


DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)

**Overseas Program Center Europe, Africa, Central,
Human Resources Office (HRO), Sigonella, Italy**

VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION

	Announcement #	LN22-425978		
	Position	EMERGENCY RESPONSE DISPATCHER UA-2151-06/05/04		
	Salary Range	UA-06: €2,206.89 – €2,416.23 per month plus applicable allowances UA-05: €2,301.04 – €2,531.93 per month plus applicable allowances UA-04: €2,413.41 – €2,665.61 per month plus applicable allowances		
	Opening Date	30-NOV-2022	Closing Date	06-DEC-2022
	Location	EMERGENCY MANAGEMENT, DISPATCH, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
	Notes	<ol style="list-style-type: none"> Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English. This is a Permanent Full-Time position. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. Subject to three to four 12-hour rotating shifts per week, to include nights, weekends and holidays. Work hours and duty location are subject to change based upon operational requirements. 		
Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.			
Description of Duties	Incumbent serves as an Installation Emergency Response Dispatcher responsible for obtaining the necessary information from various monitoring sources or individuals and dispatching police, fire and medical emergency services assets. Serves as the key point of contact between field personnel, station management and representatives of other public safety agencies during emergency response operations or assignments. Receives emergency and non-emergency requests by telephone, mobile radio calls or automatic alarms throughout the Navy Installation. Determines the response agency and services to be rendered based on the nature of the emergency in accordance with established guidelines. Obtains essential information from the computer aided dispatch system or caller and dispatches the correct emergency response units. Provides Emergency Medical Dispatch (EMD) services to callers determining the severity of the emergency situation through the use of EMD protocols. Determines chief complaint, age and status of consciousness and breathing. Instructs caller as needed in a variety of emergency first aid techniques including but not limited to Cardiopulmonary Resuscitation, opening and airway, bleeding control, child birth etc. Communicates via radio with responding personnel to pass pertinent information regarding hazards that may be present at the emergency scene and obtain additional assets if requested by the Incident Commander. Maintains constant liaison with the scene of the emergency to include fire, security and medical supervisors, and other Installation/Emergency Operations Center. Receives and responds to inquiries for sensitive law enforcement information Coordinates with military and civilian agencies in response to mutual aid requests, in accordance with locally established protocols. Responsible for proper radio communication necessary to ensure accurate dispatch and effective coordination of emergency response units. Utilize computer database to access and secure security areas, control access gate functions, recall logged events, track and relay information on special operations, and maintain alarm location diagrams. Maintains logs, forms and status of security and fire personnel on duty and available using the CAD system. Tracks location of assigned units, alarm testing in progress, and status of emergency responses. Performs other related duties as assigned.			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2100/dispatching-series-2151/</p> <p>UA-06: One (1) year of general experience which is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled OR Italian “Diploma di Maturità” or equivalent plus one (1) additional year of education.</p> <p>UA-05: One (1) year of specialized experience equivalent to the UA-06 or equivalent experience in the private or public sector OR three (3) years of successfully completed college or university level education in any field of study above the Italian “Diploma di Maturità” or equivalent OR “Laurea”.</p> <p>UA-04: One (1) year of <u>specialized experience</u> equivalent to the UA-05 or equivalent experience in the private or public sector OR half (½) a year of graduate College or University level education beyond the Italian “Laurea 1° livello” or equivalent.</p> <p>Specialized experience: 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.</p> <p>You will be rated on the experience and education described on your application form to determine your level of Knowledge, Skills, and Abilities (KSA's) related to the job requirements.</p> <p>Knowledge, Skills, and Abilities (KSA's):</p> <ol style="list-style-type: none"> Knowledge of the operation of computer aided dispatch systems, radio equipment, telephone and security systems. Skill in computer and office equipment operation, to include Microsoft Office applications. Skill in processing multiple requests for wide-range emergency services simultaneously. Ability to make independent decisions during emergencies and communicate in concise terms. 			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/			

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), Sigonella, Italy**

Instructions for Completing The Employment Application (Local National – LN)

EMPLOYMENT APPLICATION

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

Applications for white-collar positions (UA) MUST be completed in English. Applications for blue-collar positions (UC) may be completed in Italian or English.

WHO MAY APPLY

Citizens of a European Union member state.

Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

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, including 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, work experience related to the vacancy and MUST specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed)
- Language proficiency

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

Typing Proficiency: Self-certify your English typing proficiency in the appropriate block of 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 are 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.

Professional course work certificates released by Regional Institutions or ENAIP or equivalent may be considered for positions up to UA-06 grade level only.

VERIFICATION 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. Work experience certified on the application form is subject to verification with employers. CHR will proceed with the hiring process ONLY when all eligibility requirements are satisfactorily met.

SUBMISSION OF THE EMPLOYMENT APPLICATION

Applications MAY ONLY BE SUBMITTED VIA EMAIL. CHR will NOT accept "hard copy" applications.

Submit your application to: si-hro-wantajob@eu.navy.mil

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY CHR:

- The subject line of your email **MUST** contain the Last and First name of the applicant **AND** the vacancy announcement number, e.g. LN19-003740;
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be accepted;
- Utilize the latest version of the application form downloaded from the CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application in its entirety answering ALL questions;
- Do not send Postal Electronically Certified (PEC) emails;
- Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are not necessary and must not be sent);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- To ensure that the file is correctly transmitted and legible, scan the application form as a PDF document;
- Submit the application by the closing date of the vacancy announcement.

INQUIRIES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

Status column will reflect current recruitment stage.
CHR will no longer be answering telephone inquiries.

Interviews and selections are made by the department requesting the vacancy announcement and the results will be communicated to the CHR. Selectees will be notified exclusively by a CHR staff member, upon verification of eligibility requirements.

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.
2. If a candidate is selected at a lower grade level for a position with promotion potential (e.g. UA-05/04/03), he/she can be promoted to the target level without further competition.
3. List of qualified candidates may be used to fill additional similar positions without further competition.
4. "Local National" refers to citizens of a European Union member state.
5. Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 November 2018.