

Job Announcement Number

NE-12114049-TR-23-032

Overview

Job Title	HUMAN RESOURCES SPECIALIST (MILITARY)	Department	Department of the Army
Agency	Army National Guard Units	Hiring Organization	N/A
Open & Closing Dates	08/31/2023 to 10/02/2023	Application Count	N/A
Salary	\$57,118.00 to \$74,250.00 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	No	Position Sensitivity And Risk	Non-sensitive (NS)/Low Risk
Trust Determination Process	National security		

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 (MILITARY), Position Description Number **T5808700** and is part of G1, **Joint Force Headquarters**, 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

The public

Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO THE PUBLIC

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:

Serves as an advisor to commanders on assigned unit human resources (HR) program. Interprets policy and provides procedural guidance to commanders, supervisors, staff members and individual military members. Provides training to supervisors and guidance and assistance to military members on program for which assigned. Drafts and implements State policy based on the aforementioned policies. Publishes guidance to enhance and simplify completion and submission of personnel actions. Conducts command inspections, staff visits and trains personnel within the unit in all programs for which responsible. Conducts periodic briefings for staff, commanders, and administrative personnel to promote full understanding of all aspects of the assigned program. Provides commanders, supervisors, and MILPO staff with a variety of statistical data or reports pertaining to military HR issues in order to assist in HR management decisions. Responds to correspondence (general, other agency, congressional, etc.) regarding military personnel issues. Researches, prepares response, and maintains action file.

Responsible for and oversees the direction of the Incentives program and functions as the technical expert. Determines the methods and procedures for conducting military career guidance and counseling to ensure officer or enlisted personnel have an optimal and established career pattern. Provides information and ensures regulatory compliance regarding area of responsibility which may include, but is not limited to: accessions, appointments, assignments, reassignments, transfers, promotions, Selected Reserve Incentive Program (SRIP), discharges, separations, and retirements. Reviews and determines eligibility upon accepting military technicians (dual status) or AGR positions.

Manages a control log to maintain document control and an audit trail of all transactions received and dispersed in GIMS. Notifies units and higher echelons of rejected or incomplete transaction/documentation, necessary steps or processes required to resolve the problem, and maintains a database for tracking and suspension of submissions for identification of trends and problems. Identifies problem areas in the types of submissions (based on rejects/incomplete documentation), the locations where training is needed, and creates and provides training material. Creates and provides various scheduled reports as well as special request reports.

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 - jennifer.l.good10.mil@mail.mil; 402-309-8145.

GENERAL EXPERIENCE: Must possess three years of progressively responsible experience, that demonstrates the ability to: Analyze problems to identify significant factors, gather pertinent data and recognize solutions; Plan and organize work; Communicate effectively, orally and in writing.

SPECIALIZED EXPERIENCE: Must possess one year of experience comparable in scope and responsibility to the GS-07 level in the Federal Service (obtained in either the public or private sectors). This experience must include activities such as: (1) applying military human resource management principles and practices; (2) practical application of the military incentives program; (3) expertise in the use of HR Information Systems; (4) customer service experience in advising staff, commanders, supervisors and counseling Soldiers on their program eligibility; and (5) experience in developing polices in human resources management.

Education

The following levels of education may be substituted for specialized experience:

Master's or equivalent graduate degree, or two full years of progressively higher level graduate education leading to such a degree, or Ph.D. or equivalent doctoral degree.

Transcripts must be submitted in order to qualify using substitution of education.

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](#).

Benefits Link

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

How You Will Be Evaluated

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Each applicant must fully substantiate (in her/his own words) that they meet the requirements of the specialized experience listed below; otherwise, the applicant will be considered unqualified for this vacancy. DO NOT COPY THE VACANCY ANNOUNCEMENT OR THE POSITION DESCRIPTION. IF YOU DO THIS YOU WILL BE CONSIDERED UNQUALIFIED FOR THE VACANCY. Please ensure that you have included beginning and ending dates (month and year) for all jobs listed on your resume.

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, Decision Making, Oral Communication, and Problem Solving

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.

Veterans' Preference:

Assessed applicants are placed in the appropriate numeric category and ranked according to preference eligibility and non-preference eligibility. All qualified preference eligibles are placed ahead of non-preference eligibles within their numeric category.

Read about Veterans' Preference here: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/#2>

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12114049>.

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 (Required for Veterans' Preference)
- Other
- Other Veterans Document
- SF-50
- Transcript (Required for Substitution of education)

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

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/746759600>