



NEWPORT

Department of the NAVY

Recent Graduate

HR Specialist-Labor/Employee Relations

Open & Closing Dates: Jan. 14-23, 2019	
Pay Scale\Grade: (DEMO) NT-0201-02/03	Salary Range: \$32,980 - \$80,041
Promotion Potential: NT-0201-03	Location: Naval Undersea Warfare Center, Newport, RI
Number of Vacancies: 1	Appointment Type: Recent Graduates; Career-Conditional
Work Schedule: Full Time	Area of Consideration: US Citizens

NOTE Candidate must submit a copy of your transcripts showing degree was conferred in order to be eligible for this position.

The Naval Undersea Warfare Center (NUWC), Division Newport is the Navy's full spectrum research, development, test and evaluation, engineering, and fleet support center for submarine warfare and many other systems associated with undersea battlespace.

Duties: At full performance, the incumbent provides management-employee relations support in assigned areas of the Labor and Employee Relations branch. Utilizing background knowledge, the incumbent will provide advice and execute tasking to support a variety of employee relations areas to include disciplinary and adverse actions, processing of grievances, performance management and recognition, employee resource groups, civilian employee assistance program, processing different types of awards (patent/time off), leave administration, attendance matters, processing telework requests, explaining how to file a Federal Workers' Compensation claim, and related functions and assignments within the division as assigned. Gathers background information for senior specialists and prepares formal correspondence on disciplinary actions. Advises employees, managers and supervisors on employee relations matters including explaining the procedures and processes. Assures that official case files are properly maintained with complete documentation to support recommended or final action. Maintains up to date knowledge of the Demo performance evaluation system to provide information and guidance. Advises managers on more complex issues. Has knowledge and understanding of the Command's collective bargaining agreements and the labor relations program to resolve problems of moderate difficulty. The incumbent uses guides and materials, including human resources laws and executive orders; Office of Personnel Management, Department of Defense, Navy regulations and local Command policies governing human resources programs.

Conditions of Employment:

- U.S. Citizenship required.
- Appointment subject to background investigation and favorable security adjudication.
- Meet Selective Service Registration Act requirement for males.

Eligibility: To be eligible for this appointing authority, you must have completed, within the previous two years, a qualifying bachelor's or master's degree from an accredited educational institution. The two years are counted from the date the degree is conferred. The two-year period of eligibility will be extended to four years for veterans who have completed a period of obligated uniformed service of more than four years, and were awarded a degree by an institution of higher education not more than four years before the date of appointment. The four year uniformed service requirement need not be continuous. If the veteran did not complete more than four years of uniformed service, the two-year eligibility period applies.

Qualifications:

NT-02

Specialized Experience: Your resume must demonstrate at least three years of general experience that includes one year equivalent to the next lower band, NT-01 (GS-01-GS-04 equivalent) in the Federal service that demonstrated the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work; and communicate effectively verbally and in writing. OR Education: Successful completion of a four year course of study leading to a bachelor's degree. OR Combination: Equivalent combination of experience and education.

NT-03

Specialized Experience: Your resume must demonstrate 1 year of specialized experience equivalent the next lower band, NT-02 (GS-05-GS-08 equivalent) in the Federal service that demonstrated tasking to support a variety of employee relations areas to include disciplinary and adverse actions, processing of grievances, performance management and recognition, employee resource groups, civilian employee assistance program, processing different types of awards (patent/time off), leave administration, attendance matters, processing telework requests, explaining how to file a Federal Workers' Compensation claim, and related functions and assignments within the division as assigned. Gathers background information for senior specialists and prepares formal correspondence on disciplinary actions. **OR Education:** Master's or equivalent graduate degree or 2 full years (36 semester hours) of progressively higher level graduate education leading to such a degree, such education must demonstrate the knowledge, skills, and abilities necessary to do the work or LL.B. or J.D., if related; **OR Combination:** An equivalent combination of graduate education and specialized experience of the type and level described. For example, six months of specialized experience (50% of the required specialized experience) and 18 semester hours of appropriate graduate study (50% of the required graduate level study).

How you will be evaluated: All eligible candidates will be evaluated for this position based on meeting the qualifications above. All eligible and qualified candidates will be referred to the hiring official.

- **Additional Assessment:** These positions are covered by Administrative Careers with America (ACWA). All candidates that receive a tentative selection will have to successfully complete an ACWA Assessment in order to move forward with the hiring process. Our NUWC, Division Newport Human Resources office will contact you via email, if you are tentatively selected and will provide a link to the ACWA Assessment.

Required Documents:

Resume:

You must submit a resume, which includes a list of all significant jobs held and duties performed, with dates specified in month and year format, and indicate hours worked per week. Please include your address, phone number and email address on your resume.

Transcript:

You must submit a legible copy of transcripts from an accredited institution with your name, school name, credit hours, course level, major(s), and grade-point average or class ranking. Transcripts do not need to be official, but if you are selected for this position, you must provide official transcripts before you begin work.

How to apply: You must submit the required documents in one combined PDF document listed above by email to: nuwc_npt_recruit.fct@navy.mil. To receive consideration, please put "LER" in subject line of email. The complete application package must be submitted by 11:59 PM (EST) on January 23, 2019.