**HR Deputy Project Manager/HR Quality Assurance (QA)**

**Security Clearance:** Preferred  
**Certifications:** Six Sigma, CompTIA Security+, **HR certifications** preferred (e.g., SHRM-CP, PHR)  
**Education:** **Bachelor’s degree** in **Human Resources**, **Business Administration**, or related field; **Master’s degree** preferred.

**Job Summary:**  
The **HR Deputy Project Manager/Quality Assurance (QA)** will assist in the management and execution of HR operations, ensuring compliance with the **Performance Work Statement (PWS)**. This individual will focus on quality control, ensuring all processes meet **DoD regulations**, and will monitor service delivery to guarantee accuracy, efficiency, and compliance.

**Key Responsibilities:**

* Assist the **Project Manager (PM)** in coordinating the execution of HR projects.
* Monitor quality and ensure that **HR processes** meet the standards outlined in the **PWS** and **DoD regulations**.
* Conduct **regular audits** and **quality assessments** of HR services, including **personnel processing**, **transition services**, and **retirement processing**.
* Track compliance with **IPPS-A**, **DEERS/RAPIDS**, **ATRRS**, and ensure **security protocols** for **personnel identity verification**.
* Report on findings from audits and assessments, providing recommendations for improvement.
* Support continuous improvement initiatives by implementing best practices for **HR IT system integration** and **security protocols**.
* Additional duties as assigned by the **PM** or **COR** to enhance project efficiency and compliance.