D2124000

NCANG AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
1636 GOLD STAR DRIVE CAROLINA 27607-6410

ANNOUNCEMENT #: ANG-AGR 2013-07

OPENING DATE: 08 July 2013
CLOSING DATE: 06 August 2013
ANTICIPATED FILL DATE: To Be Determined

POSITION TITLE AND AFSC:
SUPERVISORY HUMAN RESOURCES SPECIALIST (MILITARY)
D2124000 3SXXX, 3M0XX
0070650234

UNIT/ACTIVITY AND DUTY LOCATION:
145 FSS, NCANG
CHARLOTTE, NC

GRADE AND SALARY: Pay and allowances commensurate with military grade not to exceed CMSGT/E-9.

AREA OF CONSIDERATION: Area of consideration for this position is NATIONWIDE. Applications will only be accepted from current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Air National Guard.

HOW TO APPLY: Applicants interested in the AGR position may apply by submitting an Application for Active Guard/Reserve (NGB Form 34-1).

Applications must be sent to: 145fss.fulltimejobapplications@ang.af.mil to be received not later than the close of business on the above indicated closing date. Email as one complete package…do not separate into individual attachments.

Application Packages must include the following:
(1) NGB Form 34-1
(2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet.
(3) Current Report of Individual Person (RIP) (all pages) (Obtain from vMPF)
(4) ASVAB Scores and PULHES: Must comply with ASVAB and PULHES criteria as listed in AFECD.
(5) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
(6) Must have adjudicated Security Clearance before starting tour.
**Incomplete packages will not be forwarded for consideration. DO NOT SUBMIT BINDERS OR FOLDERS.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

MILITARY ASSIGNMENT: This is a fenced position. Assignment in an Enlisted position, 145 FSS, NCANG, AFSC: 3SXXX and 3M0XX and appropriate military UMD grade. Must participate with unit during Unit Training Assemblies and Annual Training. Member must remain in the position to which initially assigned for a minimum of 24 months.

EVALUATION FACTORS USED: Review of individual applications and personal interviews.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Provides administrative and technical supervision and guidance to the Sustainment Services Flight, Manpower & Personnel Flight, Force Development Flight, Human Resource Systems Manager, Customer Support, Career Development, and Force Management functions of the FSS. Performs human resources work in one or more of these program areas. Resolves technical/policy issues presented by program managers. Exercises the full range of supervisory human resources management responsibilities. Assists in the overall management of all military Force Support Squadron programs. Provides direct support to wing, geographically separated units (GSU), tenant units, assigned personnel, their dependents, and retired members. Oversees the programs of the Force Support Squadron through senior workers that supervise technical and administrative activities within the organizational unit. Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Schedules and approves/disapproves leave, ensures orientation of new employees, provides training, evaluates work performance of subordinates, initiates action to redefine positions, recommends awards when appropriate, approves within grade increases, extensive overtime and employee travel and resolves disciplinary problems. Establishes shift schedules and assigns personnel based on workload to ensure adequate coverage of customer service functions and operations. Assigns work to subordinate employees based on organization priorities and needs, factoring in the difficulty and requirements of assignments against the experience, training, and abilities of staff. Plans and prepares work schedules for subordinates in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of directed work. Provides advice, guidance, and direction to employees on both work and administrative matters. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Keeps employees informed of National Guard Bureau (NGB), state and wing goals, objectives, and policies, and informs management of employee input and concerns. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Finds and implements ways to eliminate significant bottlenecks and production barriers. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment, while improving business practices. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Assures reasonable equity of performance standards and rating techniques developed by subordinates. Evaluates subordinate workers performance ensuring consistency and equity in rating techniques. Interviews candidates for positions and selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, EEO and diversity objectives. Supports affirmative action with consideration of equal employment opportunity in all aspects of personnel actions. Makes or approves selections for vacant positions. Recommends awards or bonuses and changes in position classification, subject to approval by higher- level officials, supervisors, or others. Hears and resolves employee and group grievances or complaints and refers serious unresolved complaints to higher-level management. Reviews serious disciplinary cases and disciplinary problems involving key employees and determines required action. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Identifies and consults with Human Resources Office on employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Plans, organizes, and directs the activities of military human resources programs, ensuring the Force Support Squadron complies with legal and regulatory requirements and meets customer needs. Administers, plans, and coordinates the activities of personnel assigned to the FSS performing customer service duties in the areas of Personnel Systems, Customer Service, Career Enhancement, Employments, and Readiness. Plans and develops policies, procedures, and goals for the effective administration, direction, management, and operation of the function. Analyzes workload and provides guidance to ensure specific goals are met. Receives analysis reports and, from these, directs necessary actions to ensure adverse trends are corrected. Evaluates the status of automated and manual human resources functions. Executes management policies by developing and implementing internal procedures and plans of action, ensuring conformance to those policies. Takes action to solve problems, increase effectiveness, handle special projects, correct unsatisfactory conditions, etc. Develops goals and objectives that integrate wing organizational and Force Support Squadron objectives. Researches, interprets, analyzes and applies Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), Air Force (AF), and Department of Defense (DOD) guidelines, policies, instructions, etc. Establishes policies and procedures for accomplishment of Force Support Squadron programs. Exercises significant responsibilities in dealing with officials of other units/organizations, to include but not limited to Active Duty, MAJCOMs, NGB, Civilian/Governmental organizations. Advises higher-ranking managers on FSS policies and programs. Serves as the FSS Commander's technical advisor for all personnel functions within the military human resources program areas supervised. Keeps supervisor informed of significant issues and problems related to work accomplishment. Serves as Test Control Officer. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC. Serves as approval authority for upgrades, downgrades, and withdrawal of AFSCs at wing/base level. Performs other duties as assigned.

<u>INSTRUCTIONS TO COMMANDERS/SUPERVISORS:</u> This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

DISTRIBUTION: A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA12, VCSOP-1