

横須賀基地空席広報

VACANCY ANNOUNCEMENT

-Reissue-

広報番号 : Announcement No.	FEC-BD2-005-15(R)
募集締切日: Closing Date	27 Jul 15
発行日: Date of Issue	13 Jul 15

<p>1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LD <u>3</u>)</p> <p style="text-align: center;">Management Analyst, #118 (管理分析職)</p> <p style="text-align: center;">Acceptable trainee level (採用可能見習い等級): 1-4</p> <p><input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative Blue Collar Trade Security Medical</p>	<p>募集人数 No. of Recruitment</p> <p style="text-align: center; font-size: 2em;">1 名</p>	<p>4.募集範囲 Area of Consideration</p> <p>I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</p> <p>II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</p> <p>III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</p> <p>IV. <input type="checkbox"/> 外部 Off Base Applicant</p>
<p>2.部隊 Activity</p> <p>Naval Facilities Engineering Command Far East Business Directorate Business Operations Personnel Resources & Programs (BD2)</p> <p>勤務場所 Working Place: Tomari-cho, Yokosuka</p>		<p>* Those who previously applied for VA, FEC-BD2-005-15 need not to reapply.</p>
<p>3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww)</p> <p>勤務日 Work Days: Mon-Fri</p> <p>勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245</p> <p><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel</p>		<p>5.雇用の種類 Type of Employment</p> <p><input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT</p> <p><input checked="" type="checkbox"/> 常用 Permanent</p> <p><input type="checkbox"/> 限定 Limited Term (__ ヵ月 Months)</p>
<p>6.職務内容 Duties</p> <p style="text-align: center;">See attached task list.</p>		
<p>7.資格要件/身体条件 Qualification/Physical Requirements</p> <p>a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work OR completion of 4-year college/university in a related field.</p> <p>b. Knowledge of rules, regulations and procedures of Navy Personnel/Position Management and Personnel Actions for MLC and USCS.</p> <p>c. Skill in operating MS Office suite such as Microsoft Word, Excel, PowerPoint and Access.</p> <p>d. Ability to analyze position management to determine procedures and recommend appropriate changes or corrective action required.</p> <p>e. Ability to speak, read and write English at advanced proficiency level. (LD-3)</p> <p>*An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below.</p> <p>1-4: a. One year of clerical, technical, or administrative work experience in any field, OR completion of 4-year college/university in any field.</p> <p>* Handicapped applicants may be accepted, depending on the degree and kind of disability.</p>		
<p>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional</p>		
<p>学歴 Educational Background : See blocks 7&8 免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8</p>		

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律 (平成 15 年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

Task list for FEC-BD2-003, Management Analyst, #118-5

Assist in reviews and studies current/proposed organizational structures/functions, new position structures, revised positions, and distribution of responsibilities for USCS and MLC positions. Assist in analyzing and evaluating proposed changes in mission, operating procedures and delegations of authority to identify the impact on existing positions and excess overlap of duties. Assist in preparing evaluation reports to recommend appropriate changes or corrective action required. Maintains case files.

Assist in conducting audits to gather and analyze data, discussing problems with supervisors and specialists to validate the need for positions and determines the most efficient position structure.

Assist in conducting Position Management reviews and analysis of various positions and/or personnel actions to determine procedures and ceiling levels (both USCS and MLC) and insures that they are within target position structures. Maintains records of ceiling allocation and provides data, comments and/or recommendations on ceiling adjustments.

Prepares monthly reports of Manpower Requirement Listing, Personnel Action Monthly Report, Force Distribution Report, On-board Data for comptroller and NAVCOMPT and prepares the list of MLC employees eligible for special separation by categories quarterly.

Receives, controls, monitors and reviews all MLC personnel actions generated through the command for proper format in accordance with procedures prescribed by HRO. Provides assistance to other departments' clerical staff in the proper preparation and prescribed format of personnel actions.

Performs other related and incidental duties as assigned.