

Job Announcement Number

NE-12679014-TR-25-007

Overview

Job Title	HR SPEC (HUMAN RESOURCE DEVELOPMENT)	Department	Department of the Army
Agency	Army National Guard Units	Hiring Organization	N/A
Open & Closing Dates	02/06/2025 to 03/04/2025	Application Count	N/A
Salary	\$61,111.00 to \$79,443.00 Per Year	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	Permanent
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	Non-sensitive (NS)/Low Risk
Trust Determination Process	Credentialing	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 HR SPEC (HUMAN RESOURCE DEVELOPMENT), Position Description Number **T5038P01** and is part of **JFHQ HRO**, Nebraska Army National Guard.

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

Internal to an agency - appears on USAJOBS

Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO Currently employed T32/T5 full-time permanent, indefinite and term personnel of the Nebraska

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a HR SPEC (HUMAN RESOURCE DEVELOPMENT), GS-0201-9, duties include:

1. Provides technical assistance and guidance to employees, supervisors, and managers on identifying training needs, training opportunities, and sources of training. Collaborates with the senior HRD in training and development activities, if applicable.
 2. Processes training request forms and training documentation. Updates completed training in Automated Civilian/Military Personnel Systems. Provides guidance to supervisors on planning job-related career development activities. Familiar with self-development activities, eligibility requirements, and regulatory requirements. Provides guidance to supervisors in the completion of Individual Development Plans and training documentation.
 3. Aids supervisors on employee training program requirements. Provides information on available training, clarifies eligibility requirement, and application procedures. Manages the planning and facilitating commercial in-house training. Helps determine and prioritize training needs assessment. Collaborates with Senior HRD, if applicable, with publicizing local courses and resource training opportunities.
 4. Conducts training surveys, analyzes the information obtained, and submits recommendations to the Senior HRD or supervisor. Conducts continuing analysis and evaluation of training program effectiveness. Uses various automated data from reports to evaluate funds usage and employee progression. Ensures employees and supervisors complete training evaluations. Analyzes training evaluations and makes recommendations on future schools and courses to meet training needs.
 5. Input training completion in Automated Civilian/Military Personnel Systems. Reviews travel documents, related to training, through automated systems. Creates purchase requisitions related to training expenses. Procures and maintains accountability of training materials. Uses automated system to effectively process personnel actions in accordance with the Guide to Processing Personnel Actions and local personnel systems checklists as required.
 6. Performs other duties as assigned.
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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

Security Clearance/Background Check r equirements:

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 - Please send all inquiries to ng.ne.nearng.mbx.persec@army.mil

GENERAL EXPERIENCE: Do you possess a general understanding of the basic principles and concepts of this occupational series as listed below. Skill 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 Skill in applying procedures and directives by reading and interpreting program material.

SPECIALIZED EXPERIENCE: Do you possess at least 1 year experience at the previous lower grade or equivalent experience and education with human resource programs related to federal civilian personnel programs; experiences in executing personnel programs and human resources information systems as applicable to the specific position and its position description; knowledge and understanding of the organizational structure, personnel data systems, performance management system, benefit and retirements programs; experience in advising supervisors and managers on employee relations and performance matters

Education

A high school diploma or general education development (GED) diploma is required. An undergraduate degree from an accredited college or 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.

CONDITIONS OF EMPLOYMENT & NOTES:

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Benefits

N/A

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):

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/12679014>.

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 Human Resources Office
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
2. Well-Qualified
3. Qualified

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/830596800>