



NAF VACANCY ANNOUNCEMENT

MARINE CORPS COMMUNITY SERVICES

Marine Corps Exchange, Camp Allen

Human Resources, 1251 Yalu Street, Norfolk, VA 23515-4693

E-MAIL: hq.vacancies@usmc-mccs.org WEB SITE: www.mccscampallen.com

HQ Contact Info: Comm: (703) 432-0435 FAX: (703)-0436 www.usmc-mccs.org

ANNOUNCEMENT NUMBER: 01-12

Position: Human Resource Manager
MCCS Camp Allen, MCX
NF-0201-04

Open: 06 March 2012

Close: 12 March 2012

Location: Marine Corps Community Service
Marine Corps Exchange
1251 Yalu Street
Norfolk, Virginia 23515-4693

Salary: \$58,000-\$62,000

Who May Apply: ALL SOURCES

Type of Appointment: Full-Time (35-40 hours per week)

Tour of Duty:

****Tour of duty may changes based upon work requirements. ****

DUTIES AND RESPONSIBILITIES:

Incumbent may perform one or more of the following duties:
Serves as Human Resource Director/ Manager, supervises clerical and support staff, prepares work schedules and makes work assignments; distributes workload; evaluates work performance; trains employees; establishes leave schedules; initiates personnel and disciplinary actions. Responsible for providing oversight to the EEO program and communicating this support; ensures quality of opportunity in recruitment, employment, promotion, awards, training, details and discipline; participates in developing and carrying out affirmative action efforts, especially as related to motivating, training and developing minority employees and women, as well as other employees. Responsible for the following NAF personnel management operations, merit staffing, including recruitment, promotions, details and other placement actions, workforce diversity, pay policies, hours of work, attendance and leave, and business based actions. Serves as

principal advisor on a continuing basis to find sound solutions to problems in support of personnel needs. Explores alternatives to accommodate needs in the area of personnel administration. Ensures that internal control programs over personnel operations are in compliance with all current and applicable regulations. Provides expertise, guidance, consultation and support for a wide variety of personnel issues to in the area of personnel management. Performs a variety of duties that require the application of the full range of personnel theories, principles, methods, and techniques. Serves as the expert and POC for all PCS moves. Serves as the Awards Coordinator for the command.

Maintains a current knowledge of new development and regulatory guidance and provide guidance and decisions to command personnel by telephone and official correspondence. Represents the Marine Corps with Department of the Navy (DoN) and Department of Defense (DoD) in development of higher-level policies, and drafts implementing directives for Marine Corps issuance. Reviews and analyzes results of congressional committees, legislation, regulatory changes, case decision, and higher level directives to determine their impact on Marine Corps NAF elements. Maintains current knowledge of public and private sector personnel practices and procedures, to ensure that best industry practices are incorporated into Marine Corps personnel policy. Develops policy interpretation and guidance material for promulgation to field commands. Provides other written and oral guidance, advice and assistance to field commands in implementation of personnel policies. Develops training and briefing materials for managers, personnel specialists, and HQMC and higher-level officials, or input into legislative proceedings. Monitors implementation of personnel policy by field commands through informal feedback mechanisms such as requests for policy interpretation, guidance, and waivers, as well as through surveys, personnel management evaluations, IG inspections or management assistance visits. Uses results to determine need for policy changes or issuance of interpretation or guidance.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Takes action to solve problems quickly. Alerts the higher-level supervisor or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field appropriate to the work of position and three years of specific experience that provides an in depth knowledge of laws, policies, regulations and procedures related to Non-appropriated Fund (NAF) civilian personnel management and travel regulations, or an appropriate combination of education and experience that demonstrates possession of knowledge and skill equivalent to that gained in the above, OR appropriate experience that demonstrates that the applicant has acquired the knowledge, skills, and abilities equivalent to that gained in the above. Knowledge of laws, regulations and an understanding of Marine Corps Community Services organizations missions and programs. Ability to communicate orally and in writing.

Applicants are assured of equal consideration regardless of race, age, color, religion, national origin, gender, political affiliation, physical handicap, marital status, membership or non-membership in an employee organization.

As a condition of employment candidates are required to complete a background check and to participate in direct deposit under all appointments to positions within MCCS, MCX Camp Allen, Norfolk, VA.

FILING INSTRUCTIONS:

SUBMISSION INSTRUCTIONS:

- Send your resume and proof of education/licensure (if required) via email to hq.vacancies@usmc-mccs.org.
- The email subject line should include your name (Last, First) and the Announcement #01-12.
- You may also send it by mail to Headquarters, Marine Corps, Human Resources & Training Branch (MRG), 3044 Catlin Ave., Quantico, VA 22134-5099 (Attn: Recruiter, Announcement #01-12).
- Do not send multiple submissions - choose one delivery method.
- All submissions must be received by 11:59 PM ET on the closing date.
- We do not accept unsolicited resumes

SELECTION: This vacancy will be filled by the best qualified as determined by the selecting official.

NOTIFICATION: Due to the number of resumes we receive for each position you will only be contacted if you are called for an interview.