

# Civilian Career Opportunities Human Resources

NSWC Port Hueneme Division

*The Naval Surface Warfare Center in Port Hueneme, CA is looking for highly motivated individuals to join our team of skilled personnel. You do not need to enlist in the Navy to join our team! Ideal candidates are enthusiastic, look forward to hands-on experience, and are able to work effectively in teams. If this sounds like something you would be interested in, we'd love to hear from you!*

## **WHAT YOU WILL BE DOING:**

A career in Human Resources can include one or more of the following areas:

Planning, Policy, and Analysis: Strategic planning; organizational management; human capital assessment; workforce analysis; workforce shaping

Recruiting and Student Outreach: Developing, implementing, and managing recruiting, outreach, and student employment programs; entry-level and internship staffing and hiring

Staffing and Classification: On-boarding/orientation; staffing; classification: standards, appeals, and training; position management; discretionary pay actions

Labor and Employee Relations: Adverse actions; grievances; leave administration; creating labor-management forums; Alternative Dispute Resolution (ADR); Civilian Employee Assistance Program (CEAP); quality of work/life; workers compensation liaison; awards and recognition

Workforce Development: Employee Career Development; Training Administration, Delivery, Planning, and Design

Additional Responsibilities for All HR Functions: Equal Employment Opportunity Program support; organizational leadership and support; advice and guidance to employees and management; agency representation

## **YOUR IDEAL QUALIFICATIONS:**

High School Diploma is required. Experience or higher education (Bachelor's/Master's degree) is encouraged.

## **CAREER PATHS:**

HR Specialist Team Lead, Branch Manager, Deputy Human Resources Director, Human Resources Director

## **OPPORTUNITY FOR TRAVEL:**

Occasional travel (<20%) to various locations in the U.S. for meetings and conferences away from the worksite or other mission required assignments.

## **OPPORTUNITIES FOR FUTURE LEARNING:**

- Continuing education opportunities (various schools)
- On-the-job training
- Formal training classes offered by OCHR (Office of Civilian Human Resources)
- U.S. Office of Personnel Management (OPM) Federal HR Institute

## **OTHER OPPORTUNITIES:**

Rotations, mentorship, process improvement

## **TYPICAL WORK SETTINGS:**

Majority of tasks are done in an office environment. The work does not require any special physical effort.

## **FOR MORE INFORMATION:**

Contact [prth.navsea.recruit@navy.mil](mailto:prth.navsea.recruit@navy.mil)