

Civilian Personnel Office  
52d Force Support Squadron  
Building 151, Spangdahlem AB  
54529 Spangdahlem

Announcement Number: 26/2024

Opening Date: 01-Mar-24

Closing Date: open until filled

***Anticipated vacancy / zu erwartende Freistelle***  
**Internal and external Non-US Anticipated Vacancy Announcement**  
***(IAW USAFE-AFAFRICA 36-113)***

**Area of Consideration: Area II – All organizations serviced by the Spangdahlem  
Civilian Personnel Section and external applicants**

**Please post Announcement on your Bulletin Board**

**POSITION TITLE:** ***Human Resources Specialist (Resources/Classification/EMR)***

**REMARKS:** ***Anticipated temporary full-time (38.5 hrs per week) NTE Jan 2026  
Temporary part-time (32 hrs per week) starting 2026***

**GRADE:** C-0201-6a/07/7a

**WORK HOURS:** 38.5 hours per week

**ORGANIZATION:** 52 FSS/FSCL

**LOCATION:** Spangdahlem

On principle this position is also suitable for severely handicapped persons.

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**MAJOR DUTIES:**

The primary purpose of this position is: To serve as a Human Resources (HR) Specialist Resource Advisor, Classification and Employee Management Relations (EMR) with responsibility for planning, developing, and carrying out the full range of resource management for civilian personnel to include manage CPO budget, work year program, civilian employment plan and related resources, such as PCS, overtime, over hire, summer hires, and incentive awards program, and position classification, position management and employee relations advisory services for assigned organizations.

**Civilian Resources Management:** As Resource Management Advisor to the Civilian Personnel Officer (CPO), incumbent works closely with the CPO, in addition to Wing Resource Council (WRC), wing comptroller offices, manpower and other pertinent offices to insure effective utilization of civilian pay funds to support mission requirements. Serves as the principal point of contact to project required funding levels; recommend employment plans and scope of special programs such as awards and summer employment; overhires, overtime, track strength and execution data; and recommend adjustments to avoid over- or under-execution of civilian pay funds and work years. Coordinates with manpower and financial management in the development and execution of civilian employment plans, and orchestrates the Wing Resources Council (WRC) with, CPO, 52 FW/CC and respective directorates to discuss Workforce Planning, civilian pay budget, work year utilization plan and the allocation of manpower resources. Purpose of these contacts are to gather data used to accurately forecast and report the number of funded authorizations, employment levels, funding levels, and work year utilization rates. Develops fiscal year Civilian Employment Plans for Spangdahlem Air Base civilian resources. Submits plans to HQ USAFE after proper coordination's are achieved. Performs other job-related duties as assigned.

Reviews the civilian funding report on a monthly basis to detect errors, makes corrections in a timely manner and develops internal CPF procedures to eliminate systemic problems.

Monitors CEP hiring and fill rate, advises Civilian Personnel Flight Chief of status and makes recommendations.

Manages Civilian Personnel Flight budget.

Prepares or oversees preparation of all required reports and analyses, in an accurate and timely manner, to insure senior wing leadership and support offices are aware of program status and are properly advised of options and recommended courses of action.

Develops support plans, servicing agreements, and related documents to obtain proper reimbursement for services rendered to non-Spangdahlem customers.

**Provides position classification services to assigned organizations.** The organizations are somewhat complex, relatively stable, and have a wide range of occupations which are professional and administrative in nature, but also include clerical and trades and crafts positions. The work processes of positions reviewed and classified are mental, judgmental, public contact, or coordinative in nature. Subtle differences in position classification criteria often result in difficult classification decisions.

**Provides employee relations assistance for assigned organizations characterized by a wide range of occupations where work processes are mental, judgmental, involve public contact, or are coordinative in nature.** Provides consultation, guidance, and assistance to management and/or employees on the full scope of employee relations issues. The work involves organizations that are predominantly complex and dynamic, professional, business specialists, and administrative in nature. Assignments involve a wide range of difficult employee and supervisory matters.

**Provides consultation and assistance on conduct-related issues.** Advises managers and supervisors regarding appropriate disciplinary or other corrective techniques and the procedural and legal requirements for correcting conduct and administering disciplinary and adverse actions.

**Performs other job-related duties as assigned.**

*For further details and review of the position description contact the Civilian Personnel Section, Bldg. 151, Spangdahlem Air Base.*

#### **QUALIFICATION REQUIREMENTS/QUALIFIZIERUNGSANFORDERUNGEN:**

**E&T IVd - State certified Business Administrator or HR Manager (Personalfachkaufmann/-frau)**

Creditable higher level of education is also acceptable as long as closely related to the position for which considered.

#### **Creditable Experience Requirements:**

Grade	E&T Level	IVd
C-6a		none
C-7		1 year
C-7a		2 years

In addition to the above-mentioned requirements, a minimum of 1 year experience working in a closely related field is required.

#### **Acceptable Creditable Experience:**

**Salary Schedule C-6 through C-7a:** 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.

- **As a rule one year of creditable experience must have been gained at one level below the grade for which considered.**
- No Substitution

**PROFICIENCY REQUIREMENTS:**

- ELP Level III (3) passing score 85% – Excellent command of the English language (reading, writing, conversational)
- Excellent command of the German language is required
- Must be able to translate from German to English and vice versa
- Excellent Computer Skills: MS Office
- Further education as HR Manager (Personalfachkaufmann/-frau)(m/w/d) or closely related further education (or HR related field of study) is required or must be obtained within 2 years after assignment on own expenses.
- Knowledge of a wide range of HR concepts, practices, laws, regulations, policies, and precedents related to resources / budget, financial management, employee and management relations, staffing, performance management, labor relations, training and the relationships between the various personnel disciplines highly desired.
- Ability to effectively communicate, both orally and in writing; train and work with widely diverse individuals and groups; and represent the activity to gain support for program goals, both within and outside the organization/ Public Speaking skills required.

**OTHER REQUIREMENTS:**

- Must be able to obtain ESTA/visa for TDY to CONUS or other countries requiring a VISA
- Driver's license: Class B - Must be able to obtain GOV license
- Work may occasionally require travel away from the normal duty station
- Must possess the ability to mediate between controversial parties and to apply tact and diplomacy in carrying out the various people-related tasks of the non-US Civilian Personnel Program.

**HOW TO APPLY/BEWERBUNG:**

Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10- if currently employed) and any **supporting documents** must be turned in to the Civilian Personnel Office, Bldg. 151, 54529 Spangdahlem or sent via email to [52fss.spang.jobs@us.af.mil](mailto:52fss.spang.jobs@us.af.mil). All applications **must be received** by the closing date of the announcement. For further detailed information please call DSN 452-6080 or Commercial 06565-61-6080 (08:00 – 16:00, closed Tuesday afternoon) or check our website: <https://www.52fss.com/home/document-manager/civilian-personnel-section>.

**The application cannot be considered if supporting documents are missing.**

**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,**

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**The application cannot be considered if supporting documents are missing./Ohne die entsprechenden Zeugnisse/Nachweise kann die Bewerbung nicht berücksichtigt werden.**

**Interview Travel Expenses will not be reimbursed./Vorstellungskosten werden nicht erstattet.**