

Revised March 2015	DEPARTMENT OF THE NAVY, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT				
	Announcement No.	LR 02-16MJ		Number of Vacancies	1
	Position Title	HUMAN RESOURCES SPECIALIST (CLASSIFICATION/RECRUITMENT), GS-0201-11			
	Opening Date	6 OCTOBER 2015	Closing Date	13 OCTOBER 16	
	Salary Range (DOLLAR)	\$51,298 - \$66,688 PER ANNUM	Work Schedule	FULL TIME PERMANENT	
	Job Location	HUMAN RESOURCES OFFICE U.S. NAVAL STATION ROTA, SPAIN			
How To Apply	Please read Instructions For U.S. Citizen Local Announcements located at http://www.cnic.navy.mil/rota . Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota, or via email to rotahro@eu.navy.mil . Emails containing application/attachments cannot exceed a maximum of 10MB. It is the responsibility of the applicant to verify that documentation submitted is received, legible, and accurate. All applications, resumes, OF 612s and supporting documentations must be received on/or before the close of business (i.e. 1600 hours) on the closing date of the job opportunity announcement.				
Who May Apply	<p>U.S. Citizens that are permanent Appropriated Fund U.S. employees serviced by Human Resources Office Naval Station Rota, Spain and those domiciled in the Rota, Spain commuting area who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel who meet one or more of the following conditions:</p> <p>(a) Applicants with career/conditional status,</p> <p>(b) Military Spouses and Family Members of civilian employees eligible for Schedule A 213.3106(b)(6),</p> <p>(c) Veterans Recruitment Authority (VRA)</p> <p>(d) Veterans Employment Opportunities Act (VEOA)</p> <p>Referral of qualified candidates will be based on respective hiring authorities for which eligible.</p> <p>NOTE:</p> <p>(1) Family members who have less than 6 months remaining in an area are not entitled to family member preference when a position is filled without time limitation.</p> <p>(2) The NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States are applicable when determining eligibility. If you have resided in Spain more than ninety (90) days, as an ordinarily resident, you must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. appropriated fund vacancies, with NAVSTA Rota and Tenant Activities. ORDINARILY RESIDENT: Applicants determined to be "ordinarily resident" in Spain cannot be appointed to positions designated for U.S. occupancy.</p> <p>(3) TOURIST: Spanish law defines tourists as "Foreigners who have entered Spain with proper documentation, for the purpose of touring, recreation, non-professional sporting, health-care, attend family matters, pilgrimage, or short term studies, and who may stay in Spanish territory without executing any professional or labor activity whatsoever, for a period of three months or for the duration granted in the Visa. (COMNAVACTSPAININST 1900.1F)</p>				
About the Job	Serves a Human Resources Specialist for assigned organizations. Provides human resources management support to complex, unstable organizations for both Local National Indirect Hire (LNIH) and U.S. appropriated fund (APF) employees involving a wide-variety of difficult position and personnel actions with management advisory services related to the North Atlantic Treaty Organization (NATO) Kingdom of Spain and the United States Status of Forces Agreement (SOFA), Agreement on Defense Counsel (ADC), Collective Labor Agreement (CLA), local labor market, Spain's specific qualification requirements, as well as requirement to maintain a proportionality of 70/30 ratio in specific program area. Applies comprehensive knowledge of position management, position classification, staffing, recruitment and placement to advise and assist management in accomplishing their personnel management responsibilities and assuring compliance with appropriate laws, rules, regulation, policies and/or negotiated agreements, e.g. CFR, DoD PPP, DON, DSSR, FTA, JTR, TQSA, VSMA, etc. Must exercise knowledge and skill in applying HR methods, principles and evaluative methods sufficient to advise on and/or resolve moderately complex problems, which are typically precedent in nature. Incumbent will provide HR management advisory and technical services; use analytical methods to identify, evaluate, and recommend to management appropriate HR solutions. Incumbent will provide written and oral communication techniques sufficient to develop and deliver briefings, project papers, correspondence to managers to foster understanding and acceptance of CNIC findings and recommendations. Provide staffing advisory services based on the serviced Command's priorities and takes proactive measures to anticipate needs by pre-positioning work products (i.e. vacancy announcements, skills assessments, etc.). Advise management on recruitment strategies, sources, and special recruitment programs, recruitment, and relocation incentive programs. Screen Requests for Personnel Actions (RPAs) and related documentation for completeness and accuracy, obtaining additional information, as necessary. Verify employment eligibility (i.e. local and CONUS), qualifications, and collaborate with OCHR Stennis on pay setting ensuring compliance with DON Compensation and Pay policy. Answer employment inquiries. Incumbent is expected to manage and maintain full visibility over all RPAs from cradle to grave and provide advice/assistance, to include updates in all stages of the recruitment process. In collaboration with supervisor and Principle Classifier, provide classification support to serviced organizations. Apply thorough understanding of classification principles and concepts to interpret and adapt classification standards/guides to secure sound classification of positions. Advise on compensation management strategies and programs. Coordinate and collaborate with supervisor and senior specialists coordinating program requirements, as necessary. The ability to read, write and comprehend Spanish is desired NOT required.				
OPM Qualification Requirements	Education Substitution: Ph.D. or equivalent doctoral degree or three full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR One-year of specialized experience equivalent to at least next lower grade level (i.e. GS-09 or equivalent). Specialized experience is experience which equipped applicant with the ability to apply a wide-range of HR concepts, principles, laws, regulations, and practices. Knowledge of a wide range of HR specialization concepts, practices, regulations, precedents, and procedures; special recruiting authorities and strategies.				
Knowledge, Skills, Abilities, and Competencies	<ol style="list-style-type: none"> 1. Knowledge of OPM classification and qualifications standards i.e. practical experience or formal training. 2. Knowledge, skills, abilities and competencies (practical experience or formal training) in classifying Local Labor Personnel (LLP) position descriptions. 3. Knowledge, skills, abilities and competencies (practical experience or formal training) in recruiting LLP and U.S. civilian positions. 4. Knowledge, skills, abilities and competencies in using Code of Federal Regulations, Department of State Standardized Regulations (DSSR), Joint Travel Regulation (JTR). 5. Knowledge, skills, abilities and competencies working in the overseas area and/or LLP. 6. Knowledge, skills, abilities and competencies interpreting Collective Labor Agreement (CLA), Agreement on Defense Cooperation (ADC) and/or Status of Forces Agreement (SOFA). 7. Knowledge, skills, abilities and competencies in developing job opportunity announcements and crediting plans. 8. Knowledge, skills, abilities and competencies in Team Work. 9. Knowledge of and experience or formal training in customer service. 				
Pertinent Information	<ol style="list-style-type: none"> 1. Selectee is required to participate in the Department of Defense direct deposit of pay program. 2. Must be able to successfully obtain and maintain a Secret Security Clearance and will be required to successfully complete a background investigation. Must complete to Questionnaire for Public Trust Positions, SF-85-P. 3. Selectee may be required to successfully complete a probationary period. 4. Occasional travel outside the local commuting area is sometimes required. Incumbent may be required to travel for up to two weeks for the purpose of attending or participate in training. 5. If necessary, this position will be recruited worldwide. 				
Application Status	For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, Monday through Friday, 0800-1600 , at least 7 business days after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.				

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EMPLOYER**

DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS IN ROTA, SPAIN

HIRING AUTHORITIES:

SCHEDULE A, EXCEPTED APPOINTMENT: Dependents of members of the U.S. Armed Forces or dependents of a U.S. Civilian employee of a U.S. Government Agency. The family member appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area of the separation of the appointee's sponsor.

REINSTATEMENT: Applicants with personal competitive status may be reinstated to a career/career-conditional appointment.

VETERANS RECRUITMENT APPOINTMENT: Disabled veterans; veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which they received an authorized campaign/expedition badge/medal; veterans who while serving on active duty in the Armed Forces participated in a U.S. military operations for which they received an Armed Forces Service Medal; and recently separated veterans from active service under honorable conditions within the last three years.

VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA): Veterans must be a preference eligible or veteran separated after 3 or more years of continuous active service performed under honorable conditions.

HOW TO APPLY

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (<https://usajobs.gov>) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: <http://www.cnrc.navy.mil/rota>.
- Applications/resumes and other attached forms will not be returned.

CHECKLIST

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.

- It is the applicant's responsibility to ensure your resume/ application contains the following information:
1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Mailing address; (5) Day and Evening phone number; (6) Country of Citizenship; (7) Veteran's preference; (8) Reinstatement Eligibility; (9) Highest Permanent Federal Civilian grade held; (10) Education (highest level); (11) High School name/ mailing address of High School/ Date of Diploma or GED; (12) Accredited colleges and universities attended with total credits earned, major and/ or minor.

Your resume must include the following for each paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).

2. Applicant Questionnaire "Revised Nov 2014 – CNRE HRO ROTA" (**Mandatory, submit 2 of 2 pages**).
3. Sponsors PCS orders – Navy orders MUST include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent (Mandatory)
4. College Transcripts (**if qualifying on basis of education**) from an Accredited U.S. college/ School
5. Copy of most recent Notification of Personnel Action (**SF-50 (if claiming federal status)**)
6. DD-214 Record of Discharge, Member-4 copy or current Statement of Service dated w/in 120 days from separation (**if claiming Veteran's Preference**)
7. Copy of all pages of U.S. Passport (**May be required at time of selection**)

GENERAL INFORMATION

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in-grade restrictions, qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the **applicant** to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

APPLICANT CERTIFICATION

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

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Applications will receive consideration without regard to political, labor organization affiliation/ non –affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.