DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
OVERSEAS PROGRAM CENTER EUROPE, AFRICA, CENTRAL
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY
VACANCY ANNOUNCEMENT - LOCAL NATIONAL POSITION

	Announcement No.	**33191-845125-SA**
	Position Title	**Program Analyst, Ua-0343-05/03/02**
	Salary Range	Ua-05: Euro 2,393.28 – E 2,624.17 per month plus applicable allowances Ua-03: Euro 2,645.24 – E 2,919.62 per month plus applicable allowances Ua-02: Euro 2,798.46 – E 3,095.84 per month plus applicable allowances
	Closing Date	**05-APR-2024**
	Work Schedule	Full-Time Permanent
	Job Location	U.S. Naval Facilities Engineering Command, Europe Africa Southwest Asia, Business Directorate Office, Total Force Division, Capodichino, Naples, Italy

Notes	**The application form has been revised as of 01 Nov 2022, and any prior version will not be considered.** **Candidates must electronically submit the application form via e-mail to the revised address as below:** usn.naples.ochrwashingtondc.mbx.hro-naples-ln-jobs@us.navy.mil 1. **Please read the "Instructions for Completing the Employment Application" on the following page of this announcement before submitting your application.** 2. **In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).** 3. Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment. 4. Applicants must be able to read, write and speak fluently in both English and Italian. **Applications must be submitted in ENGLISH**. 5. Selectee will be required to favorably pass a security background check as a condition of employment. 6. This position may be filled at any grade level. If filled at the lower level, incumbent may be non-competitively promoted to the Ua-03, with full performance to Ua-02 grade level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 7. Knowledge of software products including Word, Excel, PowerPoint, Access, to perform operations and to prepare spreadsheets, charts, tables, etc.
Who May Apply	**Citizens of a member state of the European Union. <u>However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy</u>.**
Description of Duties	At the full performance level, the incumbent serves as the Total Workforce Management System (TWMS) Administrator and the Training Program Analyst, assisting with the evaluation of the overall training programs for the command. Assists in the development and execution of the command's operations, training plans and policies. Provides staff planning and assistance to ensure that required training readiness objectives are achieved and preparation requirements are accomplished. Logs and tracks funding of centralized training; issues, coordinates and reconciles training documents in support of centralized training; processes invoices for payment via credit card as required by vendor. Acts as the liaison to management in the effective implementation of workforce development/training programs and initiatives. Conducts systematic studies to determine immediate and long-range training and other employee development needs. Reviews and forwards requests for local procurement and acquisition of training aids, manuals, or other instructional material not available within normal supply channels. Identifies the requirement for, directs, and/or approves organizational requests for initiation, coordination and maintenance of usage agreements for local/private training areas. Verifies data is consistently updated and correct; notifies appropriate officials of discrepancies provides assistance and guidance as appropriate to maintain data accuracy. Reviews, evaluates, designs, implements and maintains databases. Identifies data sources, provides data flow diagrams, and documents the process. Tracks and assesses professional certifications across business and support lines and remains abreast of changes in certification requirements. Prepares periodic reports and answers data calls on Leadership Development Program for Command and Area of Responsibility (AOR).

| Qualification Requirements | All eligibility and qualifications must be met by the closing date of this announcement. Please visit https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-analysis-series-0343/

Ua-05 EXPERIENCE: Three (3) years of general experience, one (1) year of which was equivalent to the Ua-06 grade level, or equivalent experience in the private or public sector, that provided evidence of the ability to:
(1) Analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) Plan and organize work; and (3) Communicate effectively orally and in writing.

Ua-03 EXPERIENCE: One (1) year of specialized experience equivalent to the Ua-05 grade level, or equivalent experience in the private or public sector, 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.

Ua-02 EXPERIENCE: One (1) year of specialized experience equivalent to the Ua-03 grade level, or equivalent experience in the private or public sector, 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.

OR

EDUCATION SUBSTITUTION FOR EXPERIENCE:

Ua-05: "Laurea" in any field or equivalent.
To receive credit, you must fill out the required fields on the "Employment Application" form.)

Ua-03: One (1) full year of graduate level education above "Laurea". Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.
To receive credit, you must fill out the required fields on the "Employment Application" form.)

Ua-02: "Laurea Magistrale" or "Laurea Specialistica" or "Diploma di Laurea" or equivalent. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.
To receive credit, you must fill out the required fields on the "Employment Application" form

HOW YOU WILL BE EVALUATED: In order to qualify for this position, your application must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the position. You will be rated based on the experience and education described on your application form. |
| **Application Status** | Status updates will be provided by position at the following website:
https://cnreurafcent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/

Applicants may inquire about the status of their job applications by e-mailing to: usn.naples.ochrwashingtondc.mbx.hro-naples-ln-jobs@us.navy.mil, and indicating in the SUBJECT LINE: "Inquiring on job application submitted by LAST and FIRST name, AND the announcement number with title, series, grade AND application DATE" (*e.g. Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-EI, Office Automation Clerk, Ua-0326-06, on 22 Nov 2022*). |

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY (Revised Jan 2024)

INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)

SUBMISSION OF EMPLOYMENT APPLICATION

Application **MAY ONLY BE SUBMITTED VIA E_MAIL**. HRO will NOT accept 'hard copy' applications. Submit your application to the revised e-mail address as below: usn.naples.ochrwashingtondc.mbx.hro-naples-ln-jobs@us.navy.mil

In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).

Applications are **only** accepted if there is an open vacancy announcement.
Vacancy announcements may be downloaded from:
https://cnreurafcent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/
The new application form may be downloaded from:
https://cnreurafcent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/
Applications for white-collar positions (Ua) must be completed in English.
Applications for blue-collar positions (Uc) may be completed in Italian or English.

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY HRO:
- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- Utilize the last version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Application must be completed in its entirety answering ALL questions;
- Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);
- **Do not send Postal Electronically Certified (PEC) emails;**
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information submitted;
- Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.
- **The candidate's signature is NOT required on page 9 of the application form, however candidate must enter his/her LAST, FIRST name and DATE.**

WHO MAY APPLY (AREA OF CONSIDERATION)
- Citizens of a member state of the European Union.
- **Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy**. Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

QUALIFICATION REQUIREMENTS
Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, e.g. expiration dates as applicable, are reported in the appropriate block on the application form.

Work experience: Candidates must describe in **detail,** in their own words, any work experience related to the job vacancy and must specify:
- Job title (include pay schedule, series and grade if experience gained in the Federal employment);
- From/To dates of employment (month and year);
- Salary (monthly);
- WEEKLY HOURS;
- Employer's name and address;
- Experience gained during military service, providing detailed description of duties performed;
- Language proficiency.

Position descriptions (PDs) will not be used in the evaluation of applications. Attachment of PDs to applications is not appropriate, as ratings will be made on descriptions furnished by candidates in their own words.

Typing Proficiency: Self-certify your typing proficiency in the appropriate block on the application indicating your typing speed when a "qualified typist (O/A)" certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills may be subject to verification.

Education: List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered.
Educational documents obtained outside the European Union (EU), with the exception of the U.S.A., must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. Foreign language documents must be officially translated into either the English or Italian language. Graduate College or University level education is education beyond the Italian "Laurea 1 livello" or equivalent.

VERIFICATION OF DOCUMENTS
In case of selection, candidates MUST provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. HRO will proceed with the hiring process ONLY when all eligibility requirements are satisfactorily met.

NOTES
- Employment of relatives is restricted in accordance with NAVSUPPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- Work experience certified on the application form is subject to verification with employers.
- "Local National" refers to citizens of a European Union member state.
- Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 November 2018.