rating of “fully satisfactory” or higher, are eligible to participate.

All applicants must be qualified for the position for which they are being considered. All appointments will be reassignments. Employees may not be promoted or placed in a position that has higher-grade potential.

An employee in a one-interval grade series may NOT be placed in a two-grade interval series position, even if they qualify for the position.

While not required, selecting officials may simultaneously consider Clearinghouse applicants while having a vacant position advertised in accordance with the Merit Staffing Handbook and DEU Handbook.

The Servicing HR Office will not be required to automatically notify applicants (of either component), the status of their application or the position. However, if an applicant is referred an automated notification of selected/non-selected will be generated.

Applicants may be referred on multiple listings and will remain in the system until the application is withdrawn by the applicant.

If a candidate is not considered and/or selected for any reason, including an administrative error, priority consideration may not be granted.

3-3. Application

General Clearinghouse

Employees wishing to submit their resume to the agency-wide General Clearinghouse and be considered for a non-competitive reassignment must submit their application package to HUD's Clearinghouse website. This website will be available through the HUD@work site.

Position Specific Clearinghouse

Employees wishing to be considered for the Position Specific Clearinghouse will need to apply for any open reassignment opportunities he/she is interested in on the Clearinghouse website. This website will be available through the HUD@work site.

Selecting officials wishing to utilize the Position Specific Clearinghouse should contact the Clearinghouse Program Manager for posting of the reassignment opportunities on the Clearinghouse website.

3-4. Selections

Prior to making a selection, selecting officials are encouraged to interview candidates, however, this is not mandatory. Selecting officials have the right to interview as many or few candidates as they deem necessary.

If the selecting official selects from either component, he/she will send an email to the Clearinghouse Program Manager, stating the selection. If a selection is made:

- The applicant will be offered the position via email. The selectee will have 3 work days to accept or decline the offer. The selectee must accept or decline the offer via email.

- If the position is accepted, a release date will be sought and obtained as quickly as possible between the two organizations. The Clearinghouse Program Manager and the selecting official will work out acceptable release dates with the losing office. Release date decisions must be reached within 5 working days of selection.
- The effective date for reassignments made using the clearing house will be effective no later than 30 calendar days from the date of selection.
- The gaining manager must enter a reassignment action into HIRTS to effect the reassignment.

3-5. Non-selections

General Clearinghouse: General Clearinghouse applicants will not be notified of non-selection.

Position Specific Clearinghouse: Applicants will be notified via email through the Clearinghouse Career Connector System, of any non-selection.

3-6. Relocation

General Clearinghouse:

Employees participating in the Clearinghouse program can apply for reassignments outside of their current geographic location (duty station). If an applicant is selected for a position outside of their current duty station and wishes to accept the position, all relocation expenses will be the responsibility of the employee. HUD will not pay any relocation or per diem expenses as a part of this Clearinghouse program. All reassignments accepted through this program are considered voluntary actions.

Position Specific Clearinghouse:

Employees participating in the Clearinghouse program can apply for reassignments outside of their current duty station. If an applicant is selected for a position outside of their current duty station and wishes to accept the position, all relocation expenses will be the responsibility of the employee. HUD will not pay any relocation or per diem expenses as part of this Clearinghouse program, all reassignments accepted through this program are considered voluntary actions.

Additionally, employees must be made aware of the impact on locality pay when choosing to accept a position outside of their current locality. Highest previous rate

does not apply to locality rates, and employees accepting positions in lower locality rate areas will have their pay set at the new locality rate.

CHAPTER 4, CLEARINGHOUSE AUTOMATION

4-1. Advertisement

Career Connector will be the system used for the Clearinghouse Program and applicants will access the system through a Clearinghouse Program link on HUD@work. Access to positions advertised on the Clearinghouse will only be available through the Clearinghouse link on HUD@work. The advertisement for a position will generally look the same for both the Position Specific Clearinghouse and the General Clearinghouse.

General Clearinghouse: There will be only one advertisement under this component. The advertisement will be an open-continuous one and as reassignment opportunities occur, applicants will be sent to the specific selecting official. Due to the limitations of the Career Connector system, the General Clearinghouse announcement will be advertised as GS-0301 and will have every grade indicated. Although the advertisement will indicate a GS-0301 position, all series will be represented, the GS-0301 series on the announcement is a system limitation and not indicative of the actual series' needed. Even though employees may not have held or qualified for the GS-0301 series, all employees interested in the General Clearinghouse must apply under this announcement. Selecting officials will have the ability to requisition this database of applicants at any time a reassignment opportunity occurs. The title used for the advertisement will be "General Clearinghouse."

Position Specific Clearinghouse: Advertisements under this component will specify the Title, Series, and Grade of the reassignment opportunity the selecting official is seeking to fill. Each advertisement initiated by the selecting official will have a Selecting Official defined cut-off date.

Each advertisement will clearly indicate that each reassignment is voluntary and travel/relocation expenses will not be paid.

4-2. Application/Resume Submission

General Clearinghouse: Interested employees will still submit their resumes through the Clearinghouse website, however they will also be required to answer questions regarding their specific interests in other positions. These questions will help the selecting officials narrow down the applicant list and assist in finding only those applicants interested in specific positions.

Position Specific Clearinghouse: This component will work very similarly to the regular merit promotion process, wherein interested employees will submit their resumes through the Clearinghouse website to specific positions advertised by the selecting official.

4-3. Qualifications/Applicant Listing Issuance

General Clearinghouse: The CareerConnector system has the functionality to “data mine” applicants. Data mining in this sense is like searching for specific answers to the questions asked to applicants in the General Clearinghouse process. This “data mine” feature will be used in combination with the questions asked in the General Clearinghouse to narrow the applicant list down for selecting officials. If a selecting official, with a verified position, would like to see applicants from the General Clearinghouse pool, the Clearinghouse Program Manager will data mine the pool for the specific grade, series, and program office that the Selecting Official requires. After the list is narrowed down (data mined) for a specific position, the list is sent to the selecting official. Qualifications will not be determined on the list submitted to the selecting official. After the selecting official reviews the list, he/she will submit their proposed selection to the Clearinghouse Program Manager who will then determine qualifications.

Position Specific Clearinghouse: When the open period closes for each individual position, the Clearinghouse Program Manager will review applicants and a qualifications determination will be made. After qualifications have been determined, the Clearinghouse Program Manager will send the list of qualified applicants to the selecting official for review. The selecting official will have 2 weeks, from the date the list is provided, to review the list and make a selection(s) or a non-selection(s).