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Human Resources Specialist (Recruitment & Placement)

MISCELLANEOUS FIELD OPERATING AGENCIES

[Agency Contact Information](#)

1 vacancy in the following location:

📍 Fort Huachuca, AZ

Work Schedule is Full Time - Permanent

Salary Range

\$60,524.00 to \$78,678.00 / Per Year

Series & Grade

GS-0201-11/11

Supervisory Status

No

Who May Apply

Status Candidates (Merit Promotion and VEOA Eligibles)

Control Number

467214900

Job Announcement Number

WTEJ170031341938812

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This job announcement has closed

Job Overview

Summary

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position:

This position serves as a Human Resources Specialist (Recruitment & Placement) with the Fort Huachuca Civilian Personnel Advisory Center (CPAC), Fort Huachuca, Arizona, performing operational assignments in the Civilian Human Resources Agency (CHRA) including recruitment and placement and staffing. This CPAC services a complex, multi-mission installation and provides centralized Defense Civilian Intelligence Personnel System (DCIPS) (Title 10) Human Resources servicing world-wide.

Who May Apply: Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected. See [Proof of Eligibility](#) for an extensive list of document requirements for all employment authorities.

- [Current Civilian Employee with the Department of the Army](#)
- [Current Permanent Department of Defense \(DOD\) - Civilian Employee \(non-Army\)](#)
- [Current Permanent Federal Civilian Employee](#) (non-DOD)
- Former Federal Employee, eligible for [reinstatement](#)

How to Apply



Required Documents



- Eligible due to [Interagency Career Transition Program \(ICTAP\)](#)
- Eligible under [Veterans' Recruitment Appointment \(VRA\)](#)
- Eligible under [Veterans' Employment Opportunity Act \(VEOA\)](#)
- [Veterans with a service-connected disability of 30% or more](#)
- Eligible for [military spouse preference under Executive Order 13473](#)
- [Priority Placement Program, Program S \(Military Spouse\) registrants](#) referred through the Automated Stopper and Referral System (ASARS) for this position
- Eligible for [family member appointment under Executive Order 12721](#)
- Eligible for [NAF/AAFES Interchange Agreement](#)
- Eligible due to an [Interchange Agreement](#)
- Eligible due to [prior employment with specific agencies](#)
- Eligible for [Persons with Disabilities](#)

Duties

Major duties include, but are not limited to:

- Applying civilian Human Resources methods, principles, and evaluative methods to advise on, and/or resolve, staffing/recruitment & placement, staffing requirements, and resources issues
- Developing short- and long-range staffing plans and advising management on recruitment strategies, sources, special programs, recruitment, relocation, and retention incentive programs
- Advising on merit system principles, prohibited personnel practices, and the use of valid selection criteria
- Managing and maintaining full visibility over all Requests for Personnel Action from cradle to grave and provide assistance in all stages of the recruitment process
- Evaluating position management, providing advice to management on how to improve structure/work distribution, and identifying problems in alignment, supervisor/employee ratios, delineation of duties/responsibilities, career development, employee retention, and grade structure

Travel Required

- Occasional Travel
- Occasional temporary duty (TDY) travel will be required

Relocation Authorized

- Yes
- Permanent change of station (PCS) expenses may be authorized if it is determined to be in the best interest of the government

Job Requirements

Key Requirements

- Must be able to obtain/maintain a SECRET security clearance
- Up to 10% temporary duty (TDY) travel may be required
- Permanent change of station (PCS) expenses MAY BE authorized
- This is an obligated position

Qualifications

In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is [in this document](#).

Experience required: Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

To qualify based on your experience, your resume must describe at least one (1) year of experience which prepared you to do the work in this job. Specialized experience is defined as: working with, and applying, routine Civilian Human Resources principles, laws, and regulations in staffing and recruitment and placement; using a wide range of Civilian Personnel recruitment authorities and Federal staffing procedures, various automated Civilian Personnel Human Resources systems, as well as experience providing Civilian Human Resources advisory services. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-09).

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Knowledge of Recruitment and Staffing Services
- Skill in Human Resources Management Advisor Services
- Skill in Using Automated Human Resources Systems

Time in Grade Requirement: Applicants who have held a General Schedule (GS) position within the last 52 weeks must have 52 weeks of Federal service at the second lower grade (GS-09) grade (or equivalent).

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you may qualify if your education meets the definitions below:

- A Ph.D. or equivalent doctoral degree; OR
- Three (3) full years of progressively higher level graduate education leading to such a degree; OR
- An LL.M. in a field directly related to this position

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to substitute education for experience. For additional information, please go to the U.S. Department of Education website at <http://www.ed.gov/admins/finaid/accred/index.html>

Foreign education must be evaluated for U.S. equivalency in order to substitute education for experience for this position. Please include this information in your resume.

Other Requirements: Click [here](#) for expanded definitions.

- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- Two year trial/probationary period may be required.
- Direct deposit of pay is required.
- Must be able to obtain and maintain a SECRET security clearance.
- Up to 10% temporary duty (TDY) travel may be required.

- This position is obligated to an overseas returnee with statutory return rights. The selectee of this position must agree, in writing, that occupancy of this obligated position is subject to the return of the employee on an overseas assignment and accepts the fact that he/she may be displaced under reduction in force procedures if there is no vacancy available for assignment.

Security Clearance

Secret

Additional Information



Field Operating Agencies Of The Army Staff

Department of the Army

Miscellaneous Field Operating Agencies

Contact

Central Resume Processing Center

Phone: [\(000\)000-0000](tel:(000)000-0000)

Email : USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL

Address

DA WER Fort Huachuca

Please contact by email

Aberdeen Proving Ground

MD

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