

<h1>横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	DDYJ-005-16	
		募集締切日: Closing Date	2 Feb 16 1st Cut-off: 21 Dec 15 2nd Cut-off: 12 Jan 16	
		発行日: Date of Issue	1 Dec 15	
1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LD <u>3</u>) <div style="text-align: center;"> <h3>Management Analyst, #119</h3> <p>(管理分析職)</p> <p>Acceptable trainee level (採用可能見習い等級): 1-5</p> </div> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <div style="text-align: center; font-size: 2em;">1 名</div>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity DLA Distribution Yokosuka, Japan Assistant to the Commander (DA) 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (___ヵ月 Months)		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間・休憩 Work Hours/Recess Period: 0730-1615/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties <div style="text-align: center; font-size: 1.2em;">See the attachment.</div>				
7.資格要件/身体条件 Qualification/Physical Requirements 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 a wide range of methods, principles, and practices commonly used in the MLC/IHA recruitment, placement process, and position management. c. Knowledge of organization, programs, and missions to identify, analyze, and recommend solutions to problems in position and human resources management prospect. d. Knowledge of supply and distribution system. e. Skill in gathering position information to analyze and determine proper classification. f. Skill in operating Microsoft applications (i.e., Word, Excel, and PowerPoint) to prepare reports, statistics, and briefing slides. g. Ability to prepare position description based on function requirements. h. Ability to speak, read and write English at fluent proficiency level. (LD-3) i. 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-years college/university in a related field. * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
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				
学歴 Educational Background : N/A		免許証/修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		

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:

The position is located in the Command Office, DLA Distribution Yokosuka, Japan. Reporting directly to the Assistant to the Commander/Master Labor Contract (MLC) Advisor. Performs manpower reviews and studies, current proposed organizational structures/functions, and personnel actions for USCS and MLC positions.

- (1) Performs organizational and positional studies for Position Management (PM) for USCS and MLC positions in the command. Researches and collects data required, conducts workload measurement studies, analyzes and evaluates documentations, and makes recommendations to the Assistant to the Commander/MLC Advisor, DA on establishing new positions, modifying positions, or disestablishing positions. Reviews DLA Distribution Yokosuka, Japan organizational units to ensure compliance with Defense Logistics Agency PM standards and policies on resource management. For MLC employees, ensures compliance with Master Labor Contract policies, standards processes and procedures. Prepares reports and recommendations for optimum position structure, distribution of functions, and organizational effectiveness. Conducts internal PM surveys and research projects. Works with departmental and division personnel to solve problems, to improve methods and procedures, and to ensure there are no negative impacts/overlaps of responsibility for USCS/MLC positions in the command as needed. Assignments include organization and function studies that present complex problems due to several inter-related operating programs, two or more installations with overlapping functions, or operations involving technical or professional work/functions. Provides assistance to supervisors and managers in reviewing and studying organization structures and functions that present complex problems.
- (2) Conducts personnel liaison functions in the areas of personnel and employee relations for USCS and MLC employees. Position requires knowledge and use of Japanese Automated System (JAS) for preparing personnel action requests for MLC personnel as well as use of online PD for generating and submitting standardized format requests for USCS personnel actions. Liaisons with appropriate HRO's including Satellite Offices personnel for clarification and regulatory guidance. Prepares monthly reports on manpower requirements, personnel actions status, and on-board data. Prepares personnel information and manpower reports for Personnel Management Board (PMB) and prepares data, reports, analyses associated with personnel and organization management when requested.
- (3) Reviews and updates reports on position management and personnel management issues. Analyzes and interprets a variety of policies, instructions and procedures, and provides technical advice and guidance to management and employees on personnel issues. Provides recommendations to supervisors for internal personnel assignments. Coordinates special projects when requested.
- (4) Provides advice and guidance to operating supervisors as well as employees on requirements for processing USCS and MLC personnel recruitment, classification, employment, and other personnel action requests.
- (5) Assumes responsibility for administrative programs, procedures and record maintenance to include clerical function supports, preparation of personnel action requests, payroll inputs, time attendance sheet preparations, automated information system equipment requests, identification card (Common Access Card/Defense Biometric Identification System Card) requests, office automation system help desk reporting assistance, facility repair work order requests, travel order requests, and inventory and ordering of offices supplies. Applies relevant administrative instructions, directives and regulations, and ensures that internal administrative procedures and controls are updated and in compliance with associated regulations and directives. Ensures manuals and instructions maintained in the library are updated and organized. Assists Assistant to the Commander/Master Labor Contract (MLC) Advisor on administrative procedures to include preparation of correspondences; maintaining filing system; use of office equipment to include facsimile, printers, video teleconference equipment, personal computers and the applications; and clerical methods. Prepares memorandums, notices, and various types of correspondences. Collects administrative information and data for recordkeeping purposes. Translates correspondence, instructions, directives and other necessary information from English into Japanese or vice versa.
- (6) Performs other related or incidental duties as assigned.