

MLC/IHA Position Vacancy Announcement



Civilian Human Resources Office
Marine Corps Installations Pacific-MCB Camp Butler
U.S. Marine Corps

MLC/IHA 求人募集

海兵隊 民間人人事部

Vacancy Announcement/求人広告

ATTENTION

Application form has been updated as of 1 Oct 25.

2025 年 10 月 1 日より履歴書が新しくなりました。

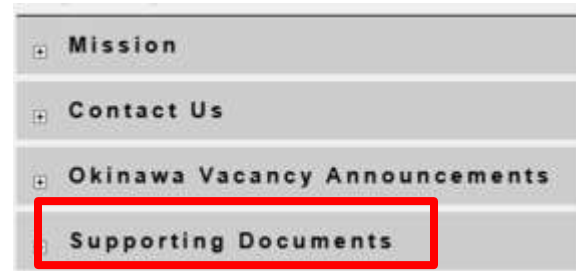
Application forms 履歴書用紙：

MCIPAC/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire

NEW URL : <https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/#In-staffing>

Forms may be found at the link or QR code above. If you are unable to open the file, please save it to your desktop.

上記リンクまたは QR コードからダウンロードできます
ファイルを直接開けない場合は、デスクトップに保存してから開いて下さい。



↑ Application Form 履歴書はこちら

How to apply 提出方法

① Hard copy submission (履歴書投函)

Hard copy application package(s) are accepted at drop box located at Camp Foster, Bldg#495.

直接履歴書を投函される方は、キャンプフォスターBuilding 495 に設置されている履歴書投函箱で受付しております。

② Email submissions (メール提出)

Submit to mcipac_chro_jn_empl@usmc.mil

上記メールアドレスに提出

- 1) Email subject must contain job title and PWO#
メールの (Subject) 件名 には応募する職種名と PWO# を記載して下さい。
- 2) Submission is limited to 3 PDF files including resume and attachments.
添付書類は PDF (3 個以内) で提出をお願いします。

Due to network instability, we recommend to submit hard copy.

ネットワークが不安定な為、ハードコピーでの提出をお勧めしております。

Note（注意事項）

- Application with required documents must be submitted to LN Employment Unit, CHRO no later-than 16:30 of the announcement closing date for either hard copy or email. Incomplete applications and application packages missing required document will not be processed.
応募を希望する従業員は締切日の 16 : 30 までに人事部 MLC/IHA 雇用係に（メールによる応募も同様）提出して下さい。不備のある書類は受け付けられません
- Applications are subject to screening prior to referrals and only individuals selected for interview will be contacted. Your application package will not be returned once submitted.
書類選考の上、被面接者のみにご連絡致します。提出された応募書類の返却はいたしません。
- For more information: LN Employment Unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil
お問合せは MLC/IHA 雇用係（645-3370/098-970-3370）又はメール mcipac_chro_jn_empl@usmc.mil までご連絡下さい。

LANGUAGE PROFICIENCY LEVEL (LPL)

語学能力級

職務で必用とされる LPL レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

2016 年 2 月 8 日以前より継続雇用されている MLC/IHA 従業員で、2016 年 2 月 8 日以前に発行された EPT (English Proficiency Tests) 試験結果をお持ちの方は、その試験結果の語学級レベルが現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess EPT test (English Proficiency Tests) result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.

AMENDMENT-Update qualification #3

- Applicants who applied to the previous announcement (#128-25/128-25R) do not need to reapply

Announcement No. 128-25A		Date: 4 Nov 25
PWO #: 180	Position: Classification & Wage Technician#45/46, BWT-1, Grade-5/6, LPL-3	
MLC F/T, Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB Camp Butler, MCCS Div, NAF Human Resources Branch		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 18 Nov 25
Task List: “This position is located in the Management Analysis Section, NAF Human Resources Branch, Marine Corps Community Services (MCCS) Division. MCCS consist of APF, NAF, MLC and IHA personnel that have complex programs and operations involving technical or professional work. This position is responsible for administering the MCCS position classification and compensation program”. MAJOR DUTIES: Advises all managers and supervisors on matters pertaining to position classification. Independently evaluates, analyzes, and diagnoses non-standard and unique positions for Non-Appropriated Funds (NAF) and Appropriated Fund (APF) through the use of a wide range of grading standards, regulations, and procedures. Responsibilities include classifying all positions and grade levels under the Assistant Chief of Staff, MCCS; examining organizational structure; reviewing functions indicated in the position description; and making sound judgement to ensure the appropriate evaluation of the position. Reviews and examines the duties, responsibilities and other elements of the subject position to understand the relationship of the occupation with the specific Office of Personnel Management (OPM) Federal Classification Standards, and other classification standards covering all APF and NAF positions under MCCS. Evaluates the duties of each position thoroughly to provide a justification of each comprehensive evaluation statement and classification factors to identify the appropriate titling, pay plan code, occupational series and grade level. Independently prepares questionnaires and conducts interviews with managers/supervisors/incumbents to obtain factual information and a clear understanding of the duties performed. Classifies positions of which no specific standards are available. Conducts on site surveys and desk audits to identify major duties of the position and organizational structure of the activity. Provides assistance and advice to supervisors in developing/rewriting position descriptions. Advises managers and supervisors of their responsibilities concerning position management principles, concepts, and policies. Participates in conducting interviews, work measurement studies, efficiency reviews, and position management reviews to validate requirements, and to contribute to the assessment and recommendations for improving work methods. Works closely with the hiring managers and the Talent Acquisition Specialist (TAS) prior to a position being posted to ensure that basic requirements and required qualifications of the working PD's are current and reflective of management and operational needs. Utilizes various standards, policies, and regulations in determining appropriate grade levels and pay settings for specific positions. Ensures that completed position description actions are reviewed, corrected, and classified in accordance with established standards. Conducts research on what comparable jobs pay in the civilian marketplace and other federal agencies island wide to include conducting salary surveys, examining predictions for market changes in salary ranges, interpreting salary data and performing job analysis. Develops competitive salary to ensure the organization attracts and retains highly qualified candidates. Communicates and implements various components of a company's pay and rewards program as well, which might include base pay, bonuses, incentives and recognition program. Conducts research and analyzes market data, salary surveys and wage setting trends to effectively partner with the business to make recommendations and influence business decisions. Provides guidance on wage setting related issues for the management team of a company. Works s subject matter expert/consultant to collaborate with business professionals in a team-oriented environment. Performs other duties as assigned.		
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Qualification Requirements 資格条件

This is a developmental position for Classification and Wage Technician, targeted to BWT-1-6, JD #038. Determination of grade level will be made by a selecting official at the time of selection. Promotion to the target grade will be determined by the supervisor upon the completion of required trainings and employee's ability to conduct complex classification and analysis.

1. A bachelor's degree in human resources, business management or related field relevant to the job, OR three years of analytical work experience sufficient to provide advice and guidance directly to managers and employees on matters of position classification and compensation.
2. Must be able to read, write, speak, and understand English proficiently enough to justify rational of classification determination and any issues. (LPL-3).
3. Ability to speak in Japanese sufficient to interview IHA and MLC employees.
4. Strong numbers orientation, including knowledge of basic statistical and mathematical calculations and ability to think logically and objectively.
5. Knowledge of basic computer software and applications including MS Word, Excel, PowerPoint and Outlook.
6. Advanced level of writing skills to write strong justifications, evaluations, analysis, and recommendations to the management.
7. Ability to conduct research and analyze data into actionable conclusions and recommendations for presentation to management in a clear and concise manner.
8. Skills to interpret and apply standard and non-standard regulations, principles, concepts and techniques.
9. Must be able to complete required certification trainings for federal position classification and compensation.

Work Schedule- : (Mon-Fri): 0730-1630

Required documents/ 提出書類 :

1. MCIPAC-MCBB/CHRO/MLC-IHA 12300/2(Rev 9/25) & Questionnaire: 履歴書&質問票
2. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー

注 : 以上の資格証のみを提出してください