

Job Announcement Number

NE-12457059-TR-24-016

Overview

Job Title HR SPEC (LABOR REL/EMPLOYEE RELATIONS)	Department Department of the Army
Agency Army National Guard Units	Hiring Organization N/A
Open & Closing Dates 06/26/2024 to 09/27/2024	Application Count N/A
Salary \$72,553.00 to \$94,317.00 Per Year; Announcement is Open till Filled; First review will be 16 July 2024 with a review every 7 days thereafter.	Pay Scale & Grade GS-11
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 Not Required
Drug Test No	Position Sensitivity And Risk None
Trust Determination Process None	

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 (LABOR REL/EMPLOYEE RELATIONS), Position Description Number **T5415000** 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 CURRENT ON-BOARD TITLE 5 AND TITLE 32 EMPLOYEES OF THE NEBRASKA NATIONAL GUARD ONLY.

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a HR SPEC (LABOR REL/EMPLOYEE RELATIONS), GS-0201-11, duties include:

1. The incumbent performs a variety of duties related to the HR Office services in the area of labor and employee relations. Provides management advisory services concerning labor and management relations issues arising from decisions involving Human Resources issues. Evaluates and monitors the effectiveness of employee-employer relationships, which contribute to productivity, motivation, morale and discipline. Advises management and employees on rights and obligations and methods of dealing with problem situations in relation to established regulations, policies, poor communications, attendance, leave usage, interpersonal relationships, grievances, performance deficiencies, appeal issues, and negotiated agreements and collective bargaining agreements. Assists managers and supervisors in informally resolving disputes with union officials concerning the interpretation and/or application of the agreement. Provides advice on how to resolve the issues and how to avoid future occurrences.

2. Responsible for labor contract negotiations and administration. These may include multiple contracts and multiple bargaining units. Consults with all levels of management to include The Adjutant General, Assistant Adjutant General, Chief of Staff, Air Commander, Air National Guard (ANG) Group Commanders, and Army National Guard (ARNG) directorate technicians, to develop state policies on and positions for negotiation to include researching impact of potential union proposals. May serve as chief negotiator. Serves as a participating member, or an advisor to the management negotiating team(s) providing advice on developing management proposals, negotiating strategies, and when the union's proposals may be non-negotiable under federal law and regulations. Establishes the state's position in impasse situations including the preparation of documentary material for review by a third party. Meets with union representatives during the life of the contract to negotiate impact of new programs and policies, reductions-in-force, etc. May assist the Federal Labor Relations Authority (FLRA) in arranging for and conducting union certification elections. Trains supervisors in the provisions of negotiated agreements and other aspects of labor management relations. Develops and represents the state's position in administrative proceedings such as unfair labor practices, grievance proceedings, impasses and arbitrations. Conducts investigations and consults with National Guard Bureau (NGB) Labor Management Division to keep them informed of the issues involved. Prepares briefs, position papers, etc., and assists witnesses in preparing testimony. May accumulate and record actual use of official time by management and union personnel.

3. Serves as point of contact to union representatives, NGB, and management on labor relations' problems. Maintains contact with operating officials to keep them apprised of labor relations policies and procedures and to ensure that the supervisors' need for formal training is identified and information is provided to the Adjutant General on any requirement for program guidance. Obtains from other sources, Alternate Dispute Resolution services and advice or other non-adversarial problem solving approaches such as advocacy, mediation, interest-based bargaining, etc., for a variety of personnel problems encountered by management and employees. Resolutions offered may be non-binding but are to be in the best interest of the National Guard. Advises the organization on issues that are sensitive, serious, or controversial. These issues include ethics, discrimination or fraud, which require special treatment due to the potential embarrassment to the activity, impact on employee morale, or subsequent impact on the group(s) involved. Provides advice and assistance to management on preparing disciplinary and adverse actions. Reviews draft adverse actions to ensure compliance with existing law, rule or regulation. Prepares necessary correspondence and documentation for appeal processes. May prepare and present management's position at adverse action appeal hearings. Serves as committee and/or hearing technical advisor/representative at hearings before such agencies as Federal Services Impasses Panel, Federal Labor Relations Authority, Equal Employment Opportunity Commission, U.S. Courts and the National Guard Bureau. Provides information to supervisors and managers on counseling employees, correcting work deficiencies, and establishing constructive work habits. May facilitate development and administration of labor management partnership. May organize and administer joint labor management training.

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 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 - kalee.m.boden.mil@army.mil; 402-309-8319.

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: 1-year specialized experience must be equivalent to at least the next lower grade. Specialized experience is experience that prepared the applicant to perform the duties of the position. The applicant's educational-degree study program or military or civilian academic courses may substitute for some specialized experience. An applicant must demonstrate the specialized experience competencies (skills, knowledge, abilities and behaviors) to qualify for a position identified by its position grade and career level. Specialized experience factors encompass human resources program's business competencies, familiarity with the subject matter or processes used in human resources programs associated with DoD, U.S. Army, or U.S. Air Force.

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.

Successful completion of a full 4-year course of study in *any field* leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements that specify that applicants must, in general, (1) have specific course work that meets the requirements for a major in a *particular field(s)*, or (2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

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>).

CONDITIONS OF EMPLOYMENT & NOTES:

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):

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;

Qualified: 70-89 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/12457059>.

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

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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. Qualified

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/797294700>