

86th Force Support Squadron (USAFE)
Manpower & Personnel Flight
Ramstein Air Base, 66877 Ramstein

INTERNAL (US FORCES) ANNOUNCEMENT – INTERNE AUSSCHREIBUNG (US-STREITKRÄFTE)
(IAW USAFEI 36-713)

Area of Consideration: Comprises all organizations of the US Air Force in Germany
Auswahlbereich: Umfasst alle Organisationen der amerikanischen Luft-Streitkräfte in Deutschland

On principle this position is also suitable for heavily disabled persons.
Grundsätzlich ist diese Position auch für schwerbehinderte Menschen geeignet.

VACANCY ANNOUNCEMENT: 73/2013

OPENING DATE: 15 March 2013

CLOSING DATE: 02 April 2013

POSITION TITLE: **Management Services Specialist**

GRADE: **C-0301-7a** **Sachbearbeiter/in (Betriebsverwaltung)**

ORGANIZATION: **HQ USAFE/A4/7R**

LOCATION: **Ramstein Air Base**

The primary purpose of this position is to provide the Director of Installations, Logistics and Mission Support, commanders, supervisors, and civilian employees with recommendations to improve support and management oversight for serviced organizations on the most effective and efficient management program improvements.

- **Serves as Management and Program Services Specialist, with responsibility to analyze effectiveness, efficiency and/or productivity of substantive mission oriented programs.** Under very broad guidance, plans and coordinates a wide variety of administrative and management program services in support of HQ USAFE A4/7 related mission and functions. Provides technical knowledge of and keeps abreast of various interactive programs involving the maintenance and processing of various programs. These programs include, but are not limited to: civilian and military personnel program assistance and liaison, evaluation reports, finance/pay issues, recruitment/staffing techniques and/or compliance, personnel management related issues, personnel action processing, action coordination with Civilian Personnel, Manpower and the Works Council, awards management and the sponsorship program. Reviews regulations, directives, and other guidance and prepares recommendations and comments reflecting impact on local policy or practices. Participates with management in fiscal planning for resources effectiveness and is responsible for integrating of requirements in the MAJCOMs annual Program Objective Memorandum (POM). As a member or team leader of various resource committees (POM meetings), participates in varied special projects by applying analytical skills and expertise to improve services provided to the organizations served by the Director of Installations, Logistics and Mission Support.
- **Advises Director, Deputy Director's, Division Chief's, Branch Chief's and supervisors, on civilian personnel issues, including those involving** functions such as logistics, maintenance, civil engineering, security forces and contracting which have a wide range of professional, scientific, administrative, and highly technical positions, some with high-grades and technical positions. Performs research and advise on issues of a sensitive nature that concern hiring policies and procedures and related legal and regulatory requirements. Interprets laws, regulations, rules, and local policies for management. Stays current on labor market trends, base closures, legislative initiatives, and employment cutbacks. Interprets provisions of negotiated union contracts and local Works Council. Regularly meets with management officials to discuss work status, plan time phasing of placements, and to stay informed of functional issues, new workload, long range personnel end-state needs, problems encountered, and other matters that would impact recruitment and placement of civilian employees. Advises management on the impact reclassification or restructuring of positions may have on other positions within the organization, manpower requirements, overall organizational structure, and/or financial resources. Validates funded manpower authorizations and ensures civilian pay is

available (works the laps rates and ensures manpower authorizations are in alignment with correct Lines of Accounting (LOA) to ensure civilian pay is calculated accurately and is programmed to the mission at hand before management increases civilian employment. Provides assistance to other manpower and personnel analysts regarding civilian personnel matters.

For further details, position description is available for review at Manpower & Personnel Flight, Bldg 2120, Room 307, Ramstein Air Base.

QUALIFICATION REQUIREMENTS:

a. Definition of Education and Training (E&T) Level:

E&T III:

University entrance qualification **or** technical college entrance qualification **or** intermediate secondary school diploma **plus** completed apprenticeship in a commercial, administrative or business occupation (for example, Industriekaufmann / -frau, Kaufmann/-frau in steuer- und wirtschaftsberatenden Berufen, Kaufmann/-frau Gross- und Aussenhandel, Rechtsanwaltskanzleien or Banken) or similar occupations.

E&T IV:

University entrance qualification **or** technical college entrance qualification **plus** completed apprenticeship in a commercial, administrative or business occupation (for example, Industriekaufmann / -frau, in steuer- und wirtschaftsberatenden Berufen, Rechtsanwaltskanzleien, or Banken), or similar occupations.

E&T V :

Bachelor Degree from a university or specialized college "major study must have been in a related academic field to the position (e.g., Bachelor of Business Administration; International Business Management (Bachelor of Arts); Bachelor of Finance) or similar degree.

E&T VI :

Master Degree from a university (e.g., Master of Business Administration; Master of Science in International Business Management; Master of Finance) or similar degree.

Applicants presenting foreign education & training credentials are required to obtain a letter of equivalency from the appropriate German authority of the state where he/she is residing. In Rheinland-Pfalz you may contact: Aufsichts- und Dienstleistungsdirektion (ADD), Willy-Brandt-Platz 3, 54290 Trier, Phone 0651-9494-0, Fax 0651-9494-170, E-mail: poststelle@add.rlp.de.

b. Definition of Creditable Work Experience:

Experience must reflect the particular knowledge, skills, and abilities required for the position and must be in the same or in a similar line of work as the job for which considered. The predominant experience must have been gained at a comparable level of difficulty to the position to be filled and must be directly related to the position.

EXPERIENCE REQUIREMENTS:

With E&T Level III	5 years creditable experience
With E&T Level IV	2 years creditable experience
With E&T Level V	1 year creditable experience
With E&T Level VI	No experience required

As a rule, one year of creditable experience must have been gained at one level below the grade for which considered.

OTHER SIGNIFICANT FACTS:

- Excellent command of the English and German languages is required.
- Automated data processing knowledge is required.
- May be required to travel on military or commercial aircraft to attend conferences and meetings.

Applicants not serviced by the Ramstein Civilian Human Resources Flight (e.g. Army/AAFES employees) must submit a complete application package with supporting documentation (i.e. testimonials, records of employment, etc). If the application form is not completed entirely or supporting documents are not attached, the application cannot be considered.

HOW TO APPLY: Applications (USAFE Form 201) and Requests for Placements Consideration (USAFE Form 10) must be turned in to Manpower & Personnel Flight, Bldg 2120, Room 307 or mailed to Civilian HR Flight (Personalbuero), Bldg 2120, Room 307, 66877 Ramstein-Miesenbach, Germany.

All applications must be RECEIVED by the closing date of the announcement.

For further detailed information please call DSN 480-5362 or Commercial 06371-47-5362 (07:00 - 15:00 hours).

<http://www.ramstein.af.mil/ramsteincivilianpersonnelflight.asp>

IF THE APPLICATION FORM IS NOT COMPLETED ENTIRELY OR SUPPORTING DOCUMENTS ARE NOT ATTACHED, IT CANNOT BE CONSIDERED.