

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

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

Announcement No. **53-14**

Date: 14 Jul 14

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. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. Applications will also be accepted by fax (645-7115/comm. 098-970-7115) or by email (chro_jn_empl@usmc.mil). (Up to 10 pages). **Submitted applications will not be returned. For information call 645-3370.**

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。応募はFAX（DSN: 645-7115// 098-970-7115）又はメール（chro_jn_empl@usmc.mil）でも受け付けます。（10枚以内に限りです）。お問い合わせは日本人雇用係（645-3370）までご連絡下さい。

PWO #073	Position title: Employee Management Relations Technician, #260, BWT-1, Grade-5	
MLC F/T Permanent	Number of position(s): 1	Location: Camp 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) 21 Jul 14
<p>Summary of duties: Researches and provides factual information regarding employees' overseas entitlements. Determines eligibilities referring to applicable rules and federal regulations. Makes final recommendations on all entitlement actions. Counsels management officials concerning procedures and requirements on eligibility and provides detailed explanations of actions taken. Assists employee in preparing their entitlements request if needed. Ensures entitlement claims are processed accurately and timely. Conducts annual review of overseas allowances. Performs all duties involving guidance and assistance to management officials, supervisors, employees on all problems of employee management relations, labor relations and benefits. Provides ready advice regarding employee conduct, discipline, employee group and individual grievances, appeals, communications and morale. Duties include full investigation or resolution of the full ranges of cases filled. Must be knowledgeable of all applicable federal regulations directives and policy letters and precedents. Monitors FECA (Federal Employee's Compensation Act) program along with the ICPA (Injury & Unemployment Compensation Act) office. Provides information to employees or supervisors concerning the procedures and responsibilities. Participates in FECA working group meeting and delivers training and briefing to employees and supervisory groups concerning workplace safety to maintain safe and healthful operational environment. Provides the FECA team with information on compensation claims and costs associated with work-related injuries to enable them to perform trend analysis. Provides ER chief of HR director with report on assigned program area. Develops lists and identifies deficiencies with timetable for addressing and correcting deficiencies. Performs other related or incidental duties assigned</p>		
<p>Qualification Requirements 資格条件</p> <ol style="list-style-type: none"> 1. Must have an excellent English communication skills (both orally and in writing) with a Language Proficiency (LAD) level 4 or equivalent 2. Must be proficient in the use of computers to include MS office applications 3. Knowledge/experience in Human Resources (Employee Relations & Overseas Allowances) is preferable 		
<p>Required documents</p> <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses 		<p>必要書類:</p> <ol style="list-style-type: none"> 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。