

WORKPLACE VIOLENCE & HARASSMENT PREVENTION SPEC (PREV WF)(NGT0033P01)

DEPARTMENT OF THE ARMY

Army National Guard Units

Summary

PUERTO RICO NATIONAL GUARD

TITLE 5 VACANCY ANNOUNCEMENT

COLA: 2.81%

Duty Location: Joint Forces Headquarters-HQ, Fort Buchanan, PR

Overview

Accepting applications

Open & closing dates

🕒 05/18/2023 to 06/02/2023

Salary

\$82,830 - \$107,680 per year

Pay scale & grade

GS 12

Location

1 vacancy in the following location:

📍 **Fort Buchanan, PR**

1 vacancy

Remote job

No

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)

[0101 Social Science](#)

[\(/Search/Results?\]=0101\)](#)

Supervisory status

No

Security clearance

[Secret](#)

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

Drug test

Yes

Announcement number

PR-11974443-PR-23-91

Control number

726624900

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

- Selected applicant(s) will be required to complete an online Onboarding process.

Requirements

Conditions of Employment

- Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment.
- Males born after 31 December 1959 must be registered for Selective Service.
- Federal employment suitability as determined by a background investigation.
- May be required to successfully complete a probationary period.
- Continued employment in this position is contingent upon satisfactory completion of the mandatory training specifically identified for the position.
- Must be able to obtain and maintain the Government Travel Credit Card (GTC) as a condition of employment.
- Must possess a valid PR State driver's license to operate government motor vehicle in accordance with Service specific Vehicle Operations Directives.
- Must be able to obtain and maintain the appropriate SECRET security clearance for the position.
- Federal employees currently serving in the excepted service (Title 32) must acknowledge they will voluntarily leave the Title 32 excepted service by accepting an offer of employment for this NG Title 5 excepted service position.
- Irregular and overtime (compensatory) hours may be required to support operational requirements or contingencies.
- The incumbent of this position description must have at a minimum, a completed National Agency Check (NAC) prior to position assignment.
- Position designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration and will not exceed 14 calendar days per year unless otherwise approved in advance by the TAG.

Qualifications

AREA OF CONSIDERATION: Open to the public pursuant National Guard Accelerated Hiring Authority of Certain Shortage or Critical Need Positions (NG AHA) (J1-P-2023-001).

DUTIES:

As a WORKPLACE VIOLENCE & HARASSMENT PREVENTION SPEC (PREV WF)(NGT0033P01), GS-0101-12, you will directly support the development and execution of policies, programs, and procedures implementing integrated primary prevention activities relating to sexual violence, averting harm or abuse before it occurs. Identifies risk and protective factors that lead to or protect against unhealthy or unsafe behaviors. Promote or mitigate actions relating to environmental exposure. Due to the specialty nature of these roles this position reports to the Primary Prevention Officer.

PHYSICAL DEMANDS:

Regular and recurring work is performed sitting at a desk operating office equipment, except for visits to military and non-military facilities, conferences, meetings, briefings and seminars. No special physical demands are required to perform the work.

WORKING ENVIRONMENT:

Work is performed both in a normal office setting and in unit areas or installations and communities. Work involves everyday risks or discomforts that require normal safety precautions typical of places such as office, training and meeting rooms, etc. Areas used typically have adequate lighting, heated and ventilation.

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.

SELECTED FACTOR: (Minimum Requirements)

Degree: behavioral or social science; or related disciplines appropriate to the position that included at least 24 semester hours of course work in the behavioral or social sciences (copy of the official transcript showing conferred Degree must be submit with the application).

OR

Combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field that included at least 24 semester hours of course work in the behavioral or social sciences.

OR

Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

SPECIALIZED EXPERIENCE:

Applicant **must possess at least ONE (1) year in the occupational series code 0101 at the next lower-level GS-11 or THIRTY-SIX (36) months of specialized experience** performing or supervising duties such as acting as the program data analyst on Integrated Primary Prevention as applied to **Healthy Climates/Cultures promotion and Harassment prevention**; advancing policies outside of the existing military Equal Opportunity (EO) and Equal Employment Opportunity (EEO) offices for equities specific to Healthy Climates/Cultures and Harassment primary prevention; facilitating upstream drivers and measures relevant to the earliest prevention of harassment and promotion of healthy climates/cultures; supporting in the development and execution of primary prevention strategic plan; assisting with data-informed decisions to appropriately resource Healthy Climates/Cultures and Harassment primary prevention activities; establishing, revising, and reviewing policies, procedures, mission objectives, and organizational design; advising leaders at all levels of best practices and evidence-based programs, policies, and plans; conducting educational sessions and briefings regarding the primary prevention of harassment and promotion of healthy climates/cultures; coordinating multidisciplinary evaluations; consulting with managers in areas that impact Healthy Climates/Cultures and Harassment; ensuring integrated prevention trainings are synchronized; analyzing and recommending changes to surveys and trainings for Healthy Climates/Cultures and Harassment; maintaining an understanding of EO, EEO, and other Human Resource policies and the working dynamics; coordinates with State Equal Employment Managers to de-identified data that will be used; supporting and participating in state-level committees, boards, and working groups..

Education

NO SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE

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>

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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).

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): Influencing/Negotiating, Problem Solving, and Strategic Thinking

Required Documents

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

1. Online USAJOBS Resume - Your resume in English showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed. [USAJOBS Help Center | What should I include in my federal resume?](#)

(<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>).

2. Online Questionnaire (mandatory).

3. For permanent / Indefinite employee of the PRARNG (Tenure 1, 2 or 3), submit your SF-50 with this application (Refer to block 24).
4. Currently serving or former members of the PRARNG may establish eligibility submitting DD 214, NGB Form 22 or 22A with this application (Discharge from service must be Honorable or General Discharge Under Honorable Conditions).
5. PRARNG 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 National Guard).
6. Official/Student transcript showing conferred degree (if applicable).
7. 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/11974443>
(<https://apply.usastaffing.gov/ViewQuestionnaire/11974443>)

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/>.

Agency contact information

 JOSE CAPO-HERNANDEZ

Phone

[787-289-1400 X1489](tel:787-289-1400)
(tel:787-289-1400 X1489)

Email

jose.g.capohernandez.mil@army.mil
(mailto:jose.g.capohernandez.mil@army.mil)

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

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 set up 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](#)

[Reasonable accommodation policy](#)
(/Help/reasonable-accommodation/)

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

[Signature and false statements](#)

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

[Privacy Act](#)

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

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

[Social security number request](#)

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