



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Wednesday, March 31, 2010

**MEMORANDUM FOR: Other Stakeholders**

FROM: Kathryn M. Medina, Executive Director, Chief Human Capital Officer  
Council

Subject: Notice: SES Acting Assignment at the United States Mint

**120 Day SES Acting Assignment at the United States Mint**

**Associate Director Workforce Solutions**

Are you a member of an SES Candidate Development Program? Are you a topnotch Human Resources Professional seeking a once-in-a-career developmental opportunity? Do you want to serve America and make a real difference? Are you a Strong, High-Energy and Make-Positive-Things-Happen Leader?

If the foregoing questions describe you, we invite you to apply to spend some time in a premier and unique organization - the United States Mint - on our continuous journey of providing Excellence for the American People.

The mission of the United States Mint is to manufacture and distribute circulating coins, precious metal and collectible coins, and national medals to meet the needs of the United States.

The United States Mint is building on two centuries of tradition and innovation as the world's leading national mint. Our dedication to diversity, ethics, mutual respect, and accountability reflects our heritage and our ambition to uphold the American people's pride and confidence in the men and women whom they have entrusted to mint their coins.

The U.S. Department of the Treasury has a distinguished history dating back to the founding of our nation. As the steward of U.S. economic and financial systems, Treasury is a major and influential leader in today's global economy. We have over 100,000 employees across the country and around the world. Come Join the Department of the Treasury and Invest in Tomorrow.

We are located in the heart of Washington, DC with offices on 9th and H Street, a few blocks from the Chinatown metro station, and close to shops, museums, and restaurants

As the Acting Associate Director for Workforce Solutions (Human Capital/Resources) you report to the Deputy Director of the United States Mint and will have the unique opportunity of leading a diverse group of individuals. Your direct reports will include Division Chiefs for 1) Diversity Management & Civil Rights, 2) Human Capital Strategies 3) Human Resources. You will be responsible as well as for the Human Resources Division Chiefs at the United States Mints at Philadelphia, San Francisco, and West Point, who report to the Human Resources Division.

In this acting position, you will be responsible for, among others:

As a member of the senior leadership team, developing and executing strategies and annual action items to lead the organization forward on its strategic journey.

Leading efforts to develop and execute a Human Capital/Resources Strategic Plan, departmental annual work plans, three year business plan, and Departmental Key Success Measures.

Leading efforts to develop a Succession Planning System, Workforce Planning System, Employee and Leadership Development Systems, Total Rewards System.

Ensuring full scope Equal Employee Opportunity and establishing a world-class Diversity and Outreach program and system.

Leading continuous update process of Human Resources policies and procedures, Employee and Labor Relations, Position Management and Organizational Development, and Employee Benefits programs and system.

Participating on Executive Boards/Councils/Committees in support of United States Mint-wide goals.

Leading and supervising Workforce Solutions (Human Capital/Resources/Civil Rights and Diversity Management) staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, succession planning, work force development, and/or termination or recommending termination.

If you are interested, please contact Marty Greiner at [Marty.Greiner@usmint.treas.gov](mailto:Marty.Greiner@usmint.treas.gov) or 202-354-7209.