

Job Announcement Number

NE-12203655-TR-24-005

Overview

Job Title SUPV HR SPEC (LABOR RELATIONS)	Department Department of the Army
Agency Army National Guard Units	Hiring Organization N/A
Open & Closing Dates 11/09/2023 to 11/27/2023	Application Count N/A
Salary \$82,830.00 to \$107,680.00 Per Year	Pay Scale & Grade GS-12
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 Yes	Security Clearance Secret
Drug Test No	Position Sensitivity And Risk Noncritical-Sensitive (NCS)/Moderate Risk
Trust Determination Process National security	

Summary

Summary

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

This National Guard position is for a SUPV HR SPEC (LABOR RELATIONS), Position Description Number **T5023000** and is part of **Human Resources Office**, Nebraska Army National Guard.

USE THIS LINK TO VIEW FULL POSITION DESCRIPTION:

https://acpol2.army.mil/fasclass/search_fs/search_fs_output.asp?fcp=zutpk3eFRtaToL2jr7IGuam0buidbaKbkaRTf2qCRtyUbYaamaNTgg%3D%3D

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 SUPV HR SPEC (LABOR RELATIONS), GS-0201-12, duties include:

1. Exercises supervisory personnel management responsibilities in the areas of Human Resources Development, Employee Relations/Benefits and Labor Relations. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development.

2. In addition to supervision, performs work in labor relations to include the following:

Responsible for labor contract negotiations and administration. Consults with all levels of management to include The State 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 agency policies on and positions for negotiation to include researching impact of potential union proposals. May serve as chief negotiator. Serves as participating member, or advisor to the management negotiating team(s) providing advice for developing management proposals, negotiating strategies, and when the union's proposals may be non-negotiable under federal law and regulations. Applies a wide range of Human Resources (HR) case law, principles, practices and regulations sufficient to perform detailed analyses and draw conclusions on complex legal issues, problems, and situations. Utilizes legal research methods, information gathering techniques, and analytical skill sufficient to locate, interpret, and analyze for applicability and appropriateness, precedent and substantive decisions, and/or legal opinions that various courts and administrative bodies have rendered. Establishes the state's position in impasse situations including the preparation of documentary material for review by a third party. Advises management on the day-to-day administration of the collective bargaining agreement(s).

Interprets the intent of the contractual language and attempts to resolve problems that arise over application of contract provisions. Assists managers and supervisors in informally resolving disputes with union officials concerning the interpretation and/or application of the agreement. 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. Advises all levels of management to include The Adjutant General, Assistant Adjutant General, Chief of Staff, Air Commander, ANG Group Commanders, and ARNG Directorate technicians relative to appropriate procedures to follow. Conducts investigations and consults with National Guard Bureau (NGB) Labor and Management Division to keep them informed of the issues involved. Prepares briefs, position papers, etc., and assists witnesses in preparing testimony. Contacts NGB Headquarters staff for assistance on the more complex issues for which precedents are not available or could have an impact on major Guard programs.

Labor Relations: Advises both management and subordinates on matters pertaining to conduct and discipline, the labor management relations program, employee benefits and entitlements and contributions to the accomplishment of special programs. Directs the initiation and administration of disciplinary and non-disciplinary adverse actions. Manages the overall labor relations issues in a state with diverse labor organizations and a high level of labor activity.

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

GENERAL EXPERIENCE: General experience is 3 years of progressively responsible experience, 1 year of which was equivalent to at least GS-4, that demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities (KSA's) necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other nonspecialized tasks) is not creditable. Trades or crafts experience appropriate to the position to be filled may be creditable for some positions.

SPECIALIZED EXPERIENCE: Must have at least one year of specialized experiences at the GS-11 level or the equivalent which provided a working knowledge of National Guard missions, organizations, and federal civilian or military personnel programs. Experience with human resource programs related to federal civilian personnel programs; experiences in executing personnel programs and labor relations as applicable to the specific position and its position description; knowledge and understanding of the organizational structure, performance management system, benefit and retirements programs; experience in advising supervisors and managers on labor and employee relations and performance matters. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

Education

N/A

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](#).

Conditions of Employment:

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 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

How You Will Be Evaluated

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):

Interpersonal Skills and Workforce Development

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/12203655>.

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

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

Rowell Cabardo
Phone: 402-309-8324
Email: rowell.t.cabardo.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 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/760501300>