



**Naval Academy Business Services Division**  
**Job Announcement Number: 24-026a**  
**Vacancy Open: March 19, 2024 – April 3, 2024**  
**Area of Consideration: All Qualified Persons**  
**Security Level: Tier 3 – US Citizenship Required**

## **POSITION DETAILS**

Human Resources Assistant, NF-0203-03  
Full Time (35-40 hours weekly, Benefited)  
\$22.00 - \$27.00/hour

## **JOB SUMMARY**

This position is located in the U. S. Naval Academy's Non-Appropriated Fund Instrumentality (NAFI), Human Resource Management Office, at the U.S. Naval Academy, Annapolis, Maryland. The purpose of the Human Resources Assistant position is to provide guidance, consultation and support on a variety of personnel issues to management, supervisors, and employees in the area of personnel management.

The Human Resources Assistant will cross-train in multiple areas of the NAF Human Resources Office, to determine their dedicated area of focus, and to build their knowledge of NABSD and Federal Human Resources practices.

## **DUTIES & RESPONSIBILITIES**

Assists the HR Deputy Director and Director in delivering NAF HR policies, regulations and directives. Direct responsibility may include one or a combination of the following personnel functional areas: Payroll, records administration, classification, recruitment and placement, employee benefits, human resource development, performance management, and employee and labor relations.

- **Employee Benefits:** Advises management and employees on personnel issues. Provides employee counseling for NAF retirement, benefits, pay issues, and employee grievances. Investigates and resolves benefits issues such as retroactive benefits, enrollments, and portability of benefit issues or retirement actions. Out-processes employees, advising of potential benefits options. Partners with employee, managers and third-party administrators to administer the organization's Workers Compensation program. Determines benefits and allowances eligibility. Conducts and presents modules during employee and management training courses to meet yearly training requirements.
- **Recruitment and Placement:** Advises management on staffing and hiring process. Maintains full visibility over all parts of the hiring process, from initiation by management to completion, and provides advice/assistance in all stages of the process. Responsible for staffing function processes that are key elements in supporting effectiveness of hiring new employees and filling vacant positions. Screens applications, determining preference categories, ensures completeness and accuracy of recruitment case folders. Answers complex employment inquiries. Maintains oversight to ensure that work is progressing sufficiently to continually meet all deadlines.
- **Payroll:** Analyzes, interprets, develops, and implements regulations/policies, involving areas within compensation administration (e.g., pay and leave administration) and advises management on the use of compensation flexibilities to help recruit, manage, and retain employees. Performs audits and research projects to ensure full compliance with HRM regulations, and to ensure proper functionality of the ADP HR/Payroll System. Processes Requests for Personnel Action and maintains data records in ADP and SAP HR databases. Develops, interprets and analyzes data extracts and reports from HR databases, and develops the most efficient and effective approaches for presenting HR reports. Responsible for collaborating with Records administrator with CNIC SAP system data oversight.
- **Records Administration:** Utilizing data analyses within SAP, the Human Resources Information System (HRIS), advises management and employees on complex personnel issues, such as contractual provisions concerning flex employees and regulatory provisions of the Affordable Care Act (ACA). Coordinates with payroll administrator to resolve payroll issues. Determines benefits and allowances eligibility. Conducts and presents modules during employee and management training courses to meet yearly training requirements. Develop ad-hoc queries within SAP and ADP to insure agreement between benefit costs and compensation in SAP with employee payment in ADP.

- **Performance Management:** Knowledge and skill in applying a comprehensive body of HR rules, procedures, and technical methods concerning the incentive awards program sufficient to recommend dollar amounts of awards based on local precedent and regulations; prepare summary descriptions of approved awards for publication; and outline the reasons why the awards committee did not recommend approval.
- **Classification:** Assist HR Deputy Director and Director in classifying a variety of lower grade-level positions by reviewing the position description and organization structure, and obtaining required information from the supervisor. Reviews the appropriate positions classification standards and information about the organization. Identifies classification issues and problems where the answers are not readily apparent; and answers general questions from supervisors and employees regarding procedures for classifying positions.
- **Employee and Labor relations:** Assist in resolving union complaints and allegations. Research case law to identify precedents for current labor relations problems, or search similar unfair labor practice complaints for potential problems in handling current cases. Reviews previous labor relations cases to identify major issues and compare with current case. Explains employee rights, management rights, procedures for filing grievances, and the distinction between the union contract and established HR policies. Explaining's alternative processes to resolve issues and problems; e.g., using bargaining or alternative dispute resolution.
- **General (includes but not limited to):** Develops and presents subject area specific training to both internal and external customers. Prepares and analyzes functional area specific reports. Responsible for preparation of training documentation. HR POC for Total Workforce Management System (TWMS). Utilizes data analyses to collect and interpret training related data and manually update certain training records for employees unable to complete the on line TWMS based training modules. Maintains full visibility over all Requests for Personnel Action, from initiation by management to completion, and provides advice/assistance in all stages of the process. Responsible for preparing and maintaining performance evaluation forms for all employees, assisting managers, and insuring evaluations are submitted and filed in a timely manner.
- Performs other related duties as assigned.

## QUALIFICATIONS & REQUIREMENTS

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, related experience, training, awards, and supervisory appraisal demonstrate they possess the desired knowledge, skills, and abilities (KSAs).

- Must obtain and maintain a secret security clearance – requires 18 years of age
- Males born after December 31, 1959 must be registered for Selective Service
- Verification of employment eligibility in the United States is required
- One-year probationary period
- U.S. Citizenship is required for Tier 3 Positions

## APPLICATION INSTRUCTIONS

A complete online application must be submitted to be considered for a USNA NAF/NABSD position.

Please visit the employment website: <https://www.usnabsd.com/about/careers/>

**Applicants may email [nabsdjobs@usna.edu](mailto:nabsdjobs@usna.edu) if unable to complete the online application.**

## KNOWLEDGE, SKILLS and ABILITIES (KSAs) for this position are as follows:

**\*\*Responses must be included on the KSA portion of the online application\*\***

1. Incumbent must have at least 1 year of experience in assisting and providing administrative support in one or more of the following areas: Payroll, Employee Benefits, Training, Retirement, Personnel Action Processing, Onboarding, Recruiting, etc.).
2. Incumbent must have 1 year of experience in maintaining, managing, tracking, and analyzing data, with an emphasis on reporting accuracy and completeness. MS Office Suite and Adobe experience preferred.
3. Experience providing training and customer service to internal and external customers.
4. Experience using various HRIS (Human Resources Information System) to document, analyze and upgrade HR processes. Experience in ADP/KRONOS or SAP preferred.

## EMPLOYMENT PREFERENCES

Explanation of employment preferences is available on the NABSD Website. No preference is given unless requested and documented. Acceptance or declination of a regular position ends ability to claim preference for spouse or Involuntarily Separated (IVS) applicants. To claim a preference, you must attach the following documents with your employment application and request form:

- **Military Spouse:** most current military member's PCS orders, submit spousal request form and write SPOUSAL PREFERENCE on front page of the application – *(Per the CNIC 5300.206b, spouses' preferential consideration for NAF positions at the NF-3 and below)*
- **Veteran:** Page four (4) of the DD-214
- **Involuntary Separated Military Members and Dependents:** page four (4) of the DD-214 or copy of DD-1173 and write "IVS" on front page of the application. IVS preference is approved only if discharge/reentry code matches eligibility list.

*Note: Failure to provide the required information may result in loss of consideration for the position and elimination from the selection process. Please be advised that applications received after the closing date listed above will not be considered. Applications and resumes will not be returned to the applicant.*

*Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of said requirements. Applicants may be required to provide proof of education, etc. All selections are contingent on obtaining satisfactory employment reference checks.*

*We are an E-verify participant. Please be informed that applicants will be required to submit a federal government background check. As a condition of employment, the selectee will be required to participate in direct deposit/electronic fund transfer as specified in the negotiated agreement. Occupants of this position must maintain the privacy of official work information and data, and demonstrate the highest level of ethical conduct.*

*DON is an EEO employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor.*

*Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case by case basis.*