

# ANTICIPATED

## JOB OPPORTUNITY ANNOUNCEMENT AVIANO AIR BASE, ITALY NON-U.S. APPROPRIATED FUND POSITION

ANNOUNCEMENT NO. 28-24

OPENING DATE: 28 June 2024

CLOSING DATE: 15 July 2024

Applications are being accepted for the position listed below. When applying, refer to this announcement by number. For further information, contact the Aviano Civilian Personnel Office (CPO) at DSN 6328328 or commercial 0434308328. The Application Form USAFE-AFAFRICA714 can be downloaded from the CPO website [www.31fss.com/civilian-personnel-section](http://www.31fss.com/civilian-personnel-section) by clicking on "Forms and Information"; the application form will be found at the bottom of the list of document. It will need to be filled out and e-mailed with pertinent documentation to the following address: [31fw.LNstaffing@us.af.mil](mailto:31fw.LNstaffing@us.af.mil). Applicants will need to ensure they receive an e-mail from the Aviano CPO indicating that the documentation has been acquired; otherwise they will need to call immediately commercial 0434308328 no later than COB Tuesday 16 July 2024.

**TITLE, SERIES, GRADE AND SALARY: Supervisory Human Resources Specialist, Q-0201-Q2/01 Trainee  
(Permanent - 40 hours per week)**

**Monthly gross salary euro 3.679,3**

**Monthly gross salary euro 2.877,7**

Q2	BP	pm euro	1.600,78
	3EL	pm euro	1.543,86
	CONT	pm euro	534,66

U1 Trainee	BP	pm euro	1.227,58
	3EL	pm euro	1.119,08
	CONT	pm euro	531,04

**LOCATION: 31<sup>st</sup> Force Support Squadron, Civilian Personnel Flight/FSCL, Aviano Air Base, Italy**

**MAJOR DUTIES:** The primary purpose of this position is to serve as a first level supervisor, providing planning, directing, organizing, and exercising control over nonsupervisory employees assigned to Foreign National (FN) Human Resources (HR) programs of Classification, Recruitment and Placement, Labor and Employee Relations, to include overseeing US Position Management and Classification advisory service program functions administered under the Civilian Personnel Flight/Office. Plans, organizes, directs, and oversees Foreign National (FN) Human Resources (HR) program activities ensuring that classification, recruitment and placement, labor and employee relations programs complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate organization and assigned program objectives. Researches, interprets, analyzes and applies for example, but not limited to, related regulations and policies such as Office of Personnel Management (OPM) guidance on all HR programs, Classification Standards, DoD, Air Force Policies/Instructions (AFI), USAFE Instructions (USAFEI), Conditions of Employment (CoE) for FN employees of U.S. Armed Forces Italy, etc. Establishes policies and procedures for accomplishment of assigned programs. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of Classification, Recruitment and Placement, Labor and EMR and administrative issues. Structures assignments within the team to create effective and economical use of positions. Coordinates with other organization managers and customers as appropriate. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor of significant issues and problems related to work accomplishment of these programs. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Follows-up to ensure complete and quality resolution of discrepancies. **Exercises supervisory personnel management responsibilities.** Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignment in consideration of skills, qualifications, and mission requirements. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Recommends awards when appropriate. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct

performance or conduct problems. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. **Represents the Civilian Personnel Flight Chief (CPF)/Civilian Personnel Officer (CPO) in overseeing the FN Human Resources (HR) Programs.** Establishes, develops, and maintains a positive and effective working relationships with serviced installation, MAJCOMS, other Directorate, and support personnel. Meets with key customer and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve problems that arise with respect in managing the programs. Business demeanor exemplifies professionalism. Responsible for overall compliance of the below FN programs. **Position Classification/Position Management:** Provides and oversees position classification services for serviced organizations throughout the installation and its GSUs, to include US classification program advisory services. Serves as senior in-country Air Force classifier responsible for reviewing and coordinating job profiles with Army and Navy Tri-Service branches. Contributes to establishing and maintaining a unified foreign national personnel/classification system and grading plan for all host nation established employment categories, to include relative additional pay supplements thereto. Researches, reviews, responds to inquiries, and serves as an expert on classification and litigation/complaint cases. Coordinates actions with other HR activities, senior management officials, and Budget and Manpower officials. Prepares litigation briefs and serves as an expert witness for the U.S. Forces on classification and compensation issues. Works with and coordinates with the Staff Judge Advocate (SJA) and attached host nation attorneys in all phases of classification-related civilian litigation cases. Maintains close liaison with servicing Organizations on all potential personnel actions such as abolishment of positions, RIF implications, U.S. vs. LN ratio, and the effect these actions may have on local national labor laws or NATO bilateral agreements. **Recruitment and Placement:** Provides and oversees comprehensive recruitment and placement services for serviced organizations throughout the installation and its GSUs. Determines the best methods to fill positions and takes appropriate action. Identifies the major job requirements for position upon which knowledge, skills, and abilities are based. Consults with and advises managers and supervisors on a variety of difficult and complex technical issues or problems of a sensitive nature that concern all phases of hiring, merit promotion, priority placement, RIF and RIF avoidance program features, affirmative employment policies and procedures, and related legal, regulatory, and contractual requirements or entitlements. **Labor and Employee Relations:** Provides and oversees labor and employee management services for serviced organization throughout the installation and its GSUs. Advises on complex resolutions related to labor and employee management relations programs. Serves to resolve difficult labor and employee relations issues in support of a wide variety of organizations with varying missions. Advises senior management on a wide range of difficult and complex not all inclusive to performance management, leave, hours of work, awards, code of ethics, on the job injury, drug and alcohol abuse, unemployment compensation, grievances/complaints/appeals, disciplinary and adverse actions, and physically restricted employees, etc., programs. Advises senior management and supervisors on the procedural and legal requirements for correcting complex conduct problems and administering disciplinary and adverse actions. Analyzes each situation and conducts extensive research of the case facts, laws, regulations, precedent decisions, to assist personnel in carrying out their day-to-day duties, etc. Provides guidance on appropriate level of discipline to correct problems, implications of negotiated grievance procedures, or impact of third-party reviews. Prepares and completes necessary correspondence, documentation, reports, etc., related to serviced activities (FN HR Programs, to include US Position Management/Position Classification). Identifies the need for special projects and initiates milestones and goals, to include involvement of special projects. Partners with Host Nation Labor and Social Security Agencies to ensure FN entitlements are properly managed. Responsible for ensuring subordinate staff maintains overall compliance with mandatory insurance coverage and social security requirements (INPS). If primary Specialist is not available, may act in capacity of employer's representative for the casualty insurance agency (INAIL). Ensures insurance policies are initiated and revised, monitors the correct application of tariffs and obtains reductions in premiums based on favorable casualty history. Establishes and maintains partnership with payroll office on resolution for matters related advance and final payments. May be required to travel by military and/or civilian aircraft in the performance of official duties in performance of TDY assignments. For further information, please contact the Civilian Personnel Office.

#### **Reference Office of Personnel Management (OPM) Qualification Standards.**

**QUALIFICATIONS AT THE Q2 LEVEL:** Interested applicants must possess 1 (one) year of specialized experience equivalent to the next lower grade level and which has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position to be filled, such as: 1) Knowledge of laws, rules, regulations, policies, and concepts governing various civilian personnel disciplines to include analytical techniques; 2) Ability to serve as a proactive advisor to management, analyzing complex and dynamic organizational structures, and identifying and recommending alternative organizational designs which assist management in improving its HR posture with emphasis on career development principles and practices; 3) Knowledge of safety, security and personnel management principles, regulations, practices, and procedures.

**QUALIFICATIONS AT THE U-01 TRAINEE LEVEL:** Interested applicants must possess 1 (one) year of documented specialized experience equivalent to the next lower grade level and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled, such as: 1) Knowledge of laws, rules, regulations, policies, and concepts governing various civilian personnel disciplines to include analytical techniques; 2) Ability to serve as a proactive advisor to management, analyzing complex and dynamic organizational structures, and identifying and recommending alternative organizational designs which assist management in improving its HR posture with emphasis on career development principles and practices; 3) Knowledge of safety, security and personnel management principles, regulations, practices, and procedures.

**Excellent command of the English and Italian languages is required, subject to testing.**

**Applicants must possess a valid Italian driving license type “B”.**

**The selected candidate will need to obtain the fit for duty evaluation for the specific position for which considered. The assessment will be conducted during the pre-employment medical exam, IAW Lgs. D. 81/08.**

**IF THE POSITION IS FILLED BELOW THE FULL PERFORMANCE LEVEL, THE SELECTED CANDIDATE MAY BE NON-COMPETITIVELY PROMOTED AFTER ALL TRAINING AND EXPERIENCE REQUIREMENTS OF THE NEXT HIGHER LEVEL HAVE BEEN MET.**

**APPLICANTS MUST ENSURE THAT ALL QUALIFYING EXPERIENCE IS DOCUMENTED IN THEIR APPLICATION. Experience which is not on file at the closing date of the announcement will not be considered.** In accordance with Art. 10, paragraph 6, of the Conditions of Employment (COE) “Making a false or misleading statement in the application for employment or in the process of being hired may be cause for separation”.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified candidates will receive equal consideration for this position without regard to race, color, sex, religion, national origin or physical handicap. The supervisor having jurisdiction over the vacancy will be responsible for selection.

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