

Job Announcement Number

NE-11735181-TR-23-003

Overview

Job Title	HUMAN RESOURCES SPECIALIST (MILITARY)	Department	Department of the Army
Agency	Army National Guard Units	Hiring Organization	N/A
Open & Closing Dates	11/17/2022 to 12/01/2022	Application Count	N/A
Salary	\$54,727.00 to \$71,146.00 Per Year	Pay Scale & Grade	GS-9
Locations	Lincoln, Nebraska	Remote Job	No
Telework Eligible	No	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	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 HUMAN RESOURCES SPECIALIST (MILITARY), Position Description Number **T5808700** and is part of **JFHQ G1**, Nebraska Army National Guard.

View PD:
https://acpol2.army.mil/fasclass/search_fs/search_fs_output.aspx?cp=zutpk3eFRtaToL2jr7IGuam0buidbaKbmaJYhmqCRtyUbYaclqISgA%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 AREA 3: Public, Veterans, Reserve & National Guard Military Members, Former and Current

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. 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. Participates in Soldier Readiness Processing (SRP) and unit mobilizations and demobilizations. Reviews, evaluates, and interprets regulatory guidance, policies, and procedures applicable to military personnel programs and provides guidance to all users. 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. As required, forwards responses for review and/or responses for the MILPO Director and/or State Adjutant General. Estimates and projects future travel and funding requirements and submits request to MILPO Director. Oversees one of the following programs identified in duties 2 through 4.

2. Responsible for and oversees the direction of the EPM/OPM or 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 direction, information, and/or counseling to MILPO staff and commanders of Major Army Command (MACOMM) through unit commanders, supervisors, as well as individual military members as required. 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, retirements, Officer Evaluation Reports (OER) Non-Commissioned Officer Evaluation Reports (NCOER), awarding of Area of Concentration (AOC), Functional Areas (FA), Additional Skill Identifiers (ASI), Special Qualification Identifiers (SQI), Military Occupational Specialty (MOS) identifiers (primary or secondary), Stop Loss programs, and National Guard Bureau (NGB) waivers, casualty assistance, and requests for retention beyond mandatory removal date. Reviews and determines eligibility upon accepting military technicians (dual status) or AGR positions. Assists other organizations and agencies/units in development of battle roster and personnel assignment. Convenes or participates in various boards which may include: Promotion, DA Boards, awards, selective/qualitative retention, MOS Medical Review Board (MMRB), Incapacitation Review Boards, etc. Tracks Contingency Temporary Tour of Active Duty for Operational Support (CO-ADOS). Initiates action for the issuance of all military orders relating to military personnel actions and distributes accordingly. Reviews Table of Distribution and Allowances (TDA), Table of Organization and Equipment (TOE), Modified TOE (MTOE), and/or Unit Manning Report (UMR) for the requirements, authorizations and movements of military personnel. Responsible for the review and verification of promotion actions and/or the review and forwarding of packets for promotion board actions and general Officer nomination packets.

3. Performs other duties as assigned.

To view full PD, please visit:

https://acpol2.army.mil/fasclass/search_fs/search_fs_output.aspfc=zutpk3eFRtaTol2jr7IGuam0buidbaKbmaYhmqCRtyUbYaclqISgA%3D%3D

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

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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 - benjamin.p.stewart4.civ@mail.mil; 402-309-8319.

GENERAL EXPERIENCE: Experiences gained through civilian and/or military technical training schools within the human resources business programs are included as general experience qualifications. An applicant must have a validated understanding of the basic principles and concepts of the occupational series and grade.

SPECIALIZED EXPERIENCE: Must 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.

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](#).

CONDITIONS OF EMPLOYMENT & NOTES:

1. Must be able to obtain and maintain the appropriate security clearance of the position.
2. This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.
3. Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
4. May occasionally be required to work other than normal duty hours; overtime may be required.
5. The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.
6. 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/11735181>.

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

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/689968200>