

# SUPERVISORY HUMAN RESOURCES SPECIALIST (D1025000)

DEPARTMENT OF THE ARMY

Army National Guard Units

## Summary

PUERTO RICO NATIONAL GUARD

ARMY AND AIR TECHNICIAN VACANCY ANNOUNCEMENT

COLA: 2.99%

Duty Location: Human Resources Office (HRO), Fort Buchanan, PR

## Overview

Accepting applications

### Open & closing dates

🕒 06/02/2022 to 06/16/2022

### Salary

\$79,363 - \$103,176 per year

### Pay scale & grade

GS 12

### Location

1 vacancy in the following location:

📍 **Fort Buchanan, PR**

1 vacancy

### Telework eligible

Yes—as determined by the agency policy.

### Travel Required

Not required

### Relocation expenses reimbursed

No

### Appointment type

Permanent

## Work schedule

Full-time

## Service

Excepted

## Promotion potential

None

## Job family (Series)

[0201 Human Resources Management](#)

[\(/Search/Results?j=0201\)](#)

## Supervisory status

Yes

## Security clearance

[Secret](#)

[\(/Help/faq/job-announcement/security-clearances/\)](#)

## Drug test

No

---

## Announcement number

PR-11505775-AR/AF-22-83

## Control number

657029900

THIS JOB IS OPEN TO



### **Federal employees - Competitive service**

Current or former competitive service federal employees.



### **Federal employees - Excepted service**

Current excepted service federal employees.



### **Internal to an agency**

Current federal employees of this agency.



### **National Guard & reserves**

Current members, those who want to join or transitioning military members.



### **The public**

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

# Duties

- NATIONAL GUARD MEMBERSHIP IS REQUIRED. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.
- Selected applicant(s) will be required to complete an online Onboarding process.

# Requirements

## Conditions of Employment

- This is an excepted service position that requires membership in a compatible military assignment in the employing state's National Guard, required prior to the effective date of placement.
- Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment.
- Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.
- Males born after 31 December 1959 must be registered for Selective Service.
- Federal employment suitability as determined by a background investigation. Must possess or be able to obtain the proper Secret clearance type and level within one year of appointment according to DoD Personnel Security Program Management Directives.
- May be required to successfully complete a probationary period.
- Participation in direct deposit is mandatory.
- Continued employment in this position is contingent upon satisfactory completion of the mandatory training specifically identified for the position.
- Loss of military membership will result in immediate loss of your full-time military technician position.
- This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.
- Prior to Title 32 Excepted Service appointment, must possess and provide a valid federal government- issued identification card as required for military membership.
- Employee is subject to adverse actions, to include reassignment to a lower-grade, without pay/grade retention, and/or separation from federal service, when fails to obtain the required education, training, or certifications
- Must be able to obtain and maintain the Government Travel Credit Card (GTC) as a condition of employment.
- Selectee will be required to wear the military uniform.

## Qualifications

### **IMPORTANT INFORMATION:**

This position require military membership in the Puerto Rico Army or Air National Guard. If you are not a military member of the PRARNG or PRANG (civilian, active duty Soldier, prior service, guard member from another state, reservist, IRR, State Guard, etc.), you must contact the Recruiting and Retention (R&R) Office for Army National Guard at (787) 289-1400 extension 2015 or 2008 or the ANG State Production Superintendent Office for Air National Guard at (787) 289-1400 extension 1713 or (787) 529-6102 and request Military Basic Requirements (MBR) Certification. If the MBR certification is not submitted, or you do not meet the requirements to be a member of the PRARNG or PRANG, your application will not be screened.

**AREA OF CONSIDERATION:**

**Area 1** = All permanent Officers, Warrant Officers and Enlisted members employees (NG T32/NG T5) within Puerto Rico Army or Air National Guard.

**Area 2** = All Indefinite Officers, Warrant Officers and Enlisted members employees (NG T32/NG T5) within Puerto Rico Army or Air National Guard.

**Area 5** = Officers, Warrant Officers and Enlisted members employees of the Puerto Rico Army or Air National Guard.

**Area 6** = Applicants who meet all requirements to become member of the Puerto Rico Army or Air National Guard. **(If the MBR certification is not submitted, your application will not be screened.)**

First round consideration will be given to Area 1 Candidates. **(All other Areas will be screened only in the event that there are no qualified or recommended Candidates)**

To prevent a grade inversion, military rank allowed for this position is **LTC / Lt Col and below, CW5 and below, MSG / SMSgt and above.**

**Acceptance of any military technician position may cause the termination of entitlements and eligibility for all military bonuses and student loan repayments. For further information you must contact the appropriate military Education Office.**

**DUTIES:**

As a SUPERVISORY HUMAN RESOURCES SPECIALIST (D1025000), GS-0201-12, you will serve as a supervisor of Human Resources Specialist(s) and Human Resources Assistant(s). Supervises a minimum of five full-time employees. Supervises two or more other major segments e.g. classification, recruitment and placement, employee relations, labor relations, etc. Serves as a Human Resources advisor and technical specialist for one specific HR specialty.

**PHYSICAL DEMANDS:**

N/A

**WORKING ENVIRONMENT:**

N/A

**QUALIFICATIONS:**

You will lose consideration for the position if your application does not include all the information/documents requested on the vacancy announcement. The USAJOBS Resume must include a clear and detailed narrative description, in your own words, of how you met the required GENERAL and SPECIALIZED experience. **Experiences copied from a position description, vacancy announcement or other reference material constitutes plagiarism and will disqualify you from the position.** National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.

**GENERAL EXPERIENCE:**

Experiences gained through military or civilian **technical** training schools, within the human resources business programs, are included as general experience qualifications. An applicant must have a validated understanding of the basic principles and concepts of the occupational series and grade.

**SPECIALIZED EXPERIENCE:**

Applicant must possess at least **one year of specialized experiences at the GS-11 level or the 36 months equivalent performing or supervising duties such as** evaluating or recommending changes in methods of implementation of policies or procedures in a personnel environment; experience initiating and preparing written communications as well as oral presentation such as formal and informal briefings, formal classroom settings; progressive responsible experience which demonstrates the

ability to provide technical guidance and assistance to managers, supervisors, employees and subordinates; recommending training, promotions, as well as dealing with any disciplinary action of subordinates; gathering information, compiling data and preparing reports; managing or working with a variety human resources programs; ensuring timeframes are met; reviewing work for accuracy and customer satisfaction; providing guidance and consultation to employees, former employees, annuitants, survivors, and eligible family members regarding retirement, insurance, health benefits, and injury compensation and overseeing the development and administration of state rules and procedures adapted from policies prescribed by the National Guard Bureau and the U.S. Office of Personnel Management.

## Education

### EDUCATION REQUIREMENTS:

An undergraduate degree from an accredited college/university is preferred.

Note: The applicant's educational-degree study program or military or civilian **academic courses** may substitute for some specialized experience. An applicant must demonstrate the specialized experience competencies (skills, knowledge, abilities and behaviors) to qualify for a position identified by its position grade and career level.

**\*Copy of official/student transcripts or military or civilian training showing conferred Degree must be included in order to receive credit for education. Unofficial transcripts from internet or with alterations will not be considered.** To receive credit for education the information must be included in the education section of the Resume.

## Additional information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency

(<https://www.sss.gov/RegVer/wfRegistration.aspx>  
(<https://www.sss.gov/RegVer/wfRegistration.aspx>)  
).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an Alternate Application

([https://help.usastaffing.gov/Apply/index.php?title=Alternate\\_Application\\_Information](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information))  
.

## Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](#)

(<https://www.usajobs.gov/Help/working-in-government/benefits/>)  
.

[Review our benefits](#)

(<https://www.abc.army.mil/>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

# How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. If you are minimally qualified, your resume and supporting documentation will be compared to your responses on the assessment questionnaire to determine your level of experience. If you rate yourself higher than is supported by your application package, your responses may be adjusted and/or you may be excluded from consideration for this position. If you are found to be among the top qualified candidates, you will be referred to the selecting official for employment consideration.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics): Benefits and Work Life Programs, Continuous Process Improvement, and Performance Management

## Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Online USAJOBS Resume - Your resume showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.
2. Online Questionnaire (mandatory).
3. If you are a permanent employee of the PRANG/PRARNG (Tenure 1, 2 or 3), submit your SF-50 with this application (Refer to block 24).
4. PRARNG or PRANG MBR Certification (mandatory for civilians, active duty Soldiers, prior service, guard members from another state, reservist, IRR, PR State Guard, etc.); (Not required for permanent employees or traditional soldiers of the Puerto Rico Army or Air National Guard).
5. Official/Student transcript showing conferred degree (if applicable).
6. Additional documentation (if required in the vacancy announcement).

**FAILURE TO SUBMIT ALL REQUESTED DOCUMENTATION BY THE CLOSE OF THE ANNOUNCEMENT WILL RESULT IN AN INELIGIBLE CONSIDERATION.**

### If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education

(<http://www.ed.gov/admins/finaid/accred/>)

.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

# How to Apply

To apply for this position, you must complete the online application/Occupational Questionnaire and submit the documentation specified in the Required Documents section below. To view the Occupational Questionnaire, click the following link:

<https://apply.usastaffing.gov/ViewQuestionnaire/11505775>  
(<https://apply.usastaffing.gov/ViewQuestionnaire/11505775>).

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>  
(<https://www.usajobs.gov/Help/how-to/application/status/>).

.

## Agency contact information



Suleika Baez Diaz

### Phone

[787-289-1400 X1491](tel:787-289-1400)  
([tel:787-289-1400 X1491](tel:787-289-1400)).

### Email

[suleika.baezdiaz.mil@army.mil](mailto:suleika.baezdiaz.mil@army.mil)  
(<mailto:suleika.baezdiaz.mil@army.mil>).

[Learn more about this agency.](#)  
([#agency-modal-trigger](#)).

### Address

PR JFHQ Human Resources Office ARMY  
Fort Buchanan  
Guaynabo, PR 00934  
US

## Next steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[\(/Help/equal-employment-opportunity/\)](#)

[Financial suitability](#)

[\(/Help/working-in-government/fair-and-transparent/financial-suitability/\)](#)

[New employee probationary period](#)

[\(/Help/working-in-government/fair-and-transparent/probationary-period/\)](#)

[Privacy Act](#)

[\(/Help/working-in-government/fair-and-transparent/privacy-act/\)](#)

[Reasonable accommodation policy](#)

[\(/Help/reasonable-accommodation/\)](#)

[Selective Service](#)

[\(/Help/working-in-government/fair-and-transparent/selective-service/\)](#)

[Signature and false statements](#)

[\(/Help/working-in-government/fair-and-transparent/signature-false-statements/\)](#)

[Social security number request](#)

[\(/Help/working-in-government/fair-and-transparent/social-security-number/\)](#)