

HUMAN RESOURCES OFFICE

ATSUGI SATELLITE OFFICE

한국인 직원 모집 안내

Korean National Job Opportunities

ANNOUNCEMENT NUMBER: CFAC-22-04

TITLE-SERIES-GRADE: FACILITIES PROGRAM ANALYST, KGS-0343-07

SALARY: Between 7,094 and 11,147 Won Per Hour

NOTE: Target grade of this positions is KGS-09. This position is filled at KGS-07 and the incumbent will be promoted to the target grade non-competitively upon satisfactory completion of developmental assignments, by demonstrating performance at the higher level, and subject to meeting time-in-grade requirements and supervisor's recommendation.

OPENING DATE: 10-04-2004

CLOSING DATE: 10-18-2004

LOCATION: Public Works Department, Commander Fleet Activities Chinhae, Korea
FPO AP 96269-1100

AREA OF CONSIDERATION: All current USFK KN employees (Korea-wide) and outside KN Applicants.

MAJOR DUTIES: Serves as a Facility Program Analyst in the Public Works Department. Analyzes and evaluates all completed work orders including repair, maintenance, minor construction, service orders and fixed operations. Receives, reviews, and evaluates work order requests including Emergency Service Requests, Urgent and Routine Work Requests, assigning work to appropriate Shops or Engineering discipline. Regularly coordinates with Engineering Division to insure priorities of various work orders are met, job contents are accurate, and administrative coordination is complete, etc. Reviews and analyzes all completed job orders to determine accuracy of estimates or variances between actual amounts of each element and estimated amounts. Determines reasons for variances, conducting investigation including discussion with branch chiefs, and shop foremen, on-site inspection, reevaluation of material estimated and labor standards, analysis of delay time, examination of pricing guides, and determination of unexpected conditions. Based on analysis, determines corrective action required, such as refining job standards, changing material pricing guides used by estimators, overhaul of equipment, training programs, and meeting, changes in organization, substitution of materials, reduction or increase in the number of personnel assigned to each type of job, changes in work methods,

coordination with other organizations zone of areas, etc. Collects, compiles, develops and analyzes data generated from the division operations and other required management activities such as water and power consumption, POL products consumption, number and kind of heating, lighting, refrigerating, engineering equipment, number of personnel serviced, changes in atmospheric temperature, etc., to use in reporting, planning, operations, coordination and/or control of the department activities. Develops work measurement standards through application of work sampling techniques: uses statistical data gathered through analyses of work completed and comparison of estimated requirements of accomplishment of individual job and actual resources expended in their completion. Develops and formulates Public Works Department budget requests. Reviews current and anticipated requirements. Analyzes the effect of cost changes such as personnel salaries, TAD travel, facilities maintenance, utility costs and supply expenses. Review funds obligations against budget plans for control of operations. Prepares statements justifying and supporting funding requests. Develops, evaluates and analyzes various Public Works business operations, such as planned workload, production rates and operational costs. Evaluates all the records of work performed for effectiveness and completeness. Prepares various management reports such as backlog of maintenance & repair (BMAR) reduction report, ratio of minor construction to maintenance & repair, and other necessary information with narrative analysis and recommendations. Performs a variety of administrative support work for the operation of the Public Works Department; establishing and maintaining office files and records; managing the requisition, storage and issue of office supplies; typing various reports and correspondence. Performs oral and written interpretation and translation from English into Korean and vice versa of material related to specifications. Maintains contact with operating personnel and responsible officials within the activity to establish, clarify, and disseminate information concerning Public Works services. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

a. EXPERIENCE

Three years of general experience plus one year specialized experience.

GENERAL EXPERIENCE: Progressively responsible experience which indicates the ability to acquire the knowledge, skills and abilities (KSAs) needed to perform the duties of the position to be filled.

SPECIALIZED EXPERIENCE: Experience which has equipped the candidate with the particular knowledge, skills, and abilities (KSAs) needed to perform the duties of the position to be filled.

b. ENGLISH LANGUAGE COMPENTENCY: 1. The American Language Course Placement Test (ALCPT) score of 60, or Management Panel is required. 2. The passing score of former English Language Proficiency Test ("B" series) may be substituted for ALCPT requirement. 3. The TOEFL score of 450 (or 133 on the computer based test) or TOEIC score of 550 may be substituted for ALCPT requirement. Applicants must indicate the TOEFL/TOEIC score on the application or score must be illustrated somewhere within the resume. TOEFL and TOEIC scores are valid for two years from the exam date.

c. TYPING ABILITY: This position must be proficient in typing.

KNOWLEDGE REQUIRED FOR THIS POSITION:

1. Knowledge of Work Order request procedures.
2. Knowledge of Administration for operation of the Public Works Department.
3. Knowledge of Budget/Accounting related documents and reporting systems.
4. Ability to communicate both orally and in writing.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Successfully completed education above the high school level in a ROKG authorized or recognized college or university in any field may be substituted for general experience at the rate of 1 academic year of education for 9 months of general experience. A master's degree in an appropriate field is fully qualifying for directly related KGS-09 positions provided testing and any licensing requirements are met.

EMPLOYMENT CONSIDERATION PREFERENCE: Preference for employment consideration will be given in the following order:

1. All current USFK KN employee
2. Former USFK KN employees on the Area Reemployment Priority List (ARPL)
3. Outside Korean National applicants.

HOW TO APPLY: Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documentation (Certificates for experience and education, required licenses, etc). Non-USFK employees and current USFK KN employees must submit a copy of employment certificate issued within the last 6 months. It is imperative that each item of the application be accurately and completely filled in and properly signed and dated. Applications should be submitted via mail to: **COMMANDING OFFICER, COMFLEACT CHINHAE, ATTN: HUMAN RESOURCES, PSC 479, FPO AP 96269-2100.** Applications that are not completed, incorrect, faxed, received after closing date, or submitted without legible supporting documents will not be processed. Any documentation submitted in Hongul must be translated and translation submitted. If the documentation is not submitted it will returned to sender and applicant will not receive consideration for this announcement.

EMPLOYMENT POLICY: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer or accept gratuity in exchange for employment or promotion within USFK, Nor may interface with applicants exercising their right to apply for consideration. Any employee guilty of practices is subject to removal from USFK employment. Anyone aware of acts contrary to this policy is urged to contact immediately the Servicing Specialist, HRO Atsugi Satellite Office at 011-81-6160-64-3689.

ADDITIONAL INFORMATION: For more information on Korean National employment program, please contact the Human Resources Korea Support Office at DSN: 762-5252/5253 or via email at cmyi@cfac.cnfk.navy.mil. If unable to reach a HRO representative please contact the Human Resources Satellite Office, Atsugi at 011-81-6160-64-3689/DSN 264-3689 or via email at TCWilliams@atsugi.navy.mil.