Hiring VA Staff

Hiring VA staff on your VA funded grant can be accomplished in two ways: open the position up for competitive bidding or through the use of a special hiring authority if you have a specific candidate in you wish to hire. Both processes can take several months to complete, so it is best to start early.

To initiate the process you contact the Research Office about your intention to hire VA staff to work on your project. The budget analyst and program specialist will help you determine if you have enough money in your grant for full or part-time staff, their grade level, and other eligibility information.

As the supervisor, you cannot promise an individual a certain paygrade, even with the special hiring authority. Paygrade is dependent on an individual’s specialized work experience and their educational background.

There are important caveats to be aware of when hiring VA staff.

1. If you hire staff part-time using the special hiring authority for research, they are by law only allowed to work for one year before they must be terminated.
2. Full-time staff hired will only be employees for as long as you have funding, after that they must be laid off/terminated.
3. If you choose not to use the special hiring authority, you can open the position up on USAJOBS and select a candidate. If you go this route you can hire up to 4 years both PT and FT.

Additionally, candidates hired via special hiring authority (HRML) have additional requirements:

- They must have at least completed a 4 year degree in an applied science
- The job has to be of a scientific nature/ no administrative positions can be hired this way

To use the special hiring authority, you and the candidate must provide the information listed below.

1. CV
2. Transcripts
3. OF 306 (attached)
4. What GS level
5. Fulltime or Part-time?
6. How many hours a pp will they work? And % of effort?
7. How long will the position be needed? (If PT the employee can only stay on for 1 year unless the job is competed USAJobs)
8. What is the Grant, project or study name will the employee work/funded be on?
9. What type of degree?
10. Is the degree in an applied science?
11. What position title will the employee have?
12. Description of duties? This information is need for the PD that the employee will be hired under
13. Start date