

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

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

Announcement No. **85-14**

Date: 10 Nov 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, 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毎切日の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 #: 116		Position title: <b>Classification and Wage Technician, #45/46, BWT-1, Grade-5/6</b>	
IHA F/T Permanent	Number of position(s): <b>1</b>	Location: Camp Foster	
Organization: MCB Camp S. D. Butler, MCCS Div, NAF Human Resources Office			
Area of consideration 募集範囲: <b>Okinawa Wide (MLC/IHAs employed in Okinawa)</b> 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) <b>19 Nov 14</b>	
<p><b>Summary of duties:</b> This position is responsible for administering the MCCS position classification and compensation program for Appropriated Fund (APF), Non-Appropriated Fund (NAF), Master Labor Contract (MLC) and Indirect Hire (IHA) personnel.</p> <p>Advises all managers and supervisors on matters pertaining to position classification. Independently evaluates, analyzes, and diagnoses non-standard and unique positions for NAF and APF through the use of a wide range of grading standards, regulations, and procedures. Evaluates the duties of each position thoroughly to provide a justification of each comprehensive evaluation statement and classification factors to identify the appropriate titling, pay plan code, occupational series and grade level. Independently prepares questionnaires and conducts interviews with managers/supervisors/incumbents to obtain factual information and a clear understanding of the duties performed. Classifies positions of which no specific standards are available. Conducts on site surveys and desk audits to identify major duties of the position and organizational structure of the activity. Provides assistance and advice to supervisors in developing/rewriting position descriptions.</p> <p>Works closely with the hiring managers and the Talent Acquisition Specialist (TAS) prior to a position being posted to ensure that basic requirements and required qualifications of the working PD's are current and reflective of management and operational needs. Conducts research and analyzes market data, salary surveys and wage setting trends to effectively partner with the business to make recommendations and influence business decisions. Provides guidance on wage setting related issues for the management team of a company. Works as a subject matter expert/consultant to collaborate with business professionals in a team-oriented environment. Performs other duties as assigned.</p>			
<b>Qualification Requirements 資格条件</b>			
<ol style="list-style-type: none"><li>1. One year of direct experience with wage setting, position classification and position management principles, concepts, practices and techniques sufficient to advise managers; or more than 3 years of progressive work within human resources or a bachelor's degree in Business or Finance.</li><li>2. Good working knowledge of MS Word and Excel required.</li><li>3. Excellent command of English, both the oral and written language (LAD-3 and above)</li><li>4. Strong numbers orientation, including knowledge of basic statistical and mathematical calculations.</li></ol>			
<b>Remarks: Determination of level will be made by management at the time of selection.</b>			
<b>Required documents</b>		<b>必要書類:</b>	
<ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) &amp; Questionnaire</li><li>2. Copies of certificates/licenses</li></ol>		<ol style="list-style-type: none"><li>1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) &amp; 質問表</li><li>2. 免許証・終了証などのコピー</li></ol>	

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。