



NEWPORT

Department of the NAVY

Recent Graduate

HR Specialist-Workforce Development

Open & Closing Dates: Jan. 14-23, 2019	
Pay Scale\Grade: (DEMO) NT-0201-02/03	Salary Range: \$32,980 -\$80,014
Promotion Potential: NT-0201-04	Location: Naval Undersea Warfare Center, Newport, RI
Number of Vacancies: Several	Appointment Type: Recent Graduates; Career-Conditional
Work Schedule: Full Time	Area of Consideration: U.S. 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 will participate in all phases of developing, planning, implementing and administering Workforce Development (WFD) training programs, which is responsive to the immediate and long-range needs and goals of NUWC, Division Newport. The incumbent develops and administers WFD training programs based on Command criteria, policy and in compliance with Navy regulations. The incumbent will support Mandatory and various WFD training programs and will assist employees and management with respect to deployment access and crediting training; assists with New Employee onboarding processes; coordinates with OCHR or other agencies for possible resources to meet identified local training needs. The incumbent provides guidance and assistance in developing individual development plans to assist employees in the process of documenting long and short-term objectives for established employee training and development goals and mission priorities; assists in the administration of Individual Development Plans (IDPs) and mentoring programs for employees. The incumbent develops statistical data pertinent to the training programs; prepares program-related reports and/or written analyses on programs and activities; provides input for fiscal and long range budget estimates for professional and technical development training programs; manages new and existing training and development programs as assigned. The incumbent will review training requests for compliance with appropriate policies, regulations, proper justification, budget, eligibility, etc. disapproves and returns those requests deemed inappropriate or not authorized; plans actions to take based on evaluation of the factors involved; e.g. procurement actions relating to these programs and responsible for tracking training expenses in relation to budget allocation; determines and fulfills any need for additional information to complete tasks.

#### 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 assisting with planning, administering, and/or developing training programs; applying policy and regulations to training programs; assists employees with training opportunities. **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](mailto:nuwc_npt_recruit.fct@navy.mil). To receive consideration, please put "HR Training" in subject line of email. The complete application package must be submitted by 11:59 PM (EST) on January 23, 2019.