

Job Announcement Number

NE-12300913-AR-24-050

Overview

Job Title HR SPEC (MILITARY)	Department Department of the Army
Agency Army National Guard Units	Hiring Organization N/A
Open & Closing Dates 02/01/2024 to 02/29/2024	Application Count N/A
Salary \$59,966.00 to \$77,955.00 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 Temporary; INDEF
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, Suitability/Fitness	

Summary

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This National Guard position is for a HR SPEC (MILITARY), Position Description Number D1176000 and is part of 67th MEB, Nebraska Army National Guard.

MAY BE CONVERTED TO PERMANENT APPOINTMENT IF THE INCUMBENT DOES NOT REQUEST REEMPLOYMENT. 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.

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

<http://ne.ng.mil/Pages/Home.aspx>

This Job Is Open To

Hiring Paths

Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

Nebraska National Guard Area 1, 2, 3 and 4 applicants

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a HR SPEC (MILITARY), GS-0201-9, duties include:

(1) Develops, implements and evaluates the administration and personnel policies for the organization. Serves as the primary advisor for the command in the areas of legal, medical, and personnel actions. Makes decisions based on the commander's guidance and intent in the area of personnel and administrative management. Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning administrative and personnel activities. Assists in the preparation for and executes command level inspections in the area of personnel and administration. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements. Oversees and reviews unit level feeder reports. Analyzes and/or prepares the personnel readiness areas of the organizational readiness report. Reviews, analyzes, and provides recommendations relative to proposed MTOE and/or force structure changes to determine the impact on personnel authorizations.

(2) Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Ensures the execution of the command level guidance for implementation for the implementation of the Enlisted Promotion Management System (EPMS). Provides assistance and guidance in the preparation of officer promotion packets for required board actions. Ensures the timely completion of military personnel evaluation reports. Responsible for planning and coordinating health service support (i.e. annual medical certification, vaccinations, physicals, profiles, medical review boards, etc.) for the command.

(3) Coordinates and assists in developing plans for recruiting and retention within the command. Analyzes the personnel portion of the organizational readiness report and determines critical needs and priorities for the strength management program. Provides guidance to staff officers, commanders and full time employees on policy and procedures changes concerning areas of strength management. Manages and reports information in regards to personnel accessions, retention, participation, and attrition. Develops and institutes the officer and warrant officer accession plan to include state and federal officer and warrant officer commissioning programs, direct commissions, interstate transfers, and other component transfers. May serve as a liaison with representatives of the Army Reserve Officer Training Corps (ROTC) for officer accessions. Provides initial entry training. Serves as the liaison between state and unit level recruiting efforts/teams.

(4) Plans, organizes and assigns work to employees engaged in administrative and personnel work assigned at the command level. Provides technical assistance and guidance to organizational personnel and administrative employees. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates. Establishes performance standards and evaluates employee performance. Prepares formal requests and recommendations for promotions, reassignments, etc. Recommends recognition for outstanding performance. Approves/disapproves leave. Receives and resolves or participates in the resolution of grievances, or forwards to higher-level management for resolution. Formulates plans for equal treatment of all employees. Assures position descriptions are accurate. Informs employees of all aspects of personnel programs of the installation, either answering routine questions or obtaining information from specialist when technical answers are required.

(5) May be required to represent the National Guard and the Unit Commander in the community. Provides personnel and administration for community activities such as parades, celebrates, military funerals, etc. Coordinates with civic organizations and school officials for such things as communities support projects, natural disaster or civil disturbance planning. Monitors the use of facilities for military training and recruiting in conjunction with community activities. Coordinates the security of the facilities. Submits to local news media articles, stories, announcements or advertisements designed to make the public aware of the National Guard and their role in community, state and national defense.

(6) Performs other duties as assigned.

Requirements

Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.
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
Individuals with military incentive bonuses may be subject to recoupment.

Qualifications

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes

concurrency with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA ARMY NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-7458.

OPEN AREAS OF CONSIDERATION: AREA 1, 2, 3 and 4

DEFINITION OF AREA(S) OF CONSIDERATION:

AREA 1 - Current permanent and indefinite bargaining unit Technicians of the Nebraska Army or Air National Guard

AREA 2 - All Drill Status/M-Day members and temporary Technicians of the Nebraska Army or Air National Guard

AREA 3 - Current military service members who are willing to become a member of the Nebraska Army or Air National Guard

AREA 4 - All qualified candidates eligible and willing to become a member of the Nebraska Army or Air National Guard. Selected individual must become a member of the respective National Guard prior to the date of hire.

MILITARY REQUIREMENTS:

Compatible military grade and assignment required prior to the effective date of placement. This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Army National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

Military Grades: Maximum: O3/CW4/E9; Minimum: O1/WO1/E4; Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

Individual does not have to be currently assigned to one of these career fields to be considered for this position; however compatibility requirements must be met prior to appointment to the position. Selectee has 24 months to become qualified in a compatible military assignment.

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: Experience, education or training which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management. Experience using computer and automation systems.?

SPECIALIZED EXPERIENCE:

GS-09 - Must have at least 1 year experience at the previous lower grade and education, or training which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management. Experience using computer and automation systems.

Education

Education:

Substitution of Education for Specialized Experience - 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.

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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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):

Clerical, Customer Service (Clerical/Technical), and Decision Making

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12300913>

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 67 MEB
1776 N 10th Street
Lincoln, NE 68508

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.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants
4. Fully qualified Area 4 applicants

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/774465700>