VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, VI 00820-4353

TECHNICIAN VACANCY ANNOUNCEMENT # 12-010

Position Title: Equal Employment Manager
Open Date: 20 December 2011
Closing Date: 5 January 2012
Series/Grade: GS-0260-11
Salary Range: $55,034 to $71,542 (plus Cola of 17.23%)
Type of Appointment: Excepted
Military Grade Required: OFF: 01 to 03; WO: W-1 to W-4
Compatible MOS: OFF: 42B, FA 43/45/49/50/59; WO: 420A
Duty Location: Joint Forces Headquarter Building
Selecting Official: LTC Kai A. Schjang
Area of Consideration: Virgin Islands Army and Air National Guard Members

Virgin Islands Air National Guard member must be eligible to acquire membership in the Virgin Islands Army National Guard in an available and compatible military grade for the excepted technician position.

Position Duties

This position is located in the Human Resources Office (HRO). This position is under the general supervision of the Human Resources Officer (HRO), with direct access and advisory responsibility to The Adjutant General (TAG) on all Equal Employment Opportunity (EEO) and diversity management issues. The position's purpose is to provide guidance and advice to The Adjutant General, senior commanders and managers on statutory requirements relating to the entire EEO program. The SEEM is the principal point of contact (POC) with the National Guard Bureau's Office of Equal Opportunity (NGB-EO) and the local district office of the Equal Employment Opportunity Commission (EEOC). Manages the Equal Employment Opportunity Program within the state. Plans, develops and implements the National Guard Bureau Equal Employment Opportunity (EEO) Program at the state level, which requires the development and implementation of an Affirmative Employment Program (AEP) covering both short and long range goals and objectives. Serves as the agent of information for policy guidance on EEO, EO and all discrimination complaint matters (dual and non-dual status). Coordinates with other human resource work centers such as staffing and classification in developing recruiting and employment strategies to ensure equity and diversity within the state's workforce. Ensures that all EO/EEO (and MEO) training statistics are gathered, profiled and maintained.

Qualification Requirements

General Experience: Administrative, professional, investigative, technical or other type of experience which demonstrates ability to meet and deal effectively with persons of different ages, races, and economic and education background; to collect and assemble pertinent facts, and to prepare clear and concise written reports.

Specialized Experience: Must have 36 months which demonstrates the experience, education, or training involving the administering, delivering, maintaining, advising, and adapting advanced concepts, principles, and theories of Equal Employment Opportunity (EEO) to the unique organizational, management, and mission requirements. Experience assisting in the development of Equal Employment

Opportunity (EEO) policies and procedures. Experience advising management on Equal Employment Opportunity (EEO) principles and practices.

Knowledge, Skills and Abilities (KSAs): Applicants who meet the eligibility requirements will be further evaluated by the Selecting Official based on the following KSAs considered essential to perform the duties and responsibilities of this position:

- Knowledge and skill in applying a wide range of EEO concepts, laws, policies, practices, analytical, and diagnostic methods and techniques sufficient to solve a wide range of problems and issues, and sufficient to provide comprehensive management advisory services.
- Knowledge of the National Guard mission, organizations, programs, and functions. Knowledge of policies and procedures pertaining to human relations education/equal opportunity programs
- Knowledge of HR/EOT functions in order to conduct studies, analyze findings, and make recommendations on substantive program areas.
- Skill and ability to prepare project and staff reports and deliver briefings to civilian and military officials.
- Knowledge of management principles within both the civilian and military personnel systems, and the ability to integrate the civilian and military personnel aspects in order to successfully accomplish the organization's mission.
- Knowledge and skill in applying consensus building, negotiating, coalition building, and conflict resolution techniques sufficient to interact appropriately in highly charged emotional situations.
- Ability to plan, organize, and assign work, and to communicate both orally and in writing.

Condition of Employment

1. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).
2. Wear of military uniform.
3. Security clearance must be obtainable if required.
4. Enrollment in Electric Fund Transfer (EFT).
5. Failure to complete NGB prescribed course at the National Guard Professional Education Center (PEC) within the first year of employment as required by this position may be cause for reassignment to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.

Application Instructions

Describe in detail your military and civilian experience (paid or unpaid), training and education to include degrees and transcripts. Include job titles, starting and ending dates of related experience which should include a month and year (e.g. January 2008-Present). You should also include your military grade, unit of assignment, and MOS.

You application package **must** have these documents to be considered:

Optional Form 612 **or** Resume
Non-flagging Memorandum

Deliver or mail your complete application to:

Virgin Islands National Guard
Joint Force Headquarters
ATTN: HRO - SSG Zera J. Louis
4031 La Grande Princess Lot 1B
Christiansted, VI 00820-4353

Application package must be delivered or post marked by the closing date of this announcement to be considered. Business hours are Monday to Friday, 0800 to 1700 hours. All applications will be retained for our records. No binders please.

KAI A. SCHJANG
LTC, GS
Human Resources Officer

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

INSTRUCTIONS FOR COMPLETING A RESUME

The Federal government does not require a standard application form for most jobs, but need certain information to evaluate your qualifications. Your application or resume speaks for you. You will lose consideration for a job if your resume or application form does not provide ALL the information requested. The following is mandatory information that must be provided in order for agencies to make employment decisions.

A. JOB INFORMATION
   (1) Announcement number, title, and grade of the job you are applying for.

B. PERSONAL INFORMATION
   (1) Full name, mailing address and a telephone number.

C. EDUCATION
   (1) High School – where and when (date) you earned diploma or GED.
   (2) College – where, when (date), majors and if no degree show credit hours earned indicating if semester or quarter hours.

D. WORK EXPERIENCE – Give the following for each paid or non-paid work experience related to the job your are applying for (do not submit job descriptions).
   (1) Job title, series, and grade if you occupy a Federal job.
   (2) Duties to include additional duties and accomplishments.
   (3) Employers name and address.
   (4) Supervisor's name and telephone number.
   (5) Starting and ending dates including month and year.
   (6) Hours worked per week and salary.
   (7) Indicate if we may contact your current supervisor.

E. OTHER QUALIFICATIONS
   (1) Job related skills, for example, computer software/hardware, tools, machinery, other languages, typing speed.
   (2) Current job related licenses.
   (3) Job related honors, awards, and special accomplishments, for example publications, memberships in professional or honorary societies, public speaking, leadership, activities, and performance awards (give dates, but do not send copies).
   (4) Job related training courses (title and dates).

F. CERTIFICATION:
   (1) **Applicants must sign their resume certifying to the accuracy of all information provided.**