

**JOB OPPORTUNITY
JOINT REGION MARIANAS
NON-APPROPRIATED FUND (NAF) POSITION**

ANNOUNCEMENT NO: JRM-22-148

POSITION TITLE: Lead Human Resources Specialist, NF-0201-04, Regular Full Time, 1 Vacancy

SALARY: \$50,000 – \$73,000 per annum + Cost of Living Allowance (COLA)

LOCATION: Regional Nonappropriated Fund (NAF) Human Resources Office (HRO), Warfighter & Family Readiness (J9), Joint Region Marianas (JRM) Guam

WHO MAY APPLY: Current CNIC NAF or APF Employees at JRM, Morale Welfare Recreation (MWR) Department, Naval Base Guam (NBG) and 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB) Guam

OPEN DATE: 14 April 2022

CLOSING DATE: 18 April 2022

SUMMARY: The mission of Joint Region Marianas (JRM) Warfighter & Family Readiness (WFR) is to provide the highest quality programs and services to the military community through self-sustainment across all quality of life programs. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam (NBG), 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB), Guam, and Marine Corps Base Camp Blaz (MCB CB) Guam, we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details: <http://www.militarymwrguam.com/>.

Please note when a Permanent Change of Station (PCS) with the federal government is performed as part of a relocation, the IRS considers the majority of your entitlements to be taxable. The Relocation Income Tax Allowance (RITA) may offset the impact of some of these taxes. For more information you may visit the following website: <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Tax-Information/>.

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

Communicates and helps the team meet CNIC, CJRM, WFR, and Regional NAF HR Office's strategic plan, mission, vision, and goals. Communicates assignments and deadlines for completion to the team. Responsible for assigning and managing projects and taskers to ensure all deadlines are met. Lead the team in identifying, distributing and balancing workload and tasks among employees, making adjustments to accomplish the workload in accordance with established priorities in a timely manner. Train or arrange for the training of team members in methods and techniques of team building to accomplish tasks or projects. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor. Applies a broad, multifunctional knowledge of human resources management and administration laws, regulations, policies, programs, technologies, and practices. Plans and carries out personally performed work and assures the successful performance of team members. In the absence of the Regional NAF HR Director, incumbent may assume the responsibilities of the Regional NAF HR Director and perform duties and requirements of the position. Provides advice and assistance to managers and/or supervisors on classification matters for all positions assigned to their organizations. Performs complex position analysis in collaboration with managers and/or supervisors in preparation of position descriptions and crediting plans. Provides analytical and technical guidance to managers and/or supervisors on the recruiting process, staffing strategies, special programs, relocation (e.g., Permanent Change of Station (PCS)), and retention programs. Performs all required duties related to recruiting. Performs all required duties related to staffing. Provides advice and assistance to, and collaborates with, Region and Installation staff in the area of employee relations (e.g., performance, administrative, discipline). Researches and interprets policies on employee relations issues. Serves as a representative, or technical advisor, before appropriate formal judicial proceedings (e.g., arbitration, administrative hearings). Performs all required duties, including providing advice and assistance to, and collaborating with, current Region and Installation staff, retirees, prior CNIC employees, dependents, vendors, and/or other NAF Department of Defense (DoD) staff, on matters related to benefits program administration. Develops communication materials to explain CNIC NAF HR policies. Participates in communications sessions with CNIC NAF HQ, Regional and Installation staff, managers, and/or employees to present information on subject area topics. Serves as Regional NAF HR liaison working closely with Regional APF HR staff on issues/actions affecting both APF and NAF employees. Develops and presents subject area specific training to both internal and external customers. Prepares and analyzes functional area specific reports.

A complete list of duties and responsibilities will be provided at the time of hire.

TRAVEL REQUIRED: No

SUPERVISORY STATUS: No

RELOCATION AUTHORIZED: No

CONDITIONS OF EMPLOYMENT: *SEE QUALIFICATIONS*

QUALIFICATIONS: In order to qualify for this position, resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs. If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education ((<http://www.ed.gov/admins/finaid/accred/>)). Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Knowledge of and skill in applying a wide range of HR theories, concepts, and/or practices to perform a variety of difficult and complex assignments in the areas of classification, recruiting, employee relations, benefits, and/or retirement. Knowledge of CNIC organizational structure and mission(s) of organizations serviced to perform the full range of HR services. Knowledge of HR laws; and Office of Personnel Management (OPM), DoD, Department of the Navy (DON), CNIC, and various federal government HR policies, regulations, and procedures related to functionally specific areas of HR. Ability to lead and direct the work of others. Ability to interpret and apply OPM classification guidelines and policies to assist managers and/or supervisors in developing position descriptions and determine appropriate title, series, and pay band/grade level. Ability to identify and determine position and skill requirements to create crediting plans to use in applicant qualification process. Ability to interpret policy and regulations to provide advice regarding employee relations. Ability to provide advice and perform tasks associated with benefits program administration. Ability to interpret retirement plan provisions; review and verify service information. Skill in the use of a Human Resources Information System (e.g., SAPHR, Defense Civilian Personnel Data System). Skill in the use of Microsoft Office Programs (e.g., Word, Excel, Power Point, Outlook) and database management systems to accurately capture and analyze data. Ability to analyze, develop, maintain, and present accurate reports and records, military style instructions, and documents. Ability to develop and effectively deliver oral presentations, briefings, and/or training. Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skills.

EDUCATION: *SEE QUALIFICATIONS

HOW TO APPLY:

- A resume must be provided. It must include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed description of duties, and salary), applicable education, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry. **Your resume is the main resource used to assess your knowledge, skills, and abilities as they relate to this position. You should be clear and specific when describing your work experience as it relates to this position.**

- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.

- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.

All resumes and documents required to prove eligibility **MUST** be submitted by the closing date on the announcement in order to be considered. **It is the applicant's responsibility to ensure accuracy and completion of requirements upon submission. Failure to provide such documentation may prevent applicants from receiving full consideration for the position.**

Submit resume and required documentation via email to NAFJOBS@fe.navy.mil. For additional information visit our website at <http://www.militarymwrquam.com/jobs>.

*******NOTE:** Due to the volume of resumes received, applicants **will not** be notified of any missing documentation, information, and/or notice of non-selection. **Emails and/or inquiries to NAFJOBS@fe.navy.mil will not be responded to.** Applicants may contact our office at (671) 349-1154 / 2154 / 2210 / 3154 / 5154 to inquire on application status only.

ALL APPLICANTS: Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.

*Current or prior federal employees, please submit your most recent personnel action or SF50.

*Military retirees, please submit your statement of service.

*Documentation submitted for other/previous vacancies is not considered as part of this submission.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

APPLICANTS CLAIMING HIRING PREFERENCE: Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrquam.com/jobs>.

WHAT ARE PREFERENCES? Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

1. Reemployment Priority List (RPL): Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

2. Military Spouse Preference (MSP): Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from: [Download MSP Form](#); **AND**

- Submit sponsor's PCS orders to Guam.

***If you are not indicated as a spouse on the PCS orders, you **MUST** submit proof of marriage prior to PCS to Guam.

3. Veteran's Preference/Gold Star Veteran's Preference: Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from: [Download Vet Preference Form](#); **AND**

- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: [Download SF-15 Form](#); **AND**

- Submit a legible copy of DD-1300; **AND**

- Submit any other supporting documentation (official statements, document of service, court decree, etc.).

***Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

BENEFITS: A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

You can review our benefits at: <http://www.navymwr.org/resources/hr/>

Regular Full-Time (35 - 40 hours per week) All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) No benefits offered.

OTHER REQUIREMENTS: Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks.

Males must be registered for or exempt from Selective Service (<https://www.sss.gov/register/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: M-GU-JRM-NAFHRO-N9@fe.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT FOR NAF APPLICANTS: Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.

HOW YOU WILL BE EVALUATED: Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of KSAs related to the job requirements. Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable. If your application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible. The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview within 4-8 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a tentative job offer. Final job offer upon completion of all pre-employment requirements.

We reserve the right to close this position without further announcement.

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