

NON-DUAL STATUS (TITLE 20) STATE TECHNICIAN VACANCY ANNOUNCEMENT

NGDE-HR-RP 250 Airport Road New Castle, DE 19720-1502	ANNOUNCEMENT # 1-17	OPENING DATE: 3 Oct 16	CLOSING DATE: 25 Oct 16
WORKING LOCATION: HRO - JFHQs New Castle, DE	SELECTION METHOD: PANEL	SALARY RANGE(s): GS-11: \$63,323.00 - \$82,320.00 / PA GS-09: \$52,338.00 - \$68,035.00 / PA	
POSITION TITLE: Human Resource Specialist (EB) (11553)	PD NUMBER(s): S8727065	OCCUPATIONAL SERIES: 0201	PAY PLAN & GRADE(s): GS-11/09

APPOINTMENT FACTORS

<u>AREAS OF CONSIDERATION</u>	<u>APPOINTMENT STATUS</u>												
<ul style="list-style-type: none"> ▪ AREA I - All members/employees of the Delaware Army and Air National Guard. ▪ AREA II - All other qualified applicants. 	<table style="width: 100%; border: none;"> <tr> <td style="padding: 5px;">Managerial</td> <td style="padding: 5px;">Supervisory</td> <td style="padding: 5px;">Neither</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="3" style="padding: 5px;">Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/></td> </tr> <tr> <td colspan="3" style="padding: 5px;">Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/></td> </tr> </table>	Managerial	Supervisory	Neither	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/>			Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/>		
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Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/>													

SELECTIVE PLACEMENT FACTORS

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position.

QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

APPLICATION PROCEDURES: All interested applicants for this position must submit a **Resume, OF 306, SF 181** (Optional), & **supporting/miscellaneous documents**. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT attach position descriptions.** **COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.** Applications can be hand-carried, mailed, faxed or emailed to: ng.de.dearng.list.staff-hro-rp.

REMARKS: Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment.

MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 – Requesting Official 1 – DENG Website 1 – Union Official
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HUMAN RESOURCE SPECIALIST (EB) (11553)
S8727065, GS-0201-11

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

- Manages and administers a variety of personnel programs, advises management and counsels employees on such programs as health and life insurance, leave, State of Delaware Pension plan, physical capability requirements and the State of Delaware Office of Workers Compensation Programs relating to workplace (on-the-job) injuries. Manages, administers, and provides advice and assistance on compensation/pay programs including hours of duty, premium pay, and technician security clearances. Conducts program analysis to determine activity trends and compliance with program requirements. Advises management on potential program problems such as: organizational patterns of leave usage, or potential on-the-job injury abuse. Manages the leave donor program and approves requests for advance leave.
- Responsible for administering the State Employee benefits programs, and provides advice to managers, supervisors, and individuals who plan to enter on military duty about provisions of the law covering the Uniformed Services Employment and Reemployment Rights Act.
- Responsible for processing of all personnel transactions related to state employees. Also responsible for processing of timely compensation payments to federal and state employees who are activated during a state of emergency and placed on state active duty orders. Responsible for the maintenance and disposition of Official Personnel Folders. Maintains a complete reference library, and develops standard operation procedures/policies pertaining to State of Delaware Personnel Programs.
- Maintains records and files pertinent to employees and positions, to include position control files arranged by organization and spaces authorized by current manpower requirements. Insures that requests for appointment, promotion, and reassignment are within authorized strength limitations.
- Manages the new employee orientation program for newly hired state employees of the Delaware National Guard. Orientations should include coverage of health benefits, life insurance, deferred compensation, and future retirement benefits, leave entitlements, work place injury, employee assistance programs, etc.
- Schedules newly selected employees for pre-employment physicals with the appropriate medical provider. Notifies prospective employees of the date of their exam. Coordinates with the medical provider on dates of examination. Obtains results of the physical, and notifies prospective employees, supervisors, and the HRO Staffing Specialist. Maintains all associated records.
- Conducts exit interview to ensure employees are aware of any eligibility for retirement and/or unemployment compensation.
- Provides retirement counseling to employees who are eligible, or interested in retirement. Counseling includes eligibility requirements, present and future benefits, health and life insurance, deferred compensation and potential unemployment compensation benefits. When necessary, schedules employees for retirement counseling with the State of Delaware Pension Office. Maintains all necessary pamphlets, bulletins and other information pertaining to retirement. Serves on the State of Delaware Pensions Advisory Council. Counsels survivors regarding benefits of deceased employees and pensioners.
- Responsible for the administration of the State of Delaware Worker's Compensation Program for all state employees. Ensures employees are aware of their entitlements if injured at work. Processes necessary claims for compensation benefits. Monitors claims to detect fraud in entitlements. Acts as the liaison with the Delaware Department of Labor to ensure timely settlement of workers compensation claims.
- Analyzes, interprets, and clarifies policies, directives, and other issuance by the State of Delaware, National Guard State Comptroller, NGB, and OPM for statewide application. Develops instructions pertaining to technician personnel administration matters and makes recommendations to the HRO, staff directors and major unit commanders to ensure compliance with requirements. Incumbent is the technical advisor for all State employee personnel matters.
- Provides status of pending notification of personnel actions, and provides guidance for the procedures to be followed by supervisors when submitting requests for personnel actions. Such assistance is provided as a means of fostering State employees management relations, and educating supervisors in the State employee personnel management processes. Maintains an effective tracking system to ensure that requests for personnel actions are received, and input in a timely manner.
- Manages the State Employee Performance Appraisals systems. Notifies supervisors of appraisal due dates. Tracks appraisals to ensure timely submission. Provides advisory services to management and supervisors regarding the appraisal program requirements.
- Responsible for the accomplishment of pay increases resulting from wage area surveys, review, and comparability increases. Establishes a system of determining eligibility and notifying supervisors of impending within grade and step increases. Insures that within grade and step increases are processed in a timely manner.
- Provides a variety of special and recurring personnel reports which often require extensive research into the employee files and records. Composes and types correspondence, disposition forms, letters, etc. Responsible for ensuring the proper format and preparation of correspondence and for administrative accuracy of reports.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: Experience, education or training which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE (GS-11): Thirty-six (36) months of specialized experience, education, or training involving the administering, delivering, maintaining, advising, and adapting advanced concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements. Experience assisting in the development of Human Resources policies and procedures. Experience advising management on Human Resources principles and practices.

SPECIALIZED EXPERIENCE (GS-09): Twenty-four (24) months of specialized experience, education, or training involving the administering, delivering, maintaining, advising, and adapting advanced concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements.

**** QUALITY OF EXPERIENCE ****

Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

OTHER REQUIREMENTS: Must have or be able to obtain a Secret Security Clearance for continued employment.

**** The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office. ****

**** NOTE:** Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes **WILL NOT BE CONSIDERED.** **