



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

Announcement # 15-11

**Human Resources Specialist
(Recruiting & Placement/Compensation)**

Opening Date: 19 April 2011

Closing: 20 May 2011

Position:

Human Resources Specialist
(Recruiting & Placement/
Compensation)

Series/Grade

GS-0201-09/11

Salary Range:

Base Pay
GS-09 \$ 41,563.00 to \$ 54,028.00
GS-11 \$ 50,287.00 to \$ 65,371.00
Plus COLA (17.23% of base pay)
Plus Locality (9.44% of base pay)

Military Requirements:

ENL: E6-E8
MOS: 42A/F

Position Description

#D1027000

Location:

JFHQ Christiansted VI.00820

Type of Appointment:

EXCEPTED

Selecting Official: LTC Kai A. Schjang Director of Human Resources

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.**

BRIEF DESCRIPTION OF DUTIES

This position is located in a Joint Force Headquarter- Human Resources Office that has responsibility for servicing both Army and Air National Guard full-time personnel. The purpose of this position is to serve as the state Human Resources Specialist for recruitment and placement, military technician compatibility, permanent change of station (PCS) moves, pay setting, recruitment and retention allowances, and reduction in force. Responsible for the development and implementation of plans to accomplish a statewide technician recruitment and recruitment

programs. Serves as the state's principal advisor and consultant to key management on the full range of staffing options for a variety of professional, administrative, technical, and trades and labor occupations. Analyzes and evaluates the state's current technician staffing situation including turnovers, vacancies, and current recruiting strategies to identify and forecast staffing problems. Develops Merit Placement Plan and ensures compliance with federal laws (i.e., the Technician Act), NGB Regulations, and local labor agreements. Develops, recommends, maintains, and applies state policy for use of such pay setting tools as highest previous rate and recruitment and retention tools. Serves as the state senior specialist and consultant on military technician compatibility issues and delegated personnel authorities (e.g. pay flexibilities). Manages permanent change of station moves. Analyzes the organization's workforce and determines reduction-in-force (RIF) impact; initiates pre-RIF actions; conducts RIF briefings, and counsels employees. Develops, coordinates, maintains state plans/guidance involving Merit Placement Plan, reduction-in-force, highest previous rate, recruiting, and retention incentives. Provides technical guidance to management and participates as the staffing functional specialist in the collective bargaining agreement process. Responds to inquiries on recruitment and placement related matters from the serviced workforce and coordinates with NGB-HR as required. May oversee the work activities of other employee (s). 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 twenty four (24) months of specialized experience to qualify for the GS-09 position, and thirty six (36) months of specialized experience to qualify for the GS-11 in 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.

--Knowledge of , and skill in applying a wide range of HR concepts, practices, laws regulations, polices and precedents of recruitment and placement functions and a full range of pay administration policies, principles and practices sufficient to provide state level comprehensive HR management advisory and technical services to organizational (ANG and ARNG)

--Ability to interact with all levels of management and labor unions as a strategic partner in the delivery of staffing services.

--A high degree of insight and sensitivity into the relationship between management needs and state National Guard goals and objectives; and the relationship to program principles, practices and procedures is required.

--Knowledge of consensus building, negotiating, coalition building, and conflict resolution techniques to interact in highly charged emotional situations.

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

--This position requires a broad breadth of approach and intensity to resolve complex problems and issues when guidelines are not directly applicable. Practical knowledge of other HRO specializations, i.e. Classifications, Employee Relations, Labor Relations Equal Employment Opportunity, etc. For purposes of interacting and resolving issues.

--Knowledge of the different philosophies and structures of the ANG and ARNG within the state.

--Knowledge of the rules and procedures that apply to the various categories of National Guard full-time employees. i.e. dual status (DS)/non-dual status (NDS), Active Guard Reserves, Active Duty Special Work (ADSW), etc.

--Ability to communicate both orally and in writing sufficient to gain acceptance and understanding of findings and recommendations.

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: E6-E8, 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
LTQ, 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.

