

Job Announcement Number

NE-12635711-TR-25-003

Overview

Job Title HUMAN RESOURCES SPECIALIST	Department Department of the Army
Agency Army National Guard Units	Hiring Organization N/A
Open & Closing Dates 12/27/2024 to 09/26/2025	Application Count N/A
Salary \$59,966.00 to \$77,955.00 Per Year; First review will be January 10, 2024; with a review every 7 days thereafter if needed.	Pay Scale & Grade GS-9
Locations Lincoln, Nebraska	Remote Job No
Telework Eligible Yes - as determined by the agency policy.	Travel Required Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed No	Appointment Type Temporary; INDEF
Work Schedule Full-time	Service Excepted
Promotion Potential None	Job Family (Series) 0201 - Human Resources Management
Supervisory Status No	Security Clearance Secret
Drug Test Yes	Position Sensitivity And Risk Noncritical-Sensitive (NCS)/Moderate Risk
Trust Determination Process Credentialing, Suitability/Fitness	Financial Disclosure No
Bargaining Unit Status No	

Summary

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THIS IS A TITLE 5 EXCEPTED SERVICE POSITION WITH THE NEBRASKA ARMY NATIONAL GUARD.

This National Guard position is for a HUMAN RESOURCES SPECIALIST, Position Description Number **T5503000** and is part of **JFHQ G1**, Nebraska Army National Guard.

INDEFINITE EMPLOYMENT IS TEMPORARY IN NATURE AND WILL LAST MORE THAN ONE YEAR BUT NO MORE THAN SIX YEARS. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT. MAY CONVERT TO PERMANENT WITHOUT FURTHER COMPETITION.

Learn More About This Agency

Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

Marketing Link

<https://ne.ng.mil/Pages/Home.aspx>

This Job Is Open To

Hiring Paths

12/27/2024 9:12 EST

Page 1 of 5

Internal to an agency - appears on USAJOBS, Federal employees - Excepted service, The public, Veterans

Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO AREA 3: Public, Veterans, Reserve & National Guard Military Members, Former and Current Federal Employees.

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a HUMAN RESOURCES SPECIALIST, GS-0201-9, duties include:

1. Responsible for oversight administration and implementation of policies pertaining to state medical affairs, and exercise of programs in one or more of the following areas: Line of Duty (LOD) Investigation Program, Incapacitation Pay Program, Active Duty Medical Extension (ADME) Program, MOS Medical Review Board (MMRB) Program, Medical Disqualification Program, Follow up Health Care Program, Medical Claims Processing Program, Medical Travel and Orders Program, Medical Evaluation Board (MEB), Physical Evaluation Board (PEB), Soldier Readiness Processing (SRP), demobilization coordination with Post Deployment Health Re-Assessment (PDHRA). Cases have major effects on career or service as they may result in unfavorable career separation or loss of status. Ensures that regulatory requirements related to the specific action or interviews personnel to obtain needed data.

2. Coordinates with the Human Resources Command (HRC), National Guard Bureau (NGB), the Military Medical Support Office (MMSO), Tri-Care, Regional Medical Command, the Military Treatment Facilities (MTF), the Medical Evaluation Board (MEB), Physical Evaluation Board Liaison Offices (PEBLO), Regional Army Commands, State and regional counterparts, and members at all unit levels. Serves as the advisor to the Supervisory Human Resources Specialist on issues of health care, sources of healthcare, and medical aspects of Soldier readiness. Collects, analyzes and provides statistical reports to the Supervisory Human Resources Specialist within the state regarding the health services programs. As required, organizes, coordinates, and provides briefings and training for workshops, seminars, and conferences. Attends events on behalf of the Supervisory Human Resources Specialist as needed.

3. Manages the funds associated with the appropriate programs and provides accounting for expenditures as required. Provides updates of fund execution, projections, and unfunded requests. Synchronizes with overall fund manager and provides feedback to program manager. Provides advice and guidance to other personnel on actions in areas of expertise, as well as advice, instructions, and interpretations, as needed, to lower echelons. Responds to inquiries and various correspondence within respective areas and ensure maintenance of an action file for all responses. Oversees, observes, and advises the release of sensitive information in accordance with HIPAA and Privacy Act standards concerning individual military members and mission requirements.

4. Coordinates, assembles, monitors and ensures the proper conduct of medical boards, and participates as required. Provides tracking, oversight, assistance and follow-up to issues identified through all medical aspects of Soldier readiness (SRP, PDHRA, and Periodic Health Assessment (PHA)). Assists with or conducts onsite training as requested or required by supported units and activities. Reviews, evaluates, and interprets regulatory guidance, policies, and procedures to applicable programs. Provides guidance to all users through the development of policies, procedures, standard operating procedures (SOPs) and electronic tracking systems; as well as dissemination of information related to the appropriate program. Publishes guidance to enhance and simplify completion and submission of related actions.

5. Provides supervision of subordinate staff through the planning, assignment, and review of work; granting of leave; providing recommendation of training requirements, performance standards, and ratings; and effecting minor disciplinary actions such as warnings and reprimands. Responsible for the overall training and professional development of subordinates.

6. Performs other duties as assigned.

Requirements

Conditions Of Employment

Males born after 31 December 1959 must be registered for Selective Service.

Obtain/maintain the level of security clearance/background check required

May be required to successfully complete a probationary period.

Direct Deposit is mandatory

Qualifications

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Security Clearance/Background Check requirements:

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

Nebraska National Guard Personnel Security Manager - kalee.m.boden.mil@army.mil; 402-309-8319.

GENERAL EXPERIENCE: Possess experience, education or training in collecting and analyzing data effectively, efficiently, and accurately; Ability to clearly enunciate English without impediment of speech that would interfere or prohibit efficient communication; Ability to write English in reports and presentation formats; Ability to communicate clearly and effectively; Skilled in presenting formal training presentations and briefings; Ability to assess body language and perceive emotional and/or distress levels; and, Skilled in applying procedures and directives by reading and interpreting program material.

SPECIALIZED EXPERIENCE: Possess least 1 year experience at the previous lower grade or equivalent experience and education or training involving executing personnel programs and Human Resources Information Systems; Knowledge and understanding of the personnel and manpower core competencies: Organization Structure; Requirements Determination; Program Allocation and Control; and, Performance Improvement; Have a working knowledge of organizational structures; manpower standards; manpower resources; manpower data systems; or, commercial services to include strategic sourcing; Experienced in performing personnel program requirements that involve advising supervisors and managers; and, experienced in completing accession planning and processing; classification and position management; and, civilian promotions; Experienced in advertising positions, processing assignments or reassignment actions; reviewing human resources development programs; applying education and training policy requirements; discussing retraining procedures; and/or providing retirement options; Competent in discussing the equal opportunity and sexual assault prevention and response programs; Have experiences in career counseling; completing or editing performance evaluations; and, conducting educational and skill development personnel course programs; Competent in merit principles, personnel plans, programs, and policies to guide or advise others on their implementation activities; Skilled in applying program policies, directives, publications, and training manuals; Knowledgeable on allocating manpower resource budgets or execution procedures; Experienced in performance management and productivity programs; or, advising on process improvement, best practices, and performance techniques.

This position is located in the Military Personnel Office (MILPO) of the Army National Guard (ARNG). The purpose of the position is to provide oversight, planning, interpretation, and application of policy. Provide final review and validation of subordinate products for presentation to senior leadership, and produce and issue guidance to lower echelon units and commands. Work is to be performed in one or more of the following Health Systems work areas: Tricare, Military Medical Support Office (MMSO), Line of Duty/Incapacitation (LOD/INCAP), Medical Operational Data System (MODS), Health Insurance Portability and Accountability Act (HIPAA) Certification, Warrior Transition Unit/Active Duty Medical Extension/Medical Retention Processing 2 (WTU/ADME/MRP2), and Medical boards.

THIS IS AN OVERDRIVE INDEFINITE POSITION WITH YEAR TO YEAR FUNDING. SELECTEE MAY BE DISPLACED IF FUNDING IS NOT RENEWED. INDEFINITE EMPLOYMENT IS TEMPORARY IN NATURE AND WILL LAST MORE THAN ONE YEAR BUT NO MORE THAN SIX YEARS. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT.

Education

A high school diploma or general education development (GED) diploma is required. An undergraduate degree from an accredited college/university is desired. A graduate degree from an accredited civilian academic college or from an equivalent professional military education school is optimum.

Additional Information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

1. The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.
2. Irregular and overtime (compensatory) hours may be required to support operational requirements or contingencies.
3. This position is designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration. This designation will not exceed 14 calendar days per year unless otherwise approved in advance by the TAG.

Benefits Link

<https://www.abc.army.mil/>

How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Benefits and Work Life Programs, Customer Service, and Technical Competence

NUMERIC CATEGORY:

Applicants who meet the basic qualification requirements will be placed in a numeric group based upon ranking factors such as knowledge, skills, abilities, and behaviors as reflected in their application package. Refer to NE TPR 335 dated 4 April 2018.

Numeric category ratings are:

Highly-Qualified: 90-100 points. To be highly-qualified, an applicant substantially exceeds the minimum qualifications of the position, including all selective placement factors and are fully competent to effectively perform all the job requirements in the position almost immediately with minimum training or orientation;

Well-Qualified: 80-89 points. To be well qualified, an applicant meets the minimum qualifications of the position and is proficient in most, but not all, of the requirements of the position. May require some training or orientation to satisfactorily perform the duties of the position;

Qualified: 70-79 points. To be qualified, an applicant meets the minimum qualifications of the position and is proficient in some, but not all, of the position's requirements. Will require extensive training or orientation to satisfactorily perform the duties of the position.

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12635711>.

Required Documents

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214
- Other
- Other Veterans Document
- SF-50
- Transcript

How To Apply

How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

Agency Contact Information

Questions About This job

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.civ@army.mil

Agency Information

NE G1
2433 NW 24th Street
Lincoln, NE 68524

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Applicants will be referred in the following order:

1. Highly-Qualified Preference Eligible
2. Highly-Qualified Non-Preference Eligible
3. Well-Qualified Preference Eligible
4. Well-Qualified Non-Preference Eligible
5. Qualified Preference Eligible
6. Qualified Non-Preference Eligible

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The initial cut-off date for first consideration is 11:59pm CST January 10, 2024; applications received by this date will have first opportunity for review. Applications received after this date will be given consideration only if there is a need for further review. If further reviews are required, they will occur weekly or until a certificate of eligibles is exhausted.

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/825920500>