

**HAWAII AIR NATIONAL GUARD
ACTIVE GUARD RESERVE FULL TIME Job
ANNOUNCEMENT**

<u>Application Opening Date:</u>	<u>Application Closing Date:</u>	<u>Position Number</u>
17 APR 2019	16 MAY 2019	FY 19-102
<u>Duty Position:</u>	<u>Grade Min. / Max.:</u>	<u>Duty AFSC:</u>
Human Resources Officer	Colonel (O6)	38F

**** No AGR Resource exists for this position. Applicant's job application must include a letter from their Commander, authorizing them to bring their resource with them. ****

*****This position is being announced concurrently as a technician position. To view the technician job announcement, please visit USAJobs.gov. *****

Duty Location:

Joint Forces Headquarters
3949 Diamond Head Rd
Honolulu, HI 96816-4495

Selecting Official: Major General Arthur J. Logan

Point of Contact: MSgt Shane Gaines

Comm: 808-672-1235

Who May Apply:

AOC: Open to on-board AGR Officers (O-6)/38F within the Hawaii Air National Guard.

Classification Directory AFECD & AFOCD - (accessed from a .mil computer)

<https://mypers.af.mil/app/categories/c/1363/p/13>

Qualifications, Duties and Responsibilities:

Work is performed under the supervision of The State Adjutant General, who provides general administrative and policy direction defining the Human Resources Officer assignment in terms

of broad mission statements. The Human Resources Officer is responsible for developing and preparing plans and programs for carrying out responsibilities on a state level, determining methods to be used, approaches to be taken, resolving conflicts that arise, and coordinating work with program officials and external groups. Results of work, in terms of decisions made and recommendation developed, are accepted as technically sound and authoritative. A general review of work is made in terms of attainment of program objectives

Serves as primary staff advisor to The State Adjutant General, staff elements, and operating official on matters pertaining to manpower and human resources management. Develops and administers state rules and procedures adapted from policies prescribed by the National Guard Bureau (NGB), the Office of Personnel Management (OPM), Department of the Army, and Department of the Air Force. Establishes and maintains liaison with the U.S. Office of Personnel Management area offices, and other human resources office. Responsible for the human resources management of all employee dispersed throughout a state, engaged in a variety of jobs under the Federal Wage and General Schedule pay systems as well as military and state pay schedules. The human resources program includes providing recruitment and placement, position classification and management, labor and employee relations, equal employment opportunity, employee development and training, and related clerical and administrative functions for a workforce. This position has overall responsibility for the full range of human resources management major duties and responsibilities as follows:

1. **Recruitment and Placement:** Establishes state manpower policies and directs their implementation with NGB policies and authorizations. Establishes and ensure implementation of procedures for the administration of the merit promotion plan to include procedures for recruitment, placement, evaluation, and pay determinations. Directs the implementation and administration of special emphasis staffing programs.
2. **Labor/Employee Relations and Employee Benefits:** Advises both management and subordinates on matters pertaining to conduct and discipline, the labor relations program, employee benefits and entitlements, and contributes to the accomplishment of special programs. Directs the initiation and administration of disciplinary and non-disciplinary adverse actions. Reviews requests for recognition from labor organizations and recommends appropriate course of action. Coordinates with labor organizations and their representatives when necessary. Directs the administration of the incentive awards, troubled employee and other employee relations.
3. **Classification and Compensation Administration:** Directs the administration of a position classification and position management program with authority delegated to classify local exception supervisory and non-supervisory positions. The position classification and management program includes: position reviews; timely forwarding of appeals with appropriate substantiation to the Department of Defense (DoD) Field Advisory Service or the Office of Personnel Management; timely implementation of classification packages; publication and implementation of a position management plan; training for supervisors and managers; random desk auditing of positions to verify position description (PD) accuracy and classification of the position; preparation and classification of local amendments to PDs, statements of difference for

recruiting and local exception position descriptions; and monitoring human resources assignments to assure military compatibility, etc. Ensures timely implementation of new wage scales or salary schedules and cooperates or participates in wage surveys.

4. Human Resource Development: Establishes and administers a system for determining and documenting training needs, evaluating training courses, assigning priority to training plans and evaluating training accomplishments. Ensures preparation of budgetary recommendations for training needs, allocation of quotas, and scheduling of personnel for training. Plans and administers employee career development programs.

5. Equal Employment Opportunity: Directs the development and administration of equal opportunity programs. Coordinates procedures for monitoring progress of minorities and women, and providing documentation required from records within the office.

6. Information Systems: Directs the planning, operations and administration of the Defense Civilian Personnel Data System.

7. Military: Directs the administering, delivering, maintaining, advising, and adapting of basic concepts, principles and theories of the state AGR program to ARNG/ANG managers, supervisors, and support personnel.

8. Administration: Directs development of administrative regulations and procedures to provide efficient and timely accomplishment of all human resources functions. Reviews incoming and outgoing correspondence with particular emphasis on adherence to policies.

9. Responsible for mobilization planning as pertains to the requirements of the Human Resources Office (HRO). Attends mobilization planning conferences/meetings. Ensures that an HRO mobilization plan is developed and a team is established for mobilization workload.

10. Directs, coordinates, and oversees work through subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Selects candidates for positions taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors, teams, etc. as appropriate. Explains performance expectations and provides regular feedback on strengths and weaknesses. Appraises performance of employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards and changes in position classification to higher-level managers. Hears and resolves group grievances and employee complaints. Initiates action to correct performance or conduct problems and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of employees and makes decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Encourages self-development. Approves leave and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly as well as those by subordinate supervisors and/or teams promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment.

Discharges security responsibilities by ensuring education and compliance with security directives. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Applies EO/EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources.

10. Performs other duties as assigned.

FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

REQUIRED DOCUMENTS:

1. NGB Form 34-1, dated November 2013, Signed, dated and **annotated with job number and title.**
***YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM**

34-1: <http://www.ngbpd.ng.army.mil/forms/Adobe/ngbf34-1.pdf>

*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB

FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action. **** Application must be signed ****

2. Current & complete Report on Individual Personnel (RIP) printout from virtual MPF
3. Copy of a current (within the past year) Air Force Fitness Management System II (AFFMS) report with a passing score or other service component equivalent document that provides physical fitness test results.

Forward application and attachments to:

Inquiries Call: (808) 672-1235

Applications are required to emailed to: NG.HI.HIARNG.MBX.NGHI-HRO-AGR@mail.mil

Applications must submit through a DOD government computer and any applications received after 24:00 of close date are returned without action.

NOTE: Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms

Equal Opportunity/ Basic Eligibility Requirements:

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
- Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. Must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- Must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers; age 60 for enlisted members. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.
- Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour.