

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY18-021 AGR-AIR

26 January 2018

POSITION: HR Specialist (Classification), AFSC 3S071, POSNR TBD, HQ HIANG, Hawaii Air National Guard.  
**(To establish a List of Eligible)**

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – One Time Occasional Tour (OTOT) – Three (3) year tour length.

LOCATION: Ft Ruger, Diamond Head, Hawaii

CLOSING DATE: 23 February 2018

RECRUITMENT AREA: Present enlisted member SSgt (E-5) to TSgt (E-6) of the U.S. Armed Forces Nationwide.  
**(See NOTES TO APPLICANTS)**

SUMMARY OF DUTIES: This position is located in the Human Resources Office – Classification Section. Its paramount purpose is to provide personnel, manpower management, and administrative support service for federal full-time personnel programs. The office serves as The Adjutant General's single point of control for managing and administering the Hawaii Army National Guard and the Hawaii Air National Guard full-time personnel programs.

AFSC: 3S0X1. Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression. Helps commanders develop career information and motivation programs. Helps users determine training requirements, methods, and procedures. Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports. Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Maintains files of correspondence, directives, instructions, and other publications. Oversees personnel activities and functions.

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Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports. Maintains suspense system for personnel actions and correspondence.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Officer Classification Directory (AFECD) located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Applicants must possess AFSC 3S051.

Additional requirements:

- Must have minimum three (3) years of Human Resources Office experience in classification pertaining to the Title 32 Technician Program.
- Accomplishes position classification for Army and Air National Guard positions. Classification authority is for the establishment of local exception position descriptions and implementation of standardized/benchmark position descriptions for a variety of professional, administrative, technical (GS-09 and below) and trades and labor (WG-10 and below) occupations to include positions for which no classification or job grading standards exist.
- Assists with or implements classification releases and related manpower changes.
- Performs desk audits and makes classification determinations on positions within authority.
- Advises on classification impact when changing or creating duty assignments.
- Reviews requests for personnel and position actions to determine impact on position classification and position management matters, referring those that are highly complex or controversial in nature to the supervisor for resolution.
- Responsible for input of manpower and classification related transactions into the automated personnel system.
- Assists in the review, preparation and publication of the state's Position Classification and Position Management and EDP/HDP plans.
- Performs other duties as assigned.

Must be eligible to become a member of the Hawaii Air National Guard.

PCS entitlements authorized.

**TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW THE AGR APPLICATION PROCEDURES**

<http://dod.hawaii.gov/hro/agr-resources/>