

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

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

Announcement No. **57-15**

Date: 24 Sep 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 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 #: 097	Position title: Personnel Clerk, #208, BWT-1, Grade-4	
IHA F/T Permanent	Number of position(s): 1	Location: Foster
Organization: MCCS Div, 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) 30 Sep 15
Summary of duties: This position serves as a Personnel Clerk for all the NAF personnel at the Personnel Support Section, NAF Personnel & Training Branch, MCCS Division, performing a wide variety of administrative tasks and report requirements involved in the overall administration and management of NAF Human Resources in this MCCS Division. Duties include: Serves as primary Subject Matter Expert (SME) on the automated PeopleSoft NAF Human Resources Information Systems (HRIS), ensuring the quality control and integrity of computer codes entered into the system. Enters the information of newly hired and rehired employees in the HRIS. Tracks, analyzes, and monitors HRIS statistical data in order to develop comprehensive weekly, monthly, quarterly, or yearly reports. Utilizing available computer software and peripheral equipment, develops and conducts detailed presentations and formal briefs to management. Processes personnel/position actions using Electronic Personnel Action Request System (ePAR). Based on the nature of the actions, distributes ePARs to the appropriate sections for further processing. Independently processes personnel actions such as Pay Adjustment, Reassignment, Promotion, Demotion, Temporary Promotion, End of Temporary Promotion, Leave Without Pay (LWOP), End of LWOP, Resignation, and Termination. Verifies the accuracy of the information, e.g., rates of pay increase, effective date, and advises the corrective actions/procedures to the requesting officials. Verifies Official Personnel Folders (OPFs) of current employees, checks for completeness, accuracy and proper coding of change actions (i.e., pay increases, temporary details/promotions, step increases, resignations or terminations, etc.), by comparing computerized data from the HRIS against the original Personnel Action Request (PAR) submitted by management or the affected employee. Identifies errors and advises staffing specialists to correct the errors found. Verifies and processes unemployment claims. Verifies eligibility, examines the employees' work history and records such as pay information in HRIS, completes and sends the form to the requesting unemployment offices in the U.S. in a timely manner. Processes step increase for the employees in the Crafts and Trades positions every pay period. Identifies the employees who are eligible to receive step increase and executes the step increase in HRIS.		

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Conducts analytical studies of computer data reflecting internal NAF HRO work processes and productivity, in order to recommend opportunities for increased efficiency on the operational flow of work assigned.

Gathers, interprets and analyzes computerized statistical data, in order to provide recommendations to management for the development of sound personnel policy and/or strategic operational plans pertaining to the effective management of NAF human resources.

Calculates constructive service dates (CSD) for all NAF employees assigned based on historical documentation kept within their OPF. Develops, tracks, and monitors CSD of all regular employees for earning of annual leave and length of service awards. Calculates the dates of probationary period for flex employees who transfer to RPT or RFT positions.

Completes verification of employment requests and portability forms. Coordinates personnel actions with other HRO organizations, providing employee's status of employment such as salary grade, last appraisal, etc. Performs other administrative duties in support of HR Specialists. Performs other duties as assigned.

Qualification Requirements 資格条件

1. Must be able to speak, read, and write English fluently (LAD 3 or above)
2. Must possess the ability to manage multiple projects, work independently, prioritize work and deadlines, multi-task and function effectively in a fast paced changing environment.
3. Must have knowledge of the principle of customer services.
4. Must be able to use Microsoft computer programs such as Excel, Word, PowerPoint
5. Must have basic administrative work experience
6. Experience in Human Resources is preferable
7. Must have the ability to interpret government policies and directives and apply them to daily compliance and internal processes, coordination and communication between employees, management, and senior executives at the local and HQ levels.

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。