



Oregon Joint Force Headquarters
HUMAN RESOURCES OFFICE/HR
P.O. BOX 14350, 1776 MILITIA WAY
SALEM, OREGON 97309-5047
Coml: (503) 584-3854 (Air) / 3849 (Army)
DSN: 355-3854 (Air) / 3849 (Army)
<http://www.orport.ang.af.mil/>

BRAC affected units strongly encouraged to apply

Announcement #JF08-115

HUMAN RESOURCE SPECIALIST
2 Positions

Nationwide Army/Air Technician Vacancy Announcement

Open Date: 14 March 2008

Closing Date: **2 May 2008**

Series/Grade: GS-0201-09/11

Salary Range:

GS-09 \$47,245 - \$61,423 Per Yr

GS-11 \$57,161 - \$74,310 Per Yr

OFF AFSC: 33SX, 37PX, 65FX

ENL AFSC: 3A0X1, 3S3X1, 3S2X1, 3X0X1

OFF OAOC: 42B 43

WO MOS: 420A

ENL MOS: 42A/F/L

PD#: Army: 70388 Air Force: 80488

Location: JFHQ-HRO, Salem, Oregon

Type of Appt: Excepted **X** Enlisted **X**
Officer **X** Warrant **X**

PCS: **PCS is authorized**

Areas of Consideration:

First Area: Current permanent full time technicians of the Oregon Army/Air National Guard.

Second Area: Current members of the Oregon Army/Air National Guard.

Third Area: Individuals eligible to become members of the Oregon Army/Air National Guard.

Summary of Duties:

This position is located in the State of Oregon Human Resources Office that has responsibility for servicing Army and Air National Guard full-time personnel. The purpose of the position is to serve as the State Human Resources Specialist for recruitment and placement, military technician compatibility, permanent change in station (PCS) moves, pay setting, recruitment and retention allowances, and reduction in force. Accomplishes work through the use of a variety of automated personnel systems and programs.

**Method of Evaluating Qualifications:
Knowledge, Skills and Abilities (KSA)**

Candidates will be evaluated on the KSAs listed below and must be addressed in order to be considered. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrate your possession of the KSA listed below. Also, give the percentage of time or number of months you performed the KSA. Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience; months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

| |
|---------------------------|
| General Experience |
|---------------------------|

Experience, education, and/or training which provided the candidate's 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 |
|-------------------------------|

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-09** level must have **24 months** of experience in the next lower level and applicants applying at the **GS-11** level must have **36 months** of experience in the next level which demonstrates the following knowledge, skill and abilities (**KSA**):

1. Knowledge of HR concepts, practices, laws, regulations, policies and precedents of recruitment and placement functions.
2. Ability to interact with all levels of management and labor unions as a strategic partner in the delivery of staffing services.
3. Skill in consensus building, negotiating, and conflict resolution techniques to interact on highly charges emotional situations.
4. Ability to provide customer services in all areas of staffing & recruitment for a diverse ANG/ARNG organization with varying missions.
5. Ability to communicate both orally and in writing sufficient to gain acceptance and understanding of findings and recommendations.

Substitution of Education for Specialized Experience

There is no substitution of education to list for this position.

Special Information

Unit of military assignment is **JFHQ-HRO** in **OFF AFSC: 33SX, 37PX, 65FX ENL AFSC: 3A0X1, 3S3X1, 3S2X1, 3S0X1 OFF OAOC: 42B, 43 WO MOS: 420A ENL MOS: 42A/F/L**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. **Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan.** A law enforcement background check will be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. **This is Dual-Status position and membership in the Oregon National Guard is required.**

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- **Hand delivered applications will be accepted in room 150 of JFHQ until 1630 of the announcement closing date.**
- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Faxed applications required a cover page showing your name, the announcement number and the number of pages faxed at a minimum. Applicants are responsible for confirmation of receipt of all materials submitted.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed. **Applications postmarked after the closing date will not be considered.**
- The option to email your application is reserved for situations such as deployment, military schooling and extended TDY's. Prior approval is required for each application submitted.

APPLICATION PROCESS

Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date. Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Your comprehensive resume or OF 612 (Optional Application for Federal Employment) must contain:

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

JOB INFORMATION

Announcement number, 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)

Country of citizenship (Most Federal jobs require 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)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:
Name, city, and State (ZIP Code if known)

Colleges and universities:
Name, city, and State (ZIP Code if known)
Majors
Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

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 position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors 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)

John P. Smith, IV
1234 Big Street □ Medium City, Any State 45678 □ H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 - 12/31/06

3rd Ranger Battalion
1234 Any Street , Any town, Any State 12345
(555) 123 – 4567
MAJ John Smith – Executive Officer
Job Title, Rank, GS-15, Step 09 (if Federal Position)
Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891
(555) 234- 5678
Ms. Jane Smith - Account Manager
Your Job title
Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%