

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** 09CR0009SEDD343777 (Please include this number on all application material)

**OPEN DATE:** 9 February 2009  
**First Cut-off Date:** 2 March 2009

**CLOSING DATE:** Open Until Filled

### **THIS VACANCY ANNOUNCEMENT WILL BE OPEN UNTIL FILLED**

**First cut off date is 2 March 2009 and every two weeks thereafter.** Applications received by the cut-off dates will be referred for that date.

**POSITION TO BE FILLED:** SUPERVISORY HUMAN RESOURCES SPECIALIST (RECRUITMENT)

**PAY BAND, SERIES, AND GRADE OF POSITION TO BE FILLED:** YC-0201-02 (Formerly GS-12)

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

**SALARY RANGE:** \$58,141.00 to \$95,070.00 per annum. Salary will be set based on duties of the position

### **YOU MAY APPLY IF YOU ARE:**

- A Current Career 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.

**Local commuting area** is defined as the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work based on the generally held expectations of the local community. (5 CFR 575.203)

**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:**

Serves as supervisor over a team responsible for providing HR services for an assigned District approximately fifteen schools. Provides advice and assistance to the assigned District's supervisors and employees on HR administration and management implications of management actions and/or decisions. Ensures basic legal and regulatory requirements concerning personnel administration are understood and considered. Operates a system of internal management controls to preclude or correct deficiencies.

Team processes local applications for teachers, substitutes and YB-02 and below actions recruited locally. Creates, maintains and releases local vacancy announcements. Rates applications against current qualification standards as well as based upon specific selection criteria developed by the manager or the incumbent. Retrieves lists from manual or automated applicant systems for each occupation and specialization. Advises District employees on pay, allowance, travel, and entitlements. Allowances include Living Quarters Allowance (LQA), Temporary Quarters Subsistence Allowance (TQSA), Cost of Living Allowance (COLA) Post Allowance. Provides advice and assistance on travel orders.

Provides substantive counseling, procedural advice, and guidance on benefits, awards and appraisals, federal life and health insurance, retirement, Thrift Savings Plan, Workers Compensation Programs, and advance pay. Provides guidance on internet processes for initiating, changing, reviewing, or terminating various benefits programs.

Provides basic procedural advice and assistance on pay administration and classification, such as when and how to request position reviews, the use of standardized position descriptions, resolution of pay inquiries, etc.

**QUALIFICATION REQUIREMENTS:**

Applicants must have one year of specialized experience at the next lower pay band or equivalent under the General Schedule (GS-11) or other pay systems.

Click on link below to view qualification standard.

[General Schedule](#)

Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. You must have one year of specialized experience that is equivalent in difficulty and complexity to the GS-11 grade level.

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 (KSAs):**

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

1. Demonstrated knowledge of the policies, principals, laws, and regulations of a wide variety of Human Resources administration to include staffing, recruitment, and pay administration.
2. Demonstrated the ability to lead and supervise.
3. Demonstrated the knowledge of Federal Benefits Programs, laws, and policies to include Federal Retirement Systems (FERS/CSRS), Federal Employees Group Life Insurance (FEGLI), Federal Employees Health Benefits (FEHB), the Thrift Savings Plan (TSP) and worker's compensation.
4. Applied knowledge of overseas allowances and entitlements.

A SEPARATE NARRATIVE STATEMENT ADDRESSING THE KSAs LISTED ABOVE IS REQUIRED AS AN ATTACHMENT TO YOUR APPLICATION. KSAs 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. PAY RETENTION IS NOT AUTHORIZED.**

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 view <http://www.dodea.edu/education/pps.cfm> for more specific information. For additional information, please contact the Department of Defense Education Activity, Student Services Branch, at 703-588-3152.

Applicants must comply with the Exceptional Family Member Program requirements as outlined in the DoD Instruction 1315.19 at <http://www.dtic.mil/whs/directives/corres/pdf/131519p.pdf>.

#### **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.

Financial Disclosure Required.

One year supervisory probationary period is required if not already completed.

#### **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](http://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 are attached to this announcement) and a 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 are attached to this announcement.

**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 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.

If you are a Disabled Veteran, You must submit the following documents with your application to be considered under the VRA:

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.

**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.

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 CUTOFF OR 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 A COPY OF 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 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/CHUCK RUFF  
UNIT 29649 BOX 7100  
APO AE 09002-7100

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/CHUCK RUFF  
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](mailto: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. The size of the attachment cannot be larger than 5 MB. Attachments larger than 5 MB cannot be delivered to the HR Personnel electronic mail box. **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 MR.CHUCK RUFF at [DoDDS-E.PersonnelDivision@eu.dodea.edu](mailto: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 offer 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 HUMAN RESOURCES 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