

The Total Force Strategy and Management Department (formerly Human Resources Office) of the Naval Air Systems Command (NAVAIR) in Patuxent River, Maryland, has one vacancy for a **Human Resources Specialist, GS-0201-13**.

The full performance level of the position is at the GS-13 grade level and the salary range is set from \$90,823 to \$118,069. The compensation package includes benefits such as: health insurance, long-term care disability insurance, flexible spending and savings plans. Joining NAVAIR is an opportunity to develop a stand-out career than can lead to training and tuition assistance and future job advancement. As part of the Federal government, NAVAIR is a leader in providing family-oriented leave policies, flexible work hours, telecommuting arrangements and paid vacation time.

Typical duties performed by a Human Resources Specialist in the organization include the following:

- Serve as a senior advisor to high level command, program, and Human Resources (HR) officials.
- Manage HR projects having NAVAIR-wide impact.
- Identify and address complex and difficult HR issues and problems.
- Formulate command-wide HR strategy, programs, procedures, and guidance.
- Provide HR support and advisory services on staffing, recruitment, classification, labor and employee relations, and/or quality of work life issues.
- Participate in process re-engineering projects and studies.
- Conduct workforce data analyses to include: hiring and attrition trend analysis, retention analysis, diversity analysis, market analysis, workforce shaping analysis, and cost comparison analysis to determine type of workforce resources to utilize.

Interested individuals should send their electronic resume to the following email address no later than close of business Friday, 3 July 2015: [totalforce\\_hr\\_news@navy.mil](mailto:totalforce_hr_news@navy.mil).

Please use the following SUBJECT for the email: RESUME.