

On principle this position is also suitable for severely handicapped (SHE) persons

For applicants whose Personnel Folders are administered by the Ramstein Civilian Personnel Office: Documented SHE or assimilated status will **automatically** be considered and SHE representatives involved, unless the applicant declares in writing on the application Form 201 that the involvement of SHE representation is declined.

For all other applicants **not serviced by the Ramstein Civilian Personnel Office**: Please note that a consideration of SHE or assimilated status **requires a statement on your status** on the application form (201) and per each application **please add** a proof of your status. Due to data protection law, documentation can only be considered and used within the announcement for which provided.

Grundsätzlich ist diese Position auch für schwerbehinderte Menschen geeignet

Für Bewerber, deren Personalakten vom Personalbüro Flugplatz Ramstein geführt werden: Bei dokumentierter Schwerbehinderung oder Gleichstellung wird **automatisch** die Schwerbehindertenvertretung einbezogen, es sei denn, der Bewerber erklärt schriftlich auf der Bewerbungsform (201), dass die Beteiligung der Schwerbehindertenvertretung abgelehnt wird.

Für alle anderen Bewerber, die **nicht vom Personalbüro Flugplatz Ramstein betreut werden** gilt: Für die Berücksichtigung des schwerbehinderten oder gleichgestellten Status **ist eine Erklärung zu Ihrem Status auf jedem Bewerbungsformular (201) erforderlich** und jeder Bewerbung **bitte einen Nachweis über den Status beizufügen**. Aus datenschutzrechtlichen Gründen kann der Nachweis nur innerhalb der Ausschreibung verwendet werden für die sie nachgewiesen wurde,

**INTERNAL (US FORCES) ANNOUNCEMENT – INTERNE AUSSCHREIBUNG (US-STREITKRÄFTE)
(IAW USAFE-AFAFRICA/36-113)**

Area of Consideration: Comprises all organizations of the US Forces in Germany
Auswahlbereich: Umfasst alle Organisationen der US-Streitkräfte innerhalb von Deutschland

VACANCY ANNOUNCEMENT: 648/2023

OPENING DATE: 20 November 2023

CLOSING DATE: until filled

POSITION TITLE: Human Resources Specialist (Employee Relations)

GRADE: C-0201-7a (C-7/C-6a) Personalsachbearbeiter (m/w/d) (Personalbetreuung)

ORGANIZATION: 86 Force Support Squadron / Civilian Personnel Flight / Non-US Section

LOCATION: Ramstein Air Base

Position may either be filled at the C-7a target grade or at C-7 / C-6a trainee level

The primary purpose of this position is to serve as Employee Relations Specialist, providing advice on Non-US labor laws, tariff provisions, rules and regulations to supervisors and management officials at all levels of organizations serviced, and to assist them in accomplishing their personnel management responsibilities.

Serves as advisor and consultant to operating officials and supervisors on all phases of employee-management relations. Explains and interprets a wide variety of German Labor and Social Laws, the tariff agreement and USAFE policies and procedures, which govern the employment of Non-US citizen personnel. Studies and analyzes reference material to ensure correct advice, useful assistance to management, and proper application. Applies professional judgment concerning application of the guides, especially where only general directives are provided and given situations have few precedents.

Advises employees as to their entitlements and privileges and counsels them as to their obligations. Provides on-the-spot advice in resolving employee-management issues. Acts as an official representative of the Civilian Personnel Flight and as a negotiator between management and employees. Applies a technical knowledge of all aspects of personnel management and explains the facts clearly and persuasively.

Reviews personnel actions and other requests for compliance with laws, tariff agreement, existing rules, and regulations. Determines necessity and insures proper information/coordination with the Works Council. Acts as advisor and translator to agency chiefs in the monthly meetings with Works Council. Prepares pre- and debriefings for these meetings. Discusses issues with concerned employees, supervisors and authorized representatives of the Works Council and recommends solutions.

Responds to Labor Court actions initiated by individual employees or the Works Council. Makes thorough and complete research of each individual case. Evaluates the legal position under due consideration of factual and legal aspects applying a thorough knowledge of German Labor Law, governing regulations, and other pertinent provisions. Participates in court hearings to assist the legal representative in presenting/defending the case through Local and Land Labor Court levels.

Promotes effective management-employee relations and communications, through frequent contacts with supervisors and employees. Explains purpose and procedures of annual performance evaluations. Advises on the effective control of employee's sick absence and proper control and scheduling of annual leave. Applies provisions of Organizational Integration Management (OIM) / Betriebliches Eingliederungs-Management (BEM), prepares and conducts OIM meetings. Assists supervisors in the proper processing of personnel actions such as resignations, separations, and disciplinary actions related to either performance or conduct. Guides supervisors in the establishment of accurate and complete job performance requirements. Develops orientation outlines and handouts for supervisors.

Develops orientation outlines and handouts for supervisors. Develops and presents units of instruction for the Non-US Civilian Personnel Management Course (CPMC) and other supervisory training within employee relations areas. Prepares/composes articles for the Civilian 1-IR Flight newsletter and Webpage. Drafts internal instructions of policies, directives, rules and regulations, established by higher headquarters or locally for implementation. Drafts correspondence pertaining to area of responsibility.

May be required to function as a team member or project lead in cross-functional HR teams/projects.

QUALIFICATION REQUIREMENTS:

EDUCATION & TRAINING:

E & T Level IV

Specialized College Entrance Qualification or University Entrance Qualification plus a completed apprenticeship in a commercial or administrative occupation

or Staatlich gepr. Betriebswirt (m/w/d).

E & T Level V

Bachelor Exam / Specialized College Diploma or 1st State Exam in the field of personnel administration or law, economics or business administration with focus on/elective subject specializing in labor law/personnel administration/HR or closely related field.

E & T Level VI

Masters Exam or equivalent degree from a university or 2nd State exam in the field of law, personnel administration, economics or business administration with focus on/elective subject specializing in labor law/personnel administration/HR or closely related field.

	for pay grade C-6a	for pay grade C-7	for pay grade C-7a
with E&T Level IV	none	1 year of creditable experience	2 years of creditable experience
with E&T Level V	none	none	1 year of creditable experience
with E&T Level VI	none	none	none

Definition of creditable experience:

Creditable 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.

SUBSTITUTIONS AS OUTLINED IN USAFEI 36-103.

As a rule, one year of creditable experience must have been gained at one level below the grade for which considered (e.g. for positions with paygrade C-7a or C-7, experience in a C-6/6a or equivalent paygrade is considered one level below).

OTHER SIGNIFICANT FACTS PERTAINING TO THIS POSITION:

- Very good command of the English and German language is required
- Good working knowledge in the areas of personnel management, labor law & personnel representation law is highly desired
- Experience in the Organizational Integration Management (OIM) program is desired
- Proficient computer skills are required (MS Office)
- Driver's license Class B is required
- Requires the ability to serve as a team leader/member of cross-functional HR teams

How do I apply:

Please fill out our application: [USAFE Form 201](#)

The application form should be completed carefully. Therefore it is very important that you provide an informative and complete application form. Information and qualifications which are required for the vacant position must be documented in your application form. Please do not submit any personal documentation (school certificates, apprenticeship documents, letter of equivalency of foreign education & training, references, application folders, etc.) with your application. ONLY UPON REQUEST.

EXCEPTION: If a severely handicapped or assimilated status is stated, the relevant evidence must be enclosed

Your application is important to us! Once you send us your application, you will receive an acknowledgment from us as quickly as possible. In case you do not hear anything from us within a week, please contact our Customer Services Team, so we can ensure that your application was received.

Please send your application form via e-mail to: jobs.de@us.af.mil

For further information, please call 06371-47-5362

Homepage: <http://www.ramstein.af.mil/Resources/Civilian-Personnel-Flight/>

The application must be received by the closing date of the announcement (last day of announcement)