

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

ATTENTION

コロナ感染予防の為、海兵隊MLC/IHA 求人募集に応募される方は、**履歴書をメールにて提出**して頂く様ご協力をお願いいたします。

履歴書 : MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire

求人案内、履歴書は下記リンク参照

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

提出先 : mcipac_chro_jn_empl@usmc.mil

- 履歴書 (MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14)& Questionnaire) に添付する資格書類は、求人募集にて要求されているもののみ提出下さい。(求人募集に明記してあります)。
- 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。(Kadena CPO 及び Navy HRO への投函は一時停止しております)。
- 応募を希望する従業員は締切日の 16 : 30 までに人事部日本人雇用係 (メールによる応募も同様) に提出して下さい。不備のある書類は受け付けられません。
- 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。
- お問い合わせは日本人雇用係 (645-3370/098-970-3370) 又はメール mcipac_chro_jn_empl@usmc.mil でご連絡下さい。

During the global coronavirus pandemic, we are encouraging applicants to submit application package(s) through email. Hard copy application package(s) are only accepted at drop box located at Camp Foster, Bldg#495. KAB CPO and Navy HRO drop box are closed until further notice.

Application: **MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire**

MLC/IHA Announcements, application form are available at below link

<https://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/JN/JN-Staffing/>

Submit to: **mcipac_chro_jn_empl@usmc.mil**

- Submit ONLY applicable documents listed in the announcement along with your application.
- Submit your application package (hard copy) in drop box located at Camp Foster, Bldg #495. (KAB CPO and Navy HRO drop box are closed until further notice)
- Application with required documents must be submitted to JN 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.
- Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. Your application package will not be returned once submitted.
- For more information: JN Employment unit, phone: 645-3370/098-970-3370 or email to: mcipac_chro_jn_empl@usmc.mil

Announcement No. 99-20		
PWO #: 149	Position title: Classification & Wage Technician, #37, #38 BWT-1, Grade-5/6, LPL-3	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: CHRO, JN Programs, Classification Unit		
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) 22 Oct 20
<p>Summary of duties: Under general supervision, the position provides assistance, advice, and guidance to operating and management official involved in the administration of MLC/IHA Position Classification programs. The position provides full-fledged support of position classification/advisory services in assisting supervisors, managers, and employees of assigned organizations so as to ensure that equal pay be provided for substantially equal work for JN employees.</p> <p>Conducts a classification analysis and a desk/telephone audit to evaluate the duties and responsibilities performed by the positions in a variety of occupational classes and grade structures. Prepares evaluation statement or note to report job title and grade to the supervisor and notifies the management of the classification determination. Makes the management understand the rationale on the classification result. In the analysis, the position may require obtaining understanding over the position management view in coordination with Manpower Office, G-1 Division or other related offices. As advisor and administrator of the MLC/IHA position classification program, the position provides information pertaining to position descriptions, organizational records, published Job Definitions, position evaluation, relevant regulatory/directive materials, and other information to the management, supervisor, and employees to explain how MLC/IHA position classification is organized. The position performs various clerical/administrative tasks associated with the day-to-day operation to include maintaining database system (e.g., The Defense Civilian Personnel Data System (DCPDS), Local National (LN) Database), scanning and saving the official PDs, validating the PDs in processing Personnel Action Request (PAR) etc. Conducts an on-site survey for Special Work Allowance (SWA) payment request observing special work performed by employees to ensure that they are eligible for the allowance payments. Prepares a justification report for JN Classification Unit Chief to further process the SWA request to Okinawa Defense Bureau (ODB) via Labor Management Office (LMO) for approval to the payments. Accompanies with ODB/LMO officials as an escort on their on-site survey as required.</p>		
<p>Qualification Requirements 資格条件</p> <p>3 years of progressively responsible experience in administrative, professional, technical, investigative, Human Resources management or related field that demonstrates the ability to:</p> <ol style="list-style-type: none"> 1. Provide position classification advisory and guidance to employees, supervisors, and management; 2. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions; 3. Individually plan and organize work assigned. 4. Communicate effectively both orally and in writing in Japanese and English at exceptional proficiency level (LPL-3) or above. 5. Specialized experience in MLC/IHA position classification with the certification of Basic and Advanced Position Classification is preferred. <p>Remarks: Determination of level will be made by management at the time of selection</p>		
Work Schedule: (Mon-Fri): 0730-1630		
<p>Required documents/提出書類 :</p> <ol style="list-style-type: none"> 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire: 履歴書&質問票 2. Copy of the GOJ Driver's license.運転免許証のコピー 3. Copy of English Proficiency Test: 英語の語学能力を証明する書類のコピー 4. <p>注 : 以上の資格証のみを提出してください</p>		

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.