



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, ST. CROIX, USVI 00820-4353**

INDEFINITE

Announcement # 10-11

Human Resources Assistant

Opening Date: 1 March 2011

Closing: 16 March 2011

Position:

Human Resources Assistant

Series/Grade

GS-0203-05

Salary Range:

Base Pay
GS-05 \$27,431.00 to \$35,657.00
Plus COLA (17.23% of base pay)
Plus Locality (9.44% of base pay)

Military Requirements:

ENL: E3-E5
MOS: 42A/F

Position Description

#D1108000

Location:

SFC Leonard B. Francis Readiness
Center
6304 Estate Nazareth
St. Thomas, VI 00802-1102

Type of Appointment:

EXCEPTED

Selecting Official: CPT Josephine Hector-Murphy S1

Area of Consideration

All technicians in the Virgin Islands National Guard. All members of the Virgin Islands National Guards. **NOTE: Virgin Islands Air National Guard personnel must be eligible to acquire membership in the Army National Guard in an available and compatible military grade for the excepted technician position. This position will be available for at least one year. It can be terminated at any time and will be terminated upon return of duty of Deployed technician.**

BRIEF DESCRIPTION OF DUTIES

This position is located in a Joint Force Headquarter- Human Resources Office (HRO) The purpose of this position is to assist a Human Resources Specialist (Information Systems) (HRSIS) in maintaining the DOD Enterprise- Wide Automated Human Resources (HR) System called Modern Defense Civilian Personnel Data System (DCPDS). Incumbent performs duties necessary

to accomplish information systems functions in support of programs essential to state Army/Air National Guard daily operations, training and readiness missions, Identifies, documents and reports system problems to the HRDID. Submits processes and reports to initiate print operations and produce a variety of printed products such as Notifications of Personnel Action, Requests for Personnel Actions and various reports on individual personnel. Runs standardized reports from Customer Service unit (CSU) server. Reviews report data to identify potential database quality assurance problems. Reports potential problems to the HRSIS. Assists with review of error listings received from National Guard Bureau- Manpower, and/or update training to office functional staff to familiarize them with operating remote terminals, coding and inputting transactions, and maintaining system security. Uses data system skills and basic human resources management and administrative knowledge to assist in all aspects of analyzing and managing the automated personnel data system. Assists in troubleshooting computer problems. Assists in setting up shortcuts, favorites, startup routines and other time-saving techniques on office computer terminals. Performs other related duties as assigned.

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.

QUALIFICATIONS

General Experience

Experience, education and/or training, which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

Specialized Experience

Applicant must have six (06) months of specialized experience to qualify for the GS-05 position, which demonstrates the knowledge, skills and abilities (KSAs) required for the position.

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicant must address each KSA on a separate sheet of paper, stating when, where and how obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

--General Knowledge of all the HR functional areas and their data requirements pertaining to the automated personnel data system.

--Practical knowledge of HR rules, regulation, procedures and requirements in a variety of HR specialties. Knowledge of civilian human resources processing terminology, procedures, provisions, and restrictions.

--Ability to troubleshoot a variety of system problems and rejects produced through the system.

--Required a practical knowledge of specialized HR methods, regulations, principles or concepts to carry out limited technical projects to process a wide variety of unique appointments, pay treatments, regulatory authorities, approvals and support documents, etc.

--Ability to analyze and resolve application problems associated with the Defense Civilian Personnel Data System.

--Knowledge of automated data processing terminology and applicable rules, regulations, procedures and restrictions to process a variety of HR actions and prepare complex documents.

BRIEF DESCRIPTION OF WORK

Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please enter the month, and year for each period. Omission of these requirements can result in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

TO APPLY: Deliver Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO (SSG Williams) after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Failure to complete NGB prescribed courses at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.
4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.

5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**
6. This position requires a compatible military assignment as follows
ENL: E3-E5, MOS: 42A/F
- 7 **Permanent Change of Station (PCS) is not authorized for this position.**
8. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserved Incentive Program (**BONUS**).

FOR THE ADJUTANT GENERAL:



KAI A. SCHJANG
LTC, GS
Human Resources Officer

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, and title and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Social Security Number

Country of citizenship (Most Federal jobs required United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Date of diploma or GED

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type and year of any degrees received

(If no degree, show total credits and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying:
(Do not send job descriptions)

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year).

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses.
(current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.
(Give dates but do not send documents unless requested.)

Verification of non-flagging action from unit.

Selective Service verification form.