

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **06-15**

Date: 2 Feb 15

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の16:30までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。**提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAXでの応募は受け付けておりません。Fosterのパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 003	Position title: Employee Relations Management Technician, #90 BWT-1, Grade-5/6	
IHA F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB Camp S. D. Butler, MCCS Division, NAF Human Resources Branch		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員	Closing date: (提出期限) 11 Feb 15	
Summary of duties: The primary purpose of this position is to assist in the analytical and administrative support of labor issues related to IHA, MLC, NAF and APF employees assigned to the MCCS division. The position requires a capability to deal with delicate and complex personnel problems as well as an ability to clearly interpret, explain, and advise on the separate and distinct rules, regulations, and applicable laws that pertain to NAF, APF, IHA and MLC employees. Specific functions may include, but are not limited to: employee conduct, performance, grievance, communication, employee engagement and morale issues. Closely coordinates and advises immediate supervisor on work efforts taken in coordination with the NAF and/or APF Employee Relations Specialists, in either the NAF-HRO or the Base Civilian Human Resources Office. MAJOR RESPONSIBILITIES AND DUTIES: Provides support to the Chief, NAF Human Resources (CNHR) in the management of all personnel-related issues involving NAF, GS, IHA and MLC employees of the MCCS Division. Independently performs various technical work pertinent to employee relations and labor management to include gathering information and evidence specific to individual cases, translation of documents from English to Japanese and vice versa, and preparation of the correspondence, reports, and other documents in draft and final forms. Advises the CNHR on appropriate levels of progressive disciplinary actions or other corrective techniques that are responsive to a range of employee misconduct and/or performance problems. Maintains continual liaison with facility managers and supervisors. Meets and talks with managers and employees to get information on or indication of possible problems. Designs and develops briefings and meetings for specific facilities to advise managers and employees on the best approaches to obviate problems. Reports the findings and the progress, and proposes the possible solutions to the CNHR. Provides direct assistance in the interpretation of the MLC and IHA as well as their individual modifications. Uses sound judgment to answer recurring questions and resolve clerical and administrative problems. Provides advice and recommendations to the CNHR for modification of personnel procedures or administrative processes related to these written directives in order to promote effectiveness, clarity, and to ensure compliance with all regulatory requirements.		
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Performs executive level administrative, clerical duties and office support to the CNHR of MCCS, and serves as the principle administrative/office support staff member of the NAF Human Resources division. Frequently resolves unusual administrative problems. Makes recommendations and decisions based on a wide variety of matters and acts as an administrative advisor to supportive staff sections. Supervises and composes technical and non-technical correspondence, independently reviews incoming/outgoing correspondence prepared by others for consistency as well as content, corrects grammar, spelling, punctuation and appropriate format.

Establishes and maintains subject-matter files and records.

Reviews work for completeness, accuracy and ensure procedures are in accordance with MCCS, Marine Corps and Department of Navy guidelines and policies.

Interprets regulation, develops compliance procedures and resolves or seeks out legal and/or executive level comments on administrative matters. Makes recommendations to the CNHR and the Director of HR on matters that require consideration for a change in policy based on results of research and analysis. Initiates dialog with executive management with a view toward providing input on modifying policy, changing procedures or possibly eliminating unnecessary overlap of internal MCCS policies & procedures.

Actively participates in meetings, conducts briefs, makes recommendations and prepares required professional reports pertaining to the activities encompassed in the administrative and management functions of the Division.

Provides assistance to the NAF ER Specialist in resolving NAF and/or APF employee relations issues.

Performs other related duties as assigned.

Qualification Requirements 資格条件

1. Must be able to speak, read and write English fluently (LAD-4)
2. Must maintain continual liaison with program managers and supervisors to help identify workplace concerns. Designs and develops conflict resolutions for both employee and management and will assist with facilitating meetings.
3. Must possess Executive level administrative experience to support clerical duties. Composes technical and non-technical correspondence and can independently review all correspondence for consistency, grammar, spelling, punctuation and formatting.
4. Must independently perform various technical works pertinent to employee relations
5. Must be able to translate documents written in English to Japanese and vice versa.
6. Must have advance level knowledge of MS computer programs such as Excel, Word, PowerPoint.
7. Must have the ability to independently prepare executive level briefings and to provide sound recommendations to the CNHR for modification of personnel procedures.
8. Must have the ability to interpret both DOD & Government of Japan policies and directives and apply them to daily compliance and internal processes.

Remarks: Determination of level will be made by management at the time of selection.

Required documents

1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire
2. Copies of certificates/licenses

必要書類 :

1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表
2. 免許証・終了証、資格などのコピー

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2週間程度は非通知拒否設定を解除していただくようご協力お願いします。