

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

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

Announcement No. **24-16**

Date: 31 Mar 16

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 ACCEPTED *****

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 #038	Position title: Employee Management Relations Technician, #260/066, BWT-1, Grade-5/6, LPL-3 (see LPL chart on next page)	
MLC F/T Permanent	Number of position(s): 1	Locations: Foster
Organization: MCB Camp S. D. Butler, Civilian Human Resources Office		
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) 7 Apr 16
Summary of duties: The incumbent serves as an Employee Management Relations Technician at the JN Labor Section of the Civilian Human Resources Office for Marine Corps activities on Okinawa. Position requires an in-depth understanding of the Master Labor Contract (MLC) and Indirect Hire Agreement (IHA). Requires research of the Labor Standards Law and related regulations, and ability to advise and/or recommend solutions to Employee/Labor Relations programs. Typical task are: - Assumes and independently performs duties and responsibilities pertaining to the employee management relations program for MLC/IHA employees. The duties include providing guidance and advice to management personnel in proper implementation of MLC/IHA policies and procedures. Guide and assists supervisory in indoctrinating employees on the provisions of MLC/IHA. The duties involve a full range of the function assigned to the Unit, e.g. planning, developing and conducting orientation and training to employees and supervisors. - Conducts administrative remedial section investigations for various cases of MLC/IHA employees. Meets with the employees and their supervisor personnel through the investigations to determine if the charges would be filled against the employees. The investigation will also include consultation with Government of Japan (GOJ) representatives. - Advises, assists and participates in recommending proper action to be taken on such matters as work schedules, leave administration, conduct of employees, grievance, and complaints based on the provisions of MLC and IHA. Translates employee's written response to the disciplinary charges or grievance materials prior to review of a decision-making official. - Serves as the POC on Japanese civil lawsuits filed by current/former MLC/IHA employees and coordinates/consults with the GOJ. Provides procedural guidance on all the issues involving Japanese civil lawsuits, e.g., FOIA requests, Privacy Acts, Japanese laws/regulations. Translates documents from Japanese to English or vice versa.		
Qualification Requirements 資格条件		
1. Must have outstanding skill in translating/interpreting materials in the English/Japanese languages, LPL-3 level 2. Must be proficient in the use of computers and Windows applications (MS Word, Excel, Power Point...etc) 3. Must be able to interpret regulations, policies or established directives as required 4. Preference may be give to those with knowledge of Japanese labor laws/legal affairs.		
Required documents		必要書類:
1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses		1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証のコピー

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。

LANGUAGE PROFICIENCY LEVEL (LPL) 語学能力レベル

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

***LPL の証明書を提出してください。**