

**Job Title: HUMAN RESOURCES SPECIALIST (Military), GS-0201-5/7****Job Announcement Number:****Series & Grade:** GS-0201-5/7**Promotion Potential:** 11**Open Period:** Wednesday, January 27, 2010 to**Position Information:** Full-Time Permanent**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.**Job Summary:****[Insert agency logo, optional]**

\*Do you want to help the U.S. Armed Forces manage its greatest asset, servicemen and -women?

\*Are you motivated to research, think critically, and solve human resources (HR) problems for the military?

\*Would you enjoy working on a team to design and implement innovative military HR programs?

\*Do you have a desire to assist military personnel with important work-life matters?

If you are interested in a human resources career, this job is for you! You will be an integral member of a team devoted to recruiting, assigning, developing, and retaining highly talented and effective servicemen and -women. You will be instrumental in ensuring the United States Government is equipped with armed forces capable of accomplishing its mission. If you are a new professional, [Insert your agency's branding/marketing/mission information] agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]

You can go from \$XXXX-\$XXXX in 4 years! Great Benefits Package: paid vacation, sick days, holidays, health and life insurance and an excellent retirement package!

Year 1 \$XX,XXX Year 2 \$XX,XXX Year 3 \$XX,XXX Year 4 \$XX,XXX

(GS-5)

(GS-7)

(GS-9)

(GS-11)

[Agencies should insert the correct salary depending on location.]

**Key Requirements:**

- U.S. Citizenship or National
- Registered for Selective Service, if applicable (See Other Information)
- Résumé and supporting documents (See How to Apply)
- Complete the Occupational Questionnaire (Takes approx. 15 minutes)
- Suitable for Federal employment

**Major Duties:**

As a Human Resources Specialist in a military environment, you are a valued member of a dynamic team. You collaborate closely with senior specialists to analyze a wide array of military human resource (HR) issues in order to solve problems and provide efficient and effective products, programs, and services. You also participate in advising military personnel on a variety of work-life matters. Most importantly, you are in a pivotal role from day one and your work has visible impact. Typical work assignments conducted with senior specialists include:

- Assessing qualifications and experience of personnel for placement into strategic assignments;
- Counseling military personnel on career progression, job opportunities, and assignment options;
- Preparing and processing recommendations for military awards or promotions and coordinating award and promotion ceremonies;
- Reviewing and processing military documents to make determinations (e.g., requests for training, security clearances, special pay programs, and transfers);
- Interpreting and providing guidance on regulations that govern military personnel policies, programs, procedures, and practices; and
- Designing creative support services to educate military personnel on available benefits and entitlements.

Responsibility will increase and assignments will become more complex as your training and experience progresses.

**Qualifications:**

You may start at \$XX,XXX (GS-5) per year if you have one of the following qualifications:

**[Agencies should insert the correct salary depending on location.]**

- Bachelor's degree in any field from an accredited or pre-accredited college or university; OR
- At least 3 years of progressively responsible general experience, 1 year of which was equivalent to at least GS-4, that demonstrates the ability to (1) analyze problems, identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing; OR
- A combination of education and experience as listed above.

The general experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities (KSAs) necessary to perform the duties of the position to be filled (See How You Will Be Evaluated for a list of competencies/KSAs). Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other non-specialized tasks) is not creditable.

You may start at the higher \$ XX,XXX (GS-7) salary if you have one of these additional qualifications:

**[Agencies should insert the correct salary depending on location.]**

- A bachelor's degree with either a grade point average (GPA) of 3.0 based on a 4.0 scale; a 3.5 GPA based on a 4.0 scale for required courses completed in a major field of study during junior and senior year of 4 year college or university; class standing of upper third of the graduating class in the college, university, or a major subdivision of the college; or membership in a National Scholastic Honor Society certified by the Association of College Honor Societies, excluding freshman honor societies; OR
- One full year of graduate level education in an accredited or pre-accredited college or university. The education must demonstrate the knowledge, skills, and abilities necessary to do the work (See How You Will Be Evaluated for a list of competencies/KSAs); OR

- One year of specialized experience at the GS-5 (or equivalent) grade level that demonstrates the ability to [Agency must define specialized experience]; OR
- A combination of education and experience as listed above.

### How You Will Be Evaluated:

We will review your résumé and transcript(s) (if education is used for qualification) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the Occupational Questionnaire. The Occupational Questionnaire evaluates your relevant personal, educational, and work experiences. The questions are related to fundamental competencies, such as customer service, decision making, flexibility, interpersonal skills, learning, oral communication, planning and evaluating, self management, teamwork, and writing, required for the job for which you are applying.

The Occupational Questionnaire will take you approximately 15 minutes to complete the first time, and you can reuse your score when applying for other HR Specialist positions.

### Benefits:

Working for **[Insert agency name]** offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. **[Insert agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]** The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here [www.usajobs.gov/EI/benefits.asp#icc](http://www.usajobs.gov/EI/benefits.asp#icc)

### Other Information:

**Interagency Career Transition Assistance Program (ICTAP).** The **Interagency Career Transition Assistance Plan (ICTAP)** provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if this vacancy is within your ICTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy. **[Insert agency definition of well-qualified.]** You must provide proof of eligibility with your application to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Information about ICTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

**[Insert the following paragraph if your agency did not clear CTAP before announcing outside its own workforce.]**

The **Career Transition Assistance Plan (CTAP)** provides eligible surplus and displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if this vacancy is within your CTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy.

**[Insert agency definition of well-qualified.]** You must provide a copy of your written notification of CTAP eligibility with your application. Information about CTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

**Selective Service:** If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See [www.sss.gov](http://www.sss.gov).

**Veterans' Preference:** If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your résumé. Your veterans' preference entitlement will be verified by the employing agency. For information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

### How To Apply:

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You may either 1) Apply Online or 2) deliver your application package via **[Insert agency procedure.]** Your complete application package will include:

1. Résumé
2. If qualifying based on education, unofficial or official college transcript(s) listing all college courses completed, credit hours received for each course, major(s), and grade point average or class ranking
3. Occupational questionnaire
  - If you are applying online, click here to complete the Occupational Questionnaire (this should take approximately 15 minutes the first time, with the option to reuse your scores)
  - If you are NOT applying online,
    - i. click here to download the questions
    - ii. click here to download the form you must record your responses on

If faxing in your application package:  
Attention: **[Insert name of contact]**  
**[Insert telephone number]**

Send Mail  
**[Insert complete address]**  
USA

All electronic submissions or faxes must be submitted and received by **[Insert time]** Eastern Time **[Insert closing date.]** All mailed résumés and/or supporting documents must be received by **[Insert closing date.]** **[Insert agency application receipt procedures if different.]**

### Contact Information:

Enter Contact Information Here

Agency Information:  
Agency

### What To Expect Next:

After all application packages have been received, we will review your résumé and transcript(s) (if appropriate) to ensure you meet the basic qualification requirements. We will evaluate each applicant who

meets the basic qualifications on the information provided in the Occupational Questionnaire and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

**EEO Policy Statement:** <http://www.usajobs.gov/eo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

**Control Number:**