

MILITARY DEPARTMENT OF NEBRASKA
HUMAN RESOURCES OFFICE
2433 NW 24th Street
Lincoln, NE 68524

HRO

1 September 2023

MEMORANDUM FOR All Full-Time Support Personnel, Nebraska National Guard

SUBJECT: Amendment of Technician Vacancy Announcement

Technician Vacancy Announcement NE-12009692-AF-23-054 for the position of HUMAN RESOURCES SPECIALIST (MILITARY), GS-0201-9, is amended.

As Published:

Open & Closing Dates: Tuesday, June 20, 2023 to Friday, September 1, 2023

Advertisement is Open until Filled: First cutoff 5 July 2023, with subsequent reviews every 7 days after initial cutoff date.

As Amended to Read:

Open & Closing Dates: Tuesday, June 20, 2023 to Monday, October 2, 2023

Advertisement is Open until Filled: First cutoff 15 September 2023, with subsequent reviews every 7 days after initial cutoff date.

//signed//

Jon C. Sronce. GS-11
Human Resources Specialist

Job Announcement Number

NE-12009692-AF-23-054

Overview

Job Title	HUMAN RESOURCES SPECIALIST (MILITARY)	Department	Department of the Air Force
Agency	Air National Guard Units	Hiring Organization	N/A
Open & Closing Dates	06/20/2023 to 09/01/2023	Application Count	N/A
Salary	\$57,118.00 to \$74,250.00 Per Year; ANNOUNCEMENT IS OPEN TILL FILLED; FIRST REVIEW IS 5 JUL 2023 WITH A REVIEW EVERY 7 DAYS THEREAFTER	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
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	0201 - Human Resources Management
Supervisory Status	No	Security Clearance	Secret
Drug Test	No	Position Sensitivity And Risk	Non-sensitive (NS)/Low Risk
Trust Determination Process	National security		

Summary

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THIS IS A TITLE 32 EXCEPTED SERVICE POSITION WITH THE NEBRASKA ARMY NATIONAL GUARD.

This National Guard position is for a HUMAN RESOURCES SPECIALIST (MILITARY), Position Description Number D2402000 and is part of **155 MSG**, Nebraska Air 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

Federal employees - Excepted service, Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

OPEN TO AREA OF CONSIDERATIONS: 1, 2, 3 AND 4

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

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

1. Program Management: Plans, organizes, and oversees the full complement of activities within the Group Commander's Support Staff (CSS). Oversees Group programs to facilitate the Group and squadron commander's vision. Keeps abreast of and briefs the Group and squadron senior Commander(s) regarding assigned program status; actual or potential problems and changes that could possibly affect the operation of the group and subordinate units. Recommends redirection of assets if necessary to achieve improved overall mission effectiveness. Oversees workflow and tasking to ensure personnel and administrative processes are completed as required. Reviews organization mission, functions, and manning requirements. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to senior staff on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely processed, measured, and reviewed at critical points. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Responsible for the implementation of internal policies, procedures and execution governing administration of CSS programs. Responsible for coordination with their respective Force Support Squadron on all matters related to Commander Support Staff (CSS) manning, training, and personnel related issues. Coordinates with other organization managers and customers as appropriate.

2. Office Administration: Prepares the preparation and review of outgoing correspondence for conformance with Air Force instructions, policies, format, and assembly; for accuracy of spelling, punctuation, form, grammar; and for completeness of reports and correspondence. Reviews incoming correspondence to determine the appropriate action required and priority; referring to appropriate individual or office for response. Personally prepares response to routine inquiries; consolidates information for reports; interprets reporting requirements and implementing instructions; arranges with subordinate offices to submit response; and follows-up to meet suspense or deadline. Compiles and evaluates information for inclusion in a variety of documents and reports. Provides guidance and technical assistance to group staff regarding publications and forms preparation and processing procedures, information privacy, confidentiality, security, disclosure, and sharing of information. Assists with military personnel actions, coordinating with outside agencies and providing assistance to unit personnel and supervisors. Provides executive support to General Officers and Command Staff, to include travel arrangements, accompanying briefings, security arrangements, itinerary, travel orders and vouchers.

3. Technical Administration: Integrates Information Technology into Group Staff operations. Technical expert in Microsoft Office applications, Adobe Acrobat, Electronic Record Management, and other Air Force information systems to create, copy, edit, and print a variety of standardized documents. Prepares orders for a variety of actions (e.g., special tour, annual tour, school tour, and civilian orders) using the order writing system. Provides training and gives guidance in the preparation and publication of orders. Administers the Defense Travel System (DTS); provides training, approves e-finance process, creates profiles and pulls reports. Communicates needs for collaboration tools with Knowledge Management Center to automate processes. Designs and maintains collaborative tools; including but not limited to the Air Force Portal, SharePoint, websites and dashboards. Serves as a Unit Property Custodian. Will implement and enforce all Air Force cybersecurity policies and procedures using the guidance within AFI 33-200 instruction and applicable specialized (COMSEC, COMPUSEC, TEMPEST etc.) cybersecurity publications as unit Cybersecurity Liaison (CL). Develops methods for automating functions in the most efficient and effective manner. Uses MilPDS data to abstract, compile, and prepare a variety of personnel and historical reports using a variety of formats (e.g., statistical and narrative) for senior management decision making.

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

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 Information Security Specialist - jason.schroeder.10@us.af.mil; 402-309-1129.

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 24 months experience, 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 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>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

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/12009692>.

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 155 MSG
2420 W Butler Ave
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. Fully Qualified Area 1
2. Fully Qualified Area 2
3. Fully Qualified Area 3
4. Fully Qualified Area 4

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Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/732534700>