

VACANCY ANNOUNCEMENT
THIS POSITION IS BEING REANNOUNCED

ANNOUNCEMENT NUMBER: 08CR0005SEDD280307113R
(PLEASE INCLUDE THIS NUMBER ON ALL APPLICATION MATERIAL)

OPEN DATE: March 20, 2009 **CLOSING DATE:** Opened Until Filled

First Cut Off April 3, 2009 and Every Two Weeks Thereafter.

POSITION TO BE FILLED: HUMAN RESOURCE SPECIALIST (LABOR AND EMPLOYEE RELATIONS)

PAY BAND, SERIES, AND GRADE OF POSITION TO BE FILLED: YA-0201-02

WHERE POSITION IS LOCATED: Department of Defense Education Activity, Department of Defense Dependents Schools Europe, Human Resources Division, Wiesbaden, Germany

Multiple Vacancies

SALARY RANGE: \$70,615.00 to \$91,801.00 per annum. Salary will be set based on duties of the position.

YOU MAY APPLY IF YOU ARE:

- A Current Career or Career Conditional Federal Employee in the competitive service.
- A Reinstatement eligible.
- A U.S. Citizen Family Member residing in the commuting area.
- A Military Spouse Eligible residing in the commuting area.
- A 30% Disabled Veteran in the commuting area.
- A Veteran who has been separated from the Armed Forces under honorable conditions after 3 years or more of continuous military service (VEOA Eligible).
- A Non-Appropriated Fund Instrumentality or any other employee who is appointable under other Interchange Agreements or Special Appointing Authorities such as DCIPS/Postal Career Service/Peace Corps.
- An Interagency Career Transition Assistance Plan (ICTAP) eligible in the local commuting area.

NOTE TO ALL APPLICANTS: The DOD Policy on overseas employment for civilian employees limits overseas tours to 5 years. Extensions beyond 5 years are designed to provide management flexibility to meet defined mission requirements that otherwise cannot be met. Case-by-case extensions beyond the 5-year limit may be granted.

DoDDS-E complies with the DOD policy on overseas employment for civilian employees.

MAJOR DUTIES:

Employee Relations

Provide District management with interpretations of policy and procedures when the issues involved are new, highly controversial, precedent setting, and/or involve more than one area of human resources policy. Provide guidance, direction, and advice to operating units throughout the assigned geographic district. Conduct visits to serviced schools to work with the managers, supervisors, and employees in resolving highly controversial and politically sensitive problems. Develop solutions to issues that are resistant to traditional approaches. Respond to urgent actions such as workplace violence, child abuse allegations, or evacuations during emergency conditions. Evaluate, publicize, and establish local operating procedures for designated employee relations/performance management program(s) that are typically complex or controversial, and/or potentially impact large numbers of employees. Counsel, advise, and assist with actions concerning employee/management communications, grievance and appeals, disciplinary actions, and performance-based actions for both management and employees. Gather background information and prepare formal disciplinary actions. Assure that official cases are properly maintained with complete documentation to support proposed or final actions. Review performance standards and completed performance appraisals established by the serviced activities and identify inadequate performance elements containing immeasurable job objectives and/or improperly prepared appraisals. Identify areas of possible supervisor weakness or other supervisor-employee relationships that tend to cause dissatisfaction, discuss findings with supervisor, and gain acceptance of recommended solutions. Ensure appropriate advice is given to managers and supervisors on writing performance objectives and properly preparing performance ratings. Provide advice and guidance to administrators and employees on leave issues including but not limited to Educator Leave, Sick Leave, Leave Without Pay, Voluntary Leave Transfer Program, and Family Medical Leave Act. Responsible for Incentive and Performance Awards Programs, including Special Act Awards, Supervisor Cash Awards, and Time-Off Awards, to make sure the awards are in compliance with laws, rules, and regulations. Investigate employee complaints on management policies and working conditions. Conduct independent, in-depth research into complex questions of the Employee Relations Program and produce reports and studies on its performance. As required, serve as an agency representative or key witness in third-party proceedings. Present management's position through written correspondence and appearances before various third parties, including arbitrators and the Merit Systems Protection Board, Federal Labor Relations Authority, and Federal Service Impasses Panel. Provides advice to other Human Resources Specialists presenting cases in similar capacity and serve in a reserve capacity, researching federal and private sector case law when required.

Labor Relations

Provide agency management with interpretations of policy and procedures for issues that are highly controversial, precedent setting, and affecting more than one area of personnel policy. Provide useful information to managers and regional union officials when appropriate. Ensure issues relative to the agency are adequately addressed. Issues include interpretations of negotiated agreements as well as precedent cases and other binding guidance. Issues are addressed with different labor organizations. The labor relations environment varies by location and individual labor organization, and the employee is expected to be cognizant of the assigned District's labor situation and requirements and perform accordingly. Develop complex management positions, proposals, and strategies. Research applicable laws, rules, regulations, and precedent case decisions. Prepare or assist in the preparation of issues for the management negotiating team. May represent management as chief negotiator or technical advisor during contract negotiations or other substantives situations. Provide advisory service to management on the full range of labor relations to include, but not limited to: collective bargaining agreements, Unfair Labor Practice charges, Impact & Implementation bargaining and, dealing with union officials. Conduct research, advise management, prepare case strategies, and writes responses to individual grievances filed under two different collective bargaining agreements. Provide advice and guidance to managers and union officials on the use of official time. Plan and implement a complex, highly active labor relations program for assigned areas and activities. Work directly with other DoDEA staff members in presenting cases before third parties and working toward productive labor and management relations. Advise management and serve as a management representative with union officials at various meetings. Conduct appropriate labor relations training for the Director, DoDDS Europe, above-school-level management, and school administrators.

Advise the Human Resources Division Chief on developing labor relation issues and critical problems with large-scale implications for the Labor Relations and Human Resources Management programs. Review changes initiated by the Director, DoDDS Europe, and other management officials within the Area to evaluate terms of impact on labor union agreements and notifies unions, as appropriate. Areas of review will include changes in working conditions, resourcing, etc. Meet with union representatives to discuss changes and prepares letters to advise them in impact-based knowledge of labor agreements.

QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience at the next lower pay band or equivalent under the General Schedule (GS) or other pay systems.

Click on link below to view qualification standard. [General Schedule](#)

Specialized experience is defined as experience which is in or directly related to the line of work of this position and has equipped you with the knowledge, skills, and abilities to successfully perform the duties of this position.

Examples of specialized experience include: applying performance management, performance appraisal and awards programs principles, practices, and techniques sufficient to present performance management as a beneficial tool to help managers and supervisors manage and improve individual and organizational performance; focus managers and supervisors on all the processes of performance management and develop written policy and guidelines to use by local management in delineating their roles and responsibilities.

In addition, skill in applying employee relations principles, practices and legal and regulatory requirements and analytical skill sufficient to advise managers about appropriate disciplinary or other corrective techniques that are responsive to a range of conduct and performance problems. Skill in employee relations concepts, principles, practices and case law (e.g. related to reasonable accommodations, prohibited HR practices, and third party powers and procedures) sufficient to research and apply administrative decisions to analyze and craft defensible solutions to problems that are less well defined and where precedent cases and guidelines are not always directly applicable.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Quality of experience relates to how closely or to what extent an applicant's background and recency of experience, education, and training are relevant to the duties and responsibilities of the announced position. Candidates must have the knowledge, skills, abilities and competencies to successfully perform the work of the position at the appropriate level.

NSPS positions are excluded from time-in-grade restrictions. This does not eliminate the qualification requirement of 1 year of specialized experience.

Applicants must demonstrate possession of the knowledge, skills, abilities and competencies required to perform the work identified in the duties description.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's):

If you meet the above qualification requirements, your application will be further evaluated against established criteria that demonstrates how well you possess the specific ranking factors or knowledges, skills, and abilities (KSA's) determined necessary for successful job performance—see below:

1. Knowledge of personnel management and labor relations theories, principles, and practices.

2. Knowledge of laws, legislative history, regulations, and policies for providing advice and guidance to supervisors and managers.
3. Knowledge of the theories of human behavior applicable to employee relations needed for dealing with employees and developing positive programs and to establish and maintain effective work relations with union representatives.
4. Knowledge of current issues, practices, problems, and precedents in federal and non-federal sector labor relations required for successfully representing management in third-party procedures.
5. Ability to communicate effectively, verbally and in writing to clearly present complex issues.

A SEPARATE NARRATIVE STATEMENT ADDRESSING THE KSA'S LISTED ABOVE IS REQUIRED AS AN ATTACHMENT TO YOUR APPLICATION. KSA'S MUST BE ADDRESSED **INDIVIDUALLY** AND BE CLEARLY IDENTIFIED IN YOUR APPLICATION. FAILURE TO ADDRESS THE KSA'S INDIVIDUALLY WILL RESULT IN YOUR APPLICATION BEING DETERMINED AS INCOMPLETE.

PAY, BENEFITS AND WORK SCHEDULE:

YOUR PAY WILL BE SET WITHIN THE RANGE SPECIFIED IN THIS VACANCY ANNOUNCEMENT AND WILL BE BASED ON THE REQUIREMENTS OF THE POSITION, YOUR QUALIFICATION, EDUCATION, EXPERIENCE, TRAINING, AND AVAILABILITY OF FUNDS.

Position is Full-Time / Permanent

Payment of travel and transportation expenses may be authorized.

Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to an overseas/foreign area.

For information on overseas allowances and benefits visit:
<http://www.dodea.edu/offices/hr/employment/benefits/default.htm>.

For specific allowance rates visit: <http://www.dodea.edu/offices/hr/employees/allowances/rates.htm>

Medical Care: Applicants who have family members with special medical needs should ensure (prior to accepting a position overseas) that these needs can be met. Access to care in a military treatment facility may not be available to civilian employees except on a space available basis. Consequently, host nation medical facilities may be the only care available. The availability and level of care at host nation medical facilities will vary by location.

Special Education Services: The Department of Defense Dependents Schools (DoDDS) provides education including special education to children of DoD civilians who are eligible to attend DoDDS schools. However, most schools are not staffed for all special needs. Applicants may review http://www.dodea.edu/instruction/curriculum/special_ed/ for more specific information. For additional information, please contact the Department of Defense Education Activity, Student Services Branch, at 703-588-3147/3148.

CONDITIONS OF EMPLOYMENT:

You will be required to participate in Direct Deposit/Electronic Fund Transfer in accordance with DoD Regulation 7000.14R.

Individuals hired from the Continental United States (CONUS) and their family members are required to obtain Official Passports prior to departure to the overseas area.

Pre-appointment overseas physical examination may be required for selected candidate.

Initial overseas tour of duty is 3 years.

TO APPLY, YOU MUST SUBMIT:

Please include vacancy announcement number on all application materials.

Applicants are responsible for ensuring that contact information is accurate and clearly evident in the application. Contact information should include current address, telephone and/or cell phone numbers, and email addresses.

1. Optional Application for Federal Employment (OF-612), résumé, OR any other written format, including the Standard Form 171, Application for Federal Employment THAT INCLUDES THE FOLLOWING INFORMATION:

- Announcement number, title and grade of the position(s) for which you desire employment.
- Citizenship status and social security number.
- Your highest Federal civilian grade held, job series, and dates of employment, if you are a current or former Federal employee.
- Total employment period, i.e., starting and ending dates (month and year) for each work experience, paid and unpaid, related to the job for which you are applying, including the hours per week. Also include a description of your duties and accomplishments, your employer's name and address, supervisor's name and phone number, and salary. If you are currently employed, you must indicate if we may contact your current supervisor.
- Job-related training courses (title and year).
- Job-related skills.
- Job-related certificates and licenses (current only).
- Job-related honors, awards, and special accomplishments (give dates-but do not send documents).

YOU MUST ALSO SUBMIT:

2. A separate narrative statement that concisely addresses each of the knowledges, skills, and abilities referenced under the section "Knowledge, Skills and Abilities (KSA's)". Include work experience, education, and training that clearly demonstrates how well you possess each element. Make sure that you reference the specific KSA listed on this announcement. If other KSA's are cited, the application will be considered incomplete. **FAILURE TO ADDRESS ALL KSA'S ON THIS ANNOUNCEMENT WILL RESULT IN AN INELIGIBLE RATING.**

3. If you are a current Federal employee or a reinstatement eligible, you must submit a copy of a Notification of Personnel Action (SF-50) to document eligibility for appointment.

4. If you are a current Federal employee, you must submit a copy of your most recent Federal performance appraisal. **THIS APPRAISAL MUST BE DATED WITHIN THE PAST 12 MONTHS. IF YOU DO NOT HAVE A CURRENT PERFORMANCE APPRAISAL, A STATEMENT ADDRESSING THE REASONS WHY A CURRENT APPRAISAL WAS NOT SUBMITTED MUST BE INCLUDED.**

5. If you are not using the Standard Form 171, Application for Federal Employment, then a Declaration for Federal Employment (OF-306) should also be submitted, please go to: www.opm.gov – then click on Quick Index.

6. If you are applying for family member employment, a copy of your sponsor's Permanent Change of Station (PCS) orders authorizing movement of family member to the overseas command, or other appropriate documentation (such as a statement of non-command sponsorship) to support family member status must be submitted to receive consideration.

7. If you are applying for military spouse preference, a completed Questionnaire for Military Spouse Preference (which may be obtained as an attachment to this vacancy announcement located at <http://www.eu.dodea.edu/hr/open.php> and copy of your sponsor's permanent change of station (PCS) orders authorizing movement of spouse to the overseas command, or other appropriate documentation (such as a statement of command sponsorship) to support spousal preference must be submitted to receive consideration.

8. Applicants currently located in an overseas area must also submit a Pre-Employment Questionnaire to Determine Eligibility for Employment form, which may be obtained as an attachment to this vacancy announcement located at <http://www.eu.dodea.edu/hr/open.php>.

ADDITIONAL APPLICATION INSTRUCTIONS FOR VETERANS

If you are a Veteran you may be eligible to apply for this position. This position is announced in accordance with merit staffing procedures as prescribed by this Agency. Preference eligibility and/or Veterans Preference does not apply to internal staffing or merit promotion practices. Provided you meet the eligibility criteria, you may be considered competitively under the Veterans Employment Opportunities Act of 1998 (VEOA), or non-competitively if you are a 30% or more Disabled Veteran.

To apply under the Veterans Employment Opportunities Act of 1998 (VEOA):

To be eligible for a **VEOA** appointment, you must be a preference eligible or a veteran separated after substantially completing at least 3 years of continuous active duty service performed under honorable conditions and have no other type of appointability.

You **MUST** submit a Member 4 copy of your DD-214 with your application to receive consideration under this authority.

To apply requesting non-competitive consideration as a 30% Disabled Veteran:

Terms and conditions of employment: If you are selected using this authority, you will be placed on a career appointment at the time of your appointment.

To be eligible for this appointing authority, you must be:

Retired from active military service with a disability rating of 30 percent or more; **or**
Rated by the Department of Veterans Affairs (VA) as having a compensable service-connected disability of 30 percent or more. **And** meet all qualification requirements.

You must submit the following documents with your application to be considered:

Member 4 copy of your DD-214.

SF-15, Application for 10-Point Veterans Preference.

A letter from the Department of Veterans Affairs (VA) dated in 1991 or later.

For more information regarding Veterans Preference, please visit <http://www.opm.gov/veterans/>

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES DIVISION BY THE CLOSING DATE. LATE APPLICATIONS WILL NOT BE CONSIDERED.

APPLICATIONS WILL NOT BE RETURNED. PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS.

INCOMPLETE APPLICATIONS WILL NOT RECEIVE CONSIDERATION.

IF YOU ARE AN ELIGIBLE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) APPLICANT, YOU MUST SUBMIT THE NARRATIVE RESPONSE TO THE RANKING FACTORS, PROOF OF ELIGIBILITY, AND YOUR MOST RECENT PERFORMANCE APPRAISAL.

APPLICATIONS RECEIVED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT RECEIVE CONSIDERATION, AND APPLICANTS ARE REMINDED OF THE LEGAL PROHIBITION AGAINST THE USE OF SUCH ENVELOPES OR OTHER GOVERNMENT PROPERTY FOR OTHER THAN OFFICIALLY APPROVED ACTIVITIES. THESE PROHIBITIONS ARE CONTAINED IN 5 USC 735.205, 39 USC, AND 18 USC.

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NON-AFFILIATION, MARITAL STATUS, RACE, COLOR, CREED, GENDER, AGE, SEXUAL ORIENTATION, NON-DISQUALIFYING PHYSICAL OR MENTAL DISABILITY OR ANY OTHER NON-MERIT FACTOR. REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

Applications must indicate the vacancy announcement number and position for which applying. Applications may only be submitted by one of the following methods.

1. By MAIL.

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)

THE DEPARTMENT OF DEFENSE EDUCATION ACTIVITY, DODDS-EUROPE

ATTN: HUMAN RESOURCES /TRUDY WACHALA

UNIT 29649 BOX 7100

APO AE 09002

OR TO:

(If Using Express Delivery I.E. Fedex, Dhl, Etc)

THE OFFICE OF THE DIRECTOR, DODDS-EUROPE

AMERICAN ARMS OFFICE TOWERS, HUMAN RESOURCES DIVISION

ATTN: HUMAN RESOURCES/TRUDY WACHALA

AUGUSTA STR 6

65189 WIESBADEN, GERMANY

2. By FAX.

Applicants are encouraged to contact the Human Resources Office to verify receipt of a faxed application. Applications can be faxed to commercial (49) 611-380-7122 (if calling from outside of Germany) or

0611-380-7122 (if calling within Germany), or by DSN: 338-7122.

To verify application receipt call commercial (49) 611-380-7706 (if calling from outside of Germany) or 0611-380-7706 (if calling within Germany), or DSN: 338-7706.

3. By EMAIL.

Applications sent by email must be complete and sent as one (1) attachment to

DoDDS-E.PersonnelDivision@eu.dodea.edu. **Only applications sent to this email address will be accepted.** Applications must be scanned using Adobe Acrobat into a single file attachment in “.pdf” format. **APPLICATIONS SENT VIA EMAIL HAVING MORE THAN ONE ATTACHMENT OR ATTACHMENTS IN ANY OTHER FORMAT WILL NOT BE ACCEPTED.**

You will receive a verification of receipt within 48 hours of receipt of your electronically submitted application.

4. HANDCARRIED.

Applications may be submitted in person to the Human Resources Office. Please see the Human Resources Assistant in room 3-F-3 in the American Arms Office Tower, in Wiesbaden, Germany. Do not leave your application in front of a door or place on a desk. Please give it to that Human Resources representative only.

FOR ADDITIONAL INFORMATION REGARDING THIS ANNOUNCEMENT, PLEASE CONTACT TRUDY WACHALA at DoDDS-E.PersonnelDivision@eu.dodea.edu or via phone at (49)0611-380-7706.

QUESTIONNAIRE FOR MILITARY SPOUSE PREFERENCE

THIS FORM MUST BE COMPLETED AND ATTACHED TO YOUR APPLICATION.

This questionnaire is for the purpose of determining your eligibility for Military Spouse Preference (MSP) during your sponsor's present tour. Please respond to the questions listed below and submit with each application.

PART I

Are you the spouse of an active duty military member? () Yes () No

If your answer is No, please complete Part III. If your answer is Yes, please complete Parts II and III and attach a copy of your sponsor's permanent change of station (PCS) orders to the overseas command, or other appropriate documentation, to support military spouse preference eligibility.

PART II

A. When did you arrive at your sponsor's current duty station? Date: _____

B. Are you presently employed, or have you previously been employed at your sponsor's current duty station or within the commuting area? () Yes () No

If your answer is yes, please attach a copy of your appointment record (SF 50 or equivalent form) and complete the following items:

1. Who employed you? _____ CPO

_____ DoDDS

_____ NAF (includes AAFES & other NAF instrumentalities)

_____ OTHER, please specify _____

2. List the title and pay grade/band of your position(s). State how long the appointment(s) is/was scheduled to last.

Position Title _____ Grade/band _____

_____ Permanent _____ Temporary for 1 year or more _____ less than 1 year

Position Title _____ Grade/band _____

_____ Permanent _____ Temporary for 1 year or more _____ less than 1 year

C. Did you ever decline a definite job office made to you by CPO, DoDDS, or NAF (includes AAFES and other NAF instrumentalities)? () Yes () No

D. What is your DEROS (Date of Estimated Return from Overseas)? _____

PART III

Name (please print) _____

Signature: _____ Date: _____

TO BE COMPLETED BY THE DoDDS PERSONNEL FIELD OFFICE

Eligible for MSP: () Yes () No

Reason:

Signature of CPO Representative Date

PRE-EMPLOYMENT QUESTIONNAIRE TO DETERMINE ELIGIBILITY FOR EMPLOYMENT

THIS FORM MUST BE COMPLETED AND ATTACHED TO YOUR APPLICATION.

INSTRUCTIONS: TO BE COMPLETED BY CANDIDATES WHO ARE LIVING IN THE OVERSEAS AREA **WITHOUT SPONSORSHIP OF THE U.S. FORCES.**

The purpose of this questionnaire is to obtain information in order to determine the eligibility of applicants for Department of Defense Dependents Schools (DoDDS) positions serviced by the DoDDS Personnel Center. This form is not intended to establish overseas entitlements. Please complete all questions and return the completed form with your application for employment. Enter "NA" if a statement is not applicable.

1. In addition to being a U.S. citizen, I am a citizen of _____.

2. I have resided in _____ since _____ (Country Name) (Date)

3. My reason for being in country is _____.

4. ____ I arrived in country to be with my military sponsor, but my trip was not at Government expense (i.e., I am not command sponsored).

5. ____ I am an employee or family member of an employee of a private firm doing work in Germany. The firm's name is: _____, and the expiration date of this assignment is _____.

6. I am a family member of a person hired on contract to support the U.S. Forces. The contract is with _____

(Name of contractor and expiration date)

7. I am retired/retiring from active duty military service. Date of retirement _____.

8. I have ____ I have not ____ been issued a work permit from the host country.

9. I have ____ I have not ____ been employed since being in country.

Name(s) of employer (s) and date(s) and location(s) of work: _____

10. I own ____ I do not own ____ a residence in the host country.

11. I have ____ I have not ____ paid income taxes to the host country.

12. Other. Please use a separate sheet of paper to explain.

I understand that a false statement on any part of this questionnaire may be grounds for not hiring me, or grounds for removing me after I begin work. I understand it is my responsibility to notify the Personnel Center promptly of any changes in the information provided in this questionnaire.

Printed Name & Signature Date