

# HUMAN RESOURCES ASSISTANT (D1047000)

DEPARTMENT OF THE ARMY

Army National Guard Units

## Summary

**PUERTO RICO NATIONAL GUARD**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT**

COLA: 2.81%

Duty Location: JFHQ-PR, Human Resources Office, Benefits Sections, Fort Buchanan, PR

## Overview

Accepting applications

### Open & closing dates

🕒 11/30/2023 to 12/14/2023

### Salary

\$42,022 - \$60,703 per year

### Pay scale & grade

GS 6 - 7

### 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

7

## Job family (Series)

[0203 Human Resources Assistance](#)

[\(/Search/Results?j=0203\)](#)

## Supervisory status

No

## Security clearance

[Secret](#)

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

## Drug test

Yes

## Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](#)

## Trust determination process

[Suitability/Fitness](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](#)

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## Announcement number

PR-12201980-AR-24-15

## Control number

763149200

# 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.



### **National Guard & reserves**

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

# 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.
- This position requires military membership in the Puerto Rico Army National Guard (PRARNG). May be required to successfully complete a probationary period.
- Participation in direct deposit is mandatory. Selectee will be required to wear the military uniform.
- 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.
- Excepted Civil Service Technicians are required to maintain a MOS/AFSC and military grade that is determined by the NGB to be compatible with the assigned technician position.
- If selectee fails to process the school application and does not successfully graduate from the school, he/she will be terminated from the technician program for failure to meet the compatibility standards and receive a 30 days notice of separation.
- 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.

## Qualifications

**IMPORTANT INFORMATION:** This position requires military membership in the Puerto Rico Army National Guard (PRARNG). If you are not a military member of the PRARNG (i.e., Airman, 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 at (787) 289-1400 extension 2015 or 2008 and request the PRARNG 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, your application will not be screened.

### **AREA OF CONSIDERATION:**

HRO MUST process and clear the Department of Defense (DoD), Priority Placement Program (PPP), prior to advertising all internal and external job vacancies and promotion announcements.

**Area 1** = All permanent Enlisted members employees (NG T32/NG T5) within Puerto Rico Army National Guard.

**Area 2** = All indefinite Enlisted members employees (NG T32/NG T5) within Puerto Rico Army National Guard.

**Area 3** = Enlisted members employees of the Puerto Rico Army National Guard.

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 will be determined at the final evaluation of the vacancy announcement considering the military rank of the supervisor.**

**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 HUMAN RESOURCES ASSISTANT (D1048000), GS-0203-6, you will provide limited technical assistance and clerical support to Human Resources Specialists within the office and to managers, supervisors and technicians of the serviced organizations on of human resources matters. Performs work in two or more human resources specialties (i.e. employee relations, employee benefits, recruitment and placement, classification, and/or compensation) in the accomplishment of a comprehensive human resources management program. May accomplish work through the use of an automated system.

As a HUMAN RESOURCES ASSISTANT (D1047000), GS-0203-7, you will provide limited technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the following human resource specialties. May accomplish work through the use of an automated system.

**PHYSICAL DEMANDS:**

The work is performed primarily while sitting. Movement is required to obtain records from files or to visit operating offices.

**WORKING ENVIRONMENT:**

The assistant works in a comfortable office setting with proper lighting, heating, and ventilation. Occasional travel to work sites, training, etc., may be required.

**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:**

Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

**SPECIALIZED EXPERIENCE:**

GS-06: Applicant **must possess at least ONE (1) year of the specialized experience at the next lower-level GS-05 or the equivalent TWELVE (12) months of specialized experience** performing or supervising duties such as working knowledge the employee benefits program; working experience planning, coordinating, and developing and/or resolving support problems in one or more HR specialties; applying a comprehensive body of HR rules; analyzing a variety of routine facts; providing clerical support functions; making person to person contacts to explain regulatory, procedures, and policy requirements; processing various civilian federal personnel forms, records, etc.; gathering information, data, and preparing reports; determines creditable service; provides administrative and clerical support for incentive awards and performance appraisal programs.

GS-07: Applicant **must possess at least ONE (1) year of the specialized experience at the next lower-level GS-06 or the equivalent TWENTY-FOUR (24) months of specialized experience** performing or supervising duties such as processing a wide range of human resources transactions and providing technical assistant in executing related to employee relations, employee benefits and/or incentive awards; advising and providing procedural and technical guidance to managers, supervisors, and applicants on a variety of employee relation's matters; explaining provisions of employee benefits and services programs related to

reassignments and light duties; preparing and maintaining records and reports; advising on non-controversial issues and procedural authorities in performance and disciplinary programs; preparing correspondence for the awards program and ceremonies; practical knowledge in counseling techniques for minor conflicts and employees problems.

## Education

### **SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

Successful Education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable. One full academic year of study beyond the second year, in an accredited college or university, (30 semester's hours or 20 classroom hours of instruction per week) is equivalent to 6 months of specialized experience for GS- 5 positions. Courses must be directly related to the work of the position.

**Copy of official/student transcripts 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>)).

## 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):  
Customer Service (Clerical/Technical), Human Resources Technology Usage, and Reading

## 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/)  
(<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. Student/ Official transcript showing conferred Degree (if applicable).
5. 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).
6. Additional documentation (if required in the vacancy announcement).

### 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/>)

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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/12201980>

(<https://apply.usastaffing.gov/ViewQuestionnaire/12201980>).

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/>.

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## Agency contact information

 Catherine Maldonado

### Phone

[787-289-1491](tel:787-289-1491)  
(tel:787-289-1491)

### Email

[catherine.maldonadorosado.mil@army.mil](mailto:catherine.maldonadorosado.mil@army.mil)  
(mailto:catherine.maldonadorosado.mil@army.mil)

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

### Address

PR JFHQ Human Resources Office ARMY  
BLD 545  
Fort Buchanan, 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 set up to be fair and transparent. Please read the following guidance.

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

[Reasonable accommodation policy](#)

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

### **Financial suitability**

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

### **New employee probationary period**

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

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

### **Selective Service**

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

### **Signature and false statements**

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