横須賀基地空席広報
VACANCY ANNOUNCEMENT

広報番号： Announcement No.	**CNRJ-N13-006-17**
募集締切日: **Closing Date**	**27 Feb 17** **1st-cut off: 6 Feb 17**
発行日: **Date of Issue**	**17 Jan 17**

1.職名, 職番, 給与表 Job title, Job No., & Basic Wage Table (BWT):

Employee Management Relations Technician, #66
（従業員管理関係調整職）

目標等級／語学能力級 Target Grade & Language Proficiency Level (LPL):
等級 Grade-6, 語学能力級 LPL-3

採用可能見習い等級／語学能力級 Acceptable Trainee level:
等級 Grade-5, 語学能力級 LPL-3
等級 Grade-4, 語学能力級 LPL-2

募集人数
No. of Recruitment

1 名

☒ 事務系(BWT -1) Administrative ☐ 技能系(BWT-2) Blue Collar Trade ☐ 保安系(BWT-3) Security ☐ 医療系(BWT-5,6) Medical

4.募集範囲 Area of Consideration
I. ☒ 現 MLC/IHA 従業員（部隊内）
Current MLC/IHA Employee within Activity
II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance
III. ☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide
IV. ☒ 外部 Off Base Applicant

2.部隊 Activity
Commander Navy Region Japan
Civilian Human Resources Office
Labor/Employee Relations Division (N133)

勤務場所 Working Place: **横須賀市　泊町**　Tomari-cho, Yokosuka

3.勤務時間 Work Schedule **(** 週 40 時間制 hrww **)**
勤務日 Work Days: 5 days a week (Monday thru Friday)
勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245
☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

5.雇用の種類 Type of Employment
☒ MLC
☐ IHA ☐ HPT
☒ 常用 Permanent
☐ 限定 Limited Term **(** __ヵ月 Months **)**

6.職務内容 Duties

See attached list.

7.資格要件／身体条件 Qualification/Physical Requirements

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.
#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります。

a. One year of specialized technical, or administrative work experience equivalent at 1-5 level in the related work, OR completion of Master's Degree in a related field.
b. Knowledge of full range of MLC/IHA regulations, precedents, and procedures pertaining to employee management relations program.
c. Skill in researching, gathering, and analyzing pertinent information.
d. Ability to provide advice, guidance, and assistance to MLC/IHA and USCS management officials, supervisors, and employees and resolve employee management relations issues.
e. Ability to speak, read and write English at fluent proficiency level (LPL-3).
f. Ability to speak, read and write Japanese at native language level.

* An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below:
1-5: 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.
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.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

8.提出するもの Application and Associated Documents

***☒ 空席応募用紙** Application for Vacancy Announcement
***☒ 専門職務経歴書** Resume of Specialized Work Experience
***の記入は Complete ＊ in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either**
☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html
☐ 運転免許証の写し Copy of Driver's License
☐ 修了証／証明書の写し Copy of Certificate
☒ 英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。 英語を日常言語とする方も上記証明書の提出が必要です。
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

☒ 82 円切手を貼付し、応募者の郵便番号･住所･氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
☒ 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目４番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

１．内部応募者（現 MLC/IHA 従業員）提出先 (米海軍横須賀基地日本人雇用課 (HRO))：
Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001
神奈川県横須賀市泊町１番地
PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152

〒238-0001
1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132

米海軍横須賀基地正門左手前事務所１階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。 毎日午前０６００時より、午後０６００時までこの箱への応募書類の提出が可能です。
Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

２．外部応募者（非従業員）提出先：
〒238-0011
神奈川県横須賀市米が浜通 1-6 村瀬ビル４階
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)
管理第一係
電話番号 Phone 046-828-6959

Off Base Applicants must submit to:
〒238-0011
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
Yokosuka Branch of LMO/IAA
Management #1 Section

受付時間：月曜—金曜、0830-1730 時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : N132	軍電 (DSN): 243-8150	
PD No.: CNRJ-N133-009	PD is accurate and current. Certified by Activity: kw	HRO: (rcvd 1/11) kw

応募要項を満たしていない場合､選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる**語学能力級（LPL）レベル**は下記をご覧下さい。
Please see the below for the English Language Proficiency Level (LPL) required of the position:

2016 年 2 月 8 日前より継続雇用される現 MLC/IHA 従業員で、2016 年 2 月 8 日前に発行された ALCPT 試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現 LPL レベルとして考慮されます。
For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準１級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

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: 3-8-16

Task List

Advises and assists on the processes and procedures of Administrative remedial actions under the Master Labor Contract (MLC) and disciplinary actions under the Indirect Hire Agreement (IHA). Counsels on such matters as attendance policies and procedures, patterns of leave usage, employee misconduct, and grievance procedures under the MLC and IHA, etc.

Advises and assists on standard methods of dealing with poor work performance or conduct problems ranging from in-house warnings to fines, suspensions, and terminations. Advises on regulatory and other requirements to be considered in effecting disciplinary and/or performance based actions, removals, fines, suspensions, and/or in resolving grievances. Assists in preparing and/or prepares necessary correspondence and documentation. Counsels employees in correcting work deficiencies and in establishing constructive work habits. Provides information on employee rights and obligations.

Analyzes facts from individual actions, reports, and routine advisory services to correct existing employee relations problems or identify potential problems.

Participates in developing, modifying and/or conducting basic and/or refresher training in employee relations policies and procedures in such areas as grievances, disciplinary actions, awards, supervisory responsibilities, etc.

Assists in preparing local instructions implementing specific portion(s) of the activity employee relations program.

Reviews past agreements and other records to determine possible LMO requests, recommend initial management responses, researches and evaluates MLC/IHA and applicable Japanese laws, rules, regulations, and precedents regarding administration of MLC/IHA.

Performs face-finding on issues arising from activity actions and interpretation of the contracts. Gathers pertinent information from Yokosuka Labor Management Office, supervisory officials, and makes recommendations as to possible resolutions.

Provides advice on interpretation and application of specific contract provisions and proposes solutions to problems of limited scope and complexity, e.g., those without significant impact on production or cost to the activity and which do not require solutions which significantly deviate from established guidelines and precedents, such as grievances with uncomplicated issues.

Provides translation and interpretation services from Japanese to English and from English to Japanese as necessary.

Performs work involved in providing guidance and assistance to MLC/IHA management officials, supervisors, and employees on Incentive Awards Program, morale, and benefits.

Provides advice and guidance to commands on the requirements of the United States Civil Service (USCS) programs such as Drug Free Workplace Program (DFWP), Federal Employees' Compensation Act (FECA), Civilian Employee Assistance Program (CEAP), overseas allowances and travel, and related programs. Personally performs or oversees the preparation of actions relative to USCS retirement, incentive awards, injury compensation claims, overseas allowances and travel, or related paperwork.

Performs other duties as assigned.