

## WORLD WIDE RECRUITMENT

The following is a list of positions serviced by HRO Yokosuka that are currently being recruited worldwide through RESUMIX. To apply, please submit your resume to HRSC Pacific, Honolulu, Hawaii via the following link:

HYPERLINK: [HTTP://www.donhr.navy.mil](http://www.donhr.navy.mil)

Click on: Jobs, Jobs, Jobs

New CHART application procedures are available on the following link:

HYPERLINK: [HTTP://hro.cnfi.navy.mil](http://hro.cnfi.navy.mil)

Click on: Hot Items

Direct inquiries to 1-808-471-0565 ext. 264 and follow instructions.

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**CHILD DEVELOPMENT CENTER DIRECTOR, GS-1701-09 (COMMANDER FLEET ACTIVITIES, YOKOSUKA, MORALE, WELFARE AND RECREATION DEPARTMENT, CHILD DEVELOPMENT/YOUTH ACTIVITIES DIVISION, NEGISHI CHILD DEVELOPMENT/YOUTH ACTIVITIES)**

**ANNOUNCEMENT NUMBER: PAC4-1701-09-YOKX084596-DE, OPEN: 9/22/04 CLOSE: 11/17/04 (1<sup>ST</sup> Cut-Off: 10/20/04)**

**DUTIES:** Implements developmentally appropriate programs through staff for children ages 6 weeks to 6 years old. Provides on the job training to all early childhood staff upon hiring and monthly. Communicates with parents through daily contact, newsletters and conferences. Ensures regulations, instructions and guidelines for operating a military child development center are followed by all staff.

**CHILD DEVELOPMENT TRAINING AND CURRICULUM SPECIALIST, GS-1701-09 (COMMANDER FLEET ACTIVITIES, YOKOSUKA, MORALE, WELFARE AND RECREATION DEPARTMENT, CHILD DEVELOPMENT/YOUTH ACTIVITIES DIVISION)**

**ANNOUNCEMENT NUMBER: PAC4-1701-09-YOK6092054-DE, OPEN: 9/29/04 CLOSE: 11/24/04 (1<sup>ST</sup> Cut-Off: 10/20/04)**

**DUTIES:** Serves as a point of contact for developmental program for NAEYC accreditation, BUPERS inspections, Multi-disciplinary team inspections. Ensures compliance with OPNAVINST and NAEYC Classroom Observation, ECERS/ITERS. Guides management in applying comprehensive environmental and program assessment instruments such as ECERS, ITERS and Classroom Observation and ensure caregivers complete Navy Standardized Training. Develops, implements and oversees all elements of children's developmental program activities, environment and equipment and materials. Ensures staffs are trained in CPR, First Aid and emergency procedures. Initiates, designs, develops and arranges for, conducts and oversees training in early childhood development and related activities for all FCC providers, CDC, and SAC staff. Recommends appropriate equipment and supply purchases and environment arrangements. Maintains training records and prepares reports and recommendations for supervisor.

**COMPUTER ENGINEER, GS-0854-13 (DESIGN AND ENGINEERING DEPARTMENT, U.S. NAVY PUBLIC WORKS CENTER, YOKOSUKA, JAPAN)**

**DUTIES:** The incumbent provides the vision for a mature Regional Geographic Information Systems (GIS) program and manages the GIS program using a Working Capital financial model. The incumbent serves as consultant/advisor and sole senior technical expert in application of various engineering support systems and technology Command-wide to enhance productivity. He is the focal point for launching and developing computer engineering systems used by Code 400 in-house Design Division, and Architect-Engineer (A-E) Design Division in support of PWC/OICC customers. In addition, incumbent is responsible for directing Computer-Aided Design (CAD)/Computer-Aided Facilities Management (CAFM) programs used to enhance productivity in numerous commodities throughout Public Works Center. Customers benefiting from incumbent's efforts include Navy, Marine Corps, and other component organizations throughout Japan and the

Far East.

The incumbent functions as a full performance engineer and technical expert/consultant on multi-discipline design projects which require complex analysis techniques and/or application of engineering-related computer equipment and automated procedures. These projects are coordinated by incumbent through in-house or contractor engineering accomplishment. His responsibilities encompass several types of automation including CAD, CAFM, and GIS. Within the scope of his/her routine duties, incumbent will apply knowledge of fundamentals and principles of professional engineering and related mathematics fields, along with advanced understanding of state-of-the art computer hardware, software, and computer system architecture and integration. Nature of the work requires a balanced knowledge of advanced hardware and software technologies. Work pertains to integrated research, design, development, testing, evaluation, and maintenance of computer systems.

**INFORMATION TECHNOLOGY SPECIALIST (DATAMGT/CUSTSPT), GS-2210-11 (COMMANDER, U.S. NAVAL FORCES, JAPAN, INFORMATION TECHNOLOGY SERVICE CENTER, FAR EAST, OPERATIONS DIVISION)**

**DUTIES:** Installs and maintains software and application/legacy databases, controls current versions and future releases of applications software. Optimizes the functionality of networks and systems and diagnoses and recovers failed systems. Serving as a senior customer technical analyst with responsibility for resolving the most complex customer database problems. Designs, develops, and maintains data management systems, data models, and databases that meet current and future business requirements. Monitors and optimizes database performance and tune database operations and generates complex queries and reports. Defines and allocates storage capacity in the design of data management systems; and develops data dictionaries, data models, metadata repositories, and other data management tools.

**INFORMATION TECHNOLOGY SPECIALIST (DATA MANAGEMENT), GS-2210-12, (FLEET & INDUSTRIAL SUPPLY CENTER, YOKOSUKA, JAPAN)**

**DUTIES:** Administers the day-to-day database operation and maintenance in a complex environment which requires extensive organization and coordination. Duties include database administration on Oracle and Sybase databases on Windows 2000 and Unix platforms, and connectivity issues related to TCP/IP communication between platforms and workstations to servers. Evaluates the effectiveness of the data base management technology and investigates problems and inefficiencies in a complex data base environment.

**INFORMATION TECHNOLOGY SPECIALIST (SECURITY), GS-2210-12 (FLEET & INDUSTRIAL SUPPLY CENTER, YOKOSUKA, JAPAN)**

**DUTIES:** This position is the Information Systems Security Manager, Automated Information Systems (AIS) Department, with responsibility for planning, implementing, evaluating, and maintaining the AIS Security Program throughout the U.S. Fleet and Industrial Supply Center (FISC) Yokosuka, and its areas of command or service responsibility. Functions as the leading technical authority and program manager for carrying out the requirements of the Automated Information Systems (AIS) Security programs set forth by DOD, DON, NAVSUP and FISC Instructions. This position advises the Commanding Officer on policies and procedures affecting the protection and integrity of all AIS resources of the command. Coordinates and manages the implementation of security requirements for AIS hardware, software, telecommunications, physical plant protection, and data loss protection. Develops, implements, inspects, reviews, and evaluates plans, policies, and procedures for carrying out risk analysis, security test and evaluations AIS Security training, virus protection and contingency planning. Develops, supervises, and maintains an effective AIS Security structure of Network Security Officers (NSO), and Terminal Area Security Officers (TASO), to assist in carrying out the AIS Security Program.

**PHYSICAL SCIENTIST, GS-1301-14/15 (Office of Naval Research, Singapore)**

**Announcement Number: PAC4-1301-15-YOKG094053-DE, Open Date: 10/8/2004, Closing Date: 12/3/2004, 1<sup>st</sup> Cut-Off-Date: 10/22/2004**

**DUTIES:** Carries out a continuing survey of science and technology (S&T) and research and development (R&D) in a broad range of interest to the Department of the Navy (DON). This survey will cover activities primarily in South East Asia and India with emphasis placed on seeking and obtaining

information concerning S&T advanced research and maturing technology related to the Navy R&D interests. In addition, identifies collaborative opportunities for application in Navy R&D programs. Serves as a Defense Cooperation in Armaments (DCA) Action Officer in the Office of Defense Cooperation (ODC) serving the United States Government (USG) and Government of Singapore (GOS) programming, planning, management and implementation functions relating to USG/GOS armaments cooperation agreements. Supports in-country Liaison in efforts to increase cooperating weapon system research, development, acquisition and support between the USG and GOS

**SUPERVISORY MANAGEMENT AND PROGRAM ANALYST, GS-0343-12, (COMMANDER FLEET ACTIVITIES, YOKOSUKA, MANAGEMENT OFFICE, YOKOSUKA, JAPAN)**

**DUTIES:** Head, Command Evaluation. Performs supervisory duties. Designs and conducts Command Evaluation inspections, reviews, studies, surveys, and research projects; and provides advisory services for a wide variety of substantive issues. Designs, plans and conducts reviews of operations and substantive work processes or functions for adequacy of management controls to ensure mission accomplishment, compliance with directives, accurate reporting, integrity of operations, safeguarding of assets, and efficient use of resources.

**SUPERVISORY MECHANICAL ENGINEER, GS-0830-13 (U.S. Fleet & Industrial Supply Center, Yokosuka, Japan)**

**DUTIES:** This position is located in the Yokosuka Fuel Department, Facilities Engineering division, Fleet and Industrial Supply Center, Yokosuka, Japan. Responsible in developing short and long range programs for maintenance, repair and construction of FISC fuel facilities. Ensures that planning design, land acquisition, and construction are properly scheduled and integrated to meet target dates. Project manager for maintenance, repair and new construction projects for 6 fuel terminals located throughout Japan (Kanto Plain, Sasebo, and Hachinohe) that directly support petroleum activities utilizing the application of thermodynamics, mechanics physical, mathematical and engineering sciences. Independently plans, initiates scope of work and requirements. Serves as the regional engineering expert on fuel distribution and storage systems within Japan. Supervises approximately 6 employees both U.S. Civil Service and Japanese Master Labor Contract (MLC) employees. Provides technical supervision for one Mechanical Engineer located in Sasebo, Japan. Responsible for carrying out Equal Employment Opportunity (EEO) policies and communicates support of these policies to subordinates.

**MANAGEMENT AND PROGRAM ANALYST, GS- 343-13 (Regional Business Management Office, Commander Navy Region Japan, Yokosuka Japan)**

**DUTIES:** Engaged in providing the full range of advisory/analytical services to all levels of program and administrative management involving budget, inter-service support agreements, strategic/business planning and manpower initiatives. Recognized as the subject matter expert for the planning, preparation and submission of the CNFJ capability based budget. Leads a team of management analysts. Provides management analysis services, assistance, advice and guidance to CNFJ Business Office and all region elements and programs. Develops plans for major reorganizations. Participates in system studies and design. Coordinates, manages and publishes the region's business plan. Facilitates region commander's business planning conferences. Conducts and leads other analysts in preparation of CNFJ budget formulation. Acts as regional point of contact for budget, planning, and requirements data calls. Directs team members in analysis, data collection, support agreement preparation and negotiations. Independently develops management control program. Will compose region instruction and manage the program.

**LEAD ENVIRONMENTAL ENGINEER, GS-819-12, (CFAY, Facilities Management Office, Yokosuka, Japan)**

This position is located in the Commander, Fleet Activities, Yokosuka (COMFLEACT), Facilities Management Office. Assignments involve the full range of environmental protection requirements and procedures. As an Environmental Engineering Branch Chief, the incumbent is responsible for the planning, coordination, execution, and management of the environmental programs, such as Drinking Water; Wastewater; Air Emissions; Historic, Cultural and Natural Resources; Underground Storage Tanks; POL; PCBs; Lead-Based Paint; and Pesticides. Exercises delegated authority to program, plan and budget for in-house and contracted environmental projects. Plans, organizes, assigns and reviews

work, handles minor personnel matters, and deals effectively with branch members. Monitors changes in environmental laws and regulations and incorporates appropriate changes in the administration of assigned programs.

**HOUSING MANAGER, GS-1173-12, (CNRJ, Housing Department, Regional Housing Dept, Yokosuka Housing Welcome Center, Japan)**

Develops, implements, and administers a comprehensive referral program which encompasses all commands served in the Yokosuka/Yokohama area. Supervises the listing of rental and sale housing for referral to DOD personnel in the civilian community to assure that equal opportunity in off-base housing is met and houses listed meet all the Navy standards for health and safety. Ensures continuous surveys of housing facilities in the civilian community are conducted to determine which are satisfactory for DOD family and bachelor occupancy. Maintains close contact with local community offices, officials and organizations with an interest in the civilian community housing. Publicize the need for Navy family housing in the community. Contacts include but not limited to local government officials, real estate concerns, and fair housing boards. Supervises housing referral counseling and showing service to ensure that full information and assistance is being provided to personnel requesting housing referral services. Enforces DOD Equal Opportunity in Off-base housing program including the investigation and discrimination complaints. Coordinates with Commands in review and investigation into allegations of discrimination practices by owners, landlords or property managers in the rental or sale of community housing. Provides a point of contact for real estate interests and DOD personnel regarding disputes associated with community housing and provides a mediation service. Investigates or ensures investigations are conducted into complaints arising from tenant-landlord disputes and attempts to arbitrate such disputes. Ensures that personnel providing assistance in the Community Housing Services are sensitive to stated; are providing information regarding day care, facilities, schools, churches, public transportation, and are advising personnel where to have utilities turned on or phone installed, and or other requirements peculiar to Japan. Ensures rental rates for private housing are controlled to prevent unwarranted price escalation. Ensure provision of briefings for new arrivals and prospective departures. Develops and implements procedures for assignment, occupancy and termination of military family quarters. Writes command directives promulgating local policies and procedures within existing guidelines. Provides training and supervision to personnel performing functions relative to the assignment of occupancy, termination, utilization of government quarters assuring that employees have a full knowledge to follow procedures established by higher authority including establishing or waiting lists for housing. Ensures that procedures are established to provide timely response to all advance inquiries regarding housing from personnel anticipating relocation to Yokosuka. Supervises the establishment and administration of the waiting list for all COMNAVFORJAPAN controlled housing units at Fleet Activities Yokosuka, administers the termination of occupancy, including the review and approval of correspondence for occupant eviction as appropriate. Reviews and formulates data to support the annual COMNAVFORJANA Family Housing Requirements Programs. Gathers, processes, evaluates and prepares for presentation data on family housing utilization, requirements, and policies for use by COMNAVFORJAPAN for correspondence and presentation to officials in the Navy, Department of Defense, and commands in the Japan area. Researches and recommends policy changes for all aspects of family housing for use by the Commander U.S. Naval Forces, Japan. Promotes the EEO Program assuring equal treatment of all subordinates in all areas of the work and personnel management, including selections, assignments, training, promotions, details, etc. Ensure that safety guidelines are met within the department for personnel.

**CHILD DEVELOPMENT EDUCATIONAL SPECIALIST, GS-1701-11 (USNH, Educational Developmental Intervention Services, Yokosuka, Japan)**

**DUTIES:** The position is among the qualified personnel designated to provide early intervention services. Primary service emphasis is on the early identification, diagnosis/assessment and educational treatment/intervention of children age birth to three years with developmental delays/disabilities, as mandated by Congress. Performs and interprets detailed developmental screenings, initial evaluations and on-going assessments. Identifies areas of need and determines developmentally appropriate goals. Recommends intervention approaches and provides special instructions that focus on the remediation of the identified delays. Plans and directs a comprehensive early childhood special education program. Provides special educational instruction and developmental enrichment program. Prepares and

organizes appropriate curriculum and materials in order to implement daily lesson plans. Participates as a member of an interdisciplinary team, collaborates with parents and professional in the design and delivery of Early Intervention Services. Serves as the family's primary professional point of contact. Assists families in determining concerns, priorities and resources regarding their child's development. Coordinates the transition of children and their families from one intervention program to another.

**OCCUPATIONAL THERAPIST, GS-0631-11 (USNH, Educational Developmental Intervention Services, Yokosuka, Japan) DUTY LOCATION: CAMP ZAMA**

**DUTIES:** The work involves participation in an interdisciplinary evaluation team, providing consultation to other medical and clinical professionals within the incumbent's area of expertise. Services primarily include work requiring the knowledge and application of concepts, principles and practices of occupational therapy to prevent disability, restore impaired function and to teach adaptation to permanent disability; all in an effort to maximize a child's fullest potential. The primary functions executed by the incumbent of this position are to provide occupational therapy evaluation and treatment services to eligible children age's birth to 21 years old. Analyzes, directs, designs and implements appropriate intervention programs to meet the individual needs of the child and to enhance development and/or school performance. Directs and/or performs all administrative a tasks in accordance with federal mandates; DOD Instructions; DODDS procedural manuals; U.S. Navy Regulations, Instructions or guidance; and locally developed policies and procedures.

**SOCIAL WORKER, GS-0185-12 (USNH, Educational Developmental Intervention Services, Yokosuka, Japan)**

**DUTIES:** Conducts diagnostic assessments/interviews of child, adolescent, and family. Administers, score, and interprets findings from evaluations and adaptive behavior scales to individuals, family members, and other providers/educators. Reviews medical, mental health, educational and other records for the purpose of completing a comprehensive psychosocial assessment. Prepares oral and written summary reports of clinical findings and activities. Implements and maintains professional liaison with educational (DoDDS), medical, and other community agencies. Participates as a member of an interdisciplinary team, collaborating with parents and professionals in the design and delivery of intervention services. Consults with other team members to develop and maintain a comprehensive program of services for the individual and their family. Discusses the results of team meeting with parents and children when indicated, prepares interdisciplinary summary reports when assigned, and attends Case Study Committee(CSC) Meetings when appointed as school liaison by the EDIS Division Head. Makes home visits when indicated and travels to schools and medical treatment facilities to observe, conduct evaluations, and provide treatment as appropriate.

**BUDGET ANALYST, GS-560-11 (Financial Department, Personnel Support Activity, Pacific Yokosuka Japan)**

**DUTIES:** The incumbent will serve as the Budget Analyst performing a variety of budget and accounting functions involving the formulation, execution, and/or analysis of budgets for PSAPac network. Performs budget formulation work involving preparation of detailed analysis of annual budget estimates that are consolidated and submitted to the major claimant. Performs budget execution, administration work, and accounting functions involving the monitoring of obligations incurred and the actual expenditures of a budget. Monitors, reviews, and verifies obligations, expenditures, reimbursable orders, and requests for allotments, identifying and reporting differences which are not in keeping with annual work plans. Prepares a variety of reports covering the status of funds, expense, and obligations as required by the financial manager. Performs various accounting tasks, i.e. clearing suspense files, validation of funding documents, etc. Monitors year-end closings to ensure there are no anti-deficiency violations.

**SUPERVISORY HUMAN RESOURCES SPECIALIST (RECRUITMENT & PLACEMENT/CLASSIFICATION), GS-201-12, (Operations Division, Human Resources Office, Total Force Manpower & Personnel Directorate)**

**DUTIES:** Serves as Team Supervisor in the HRO Yokosuka hub office providing a full-range of position classification advisory services and staffing support to a group of assigned commands. HRO Yokosuka is responsible for all aspects of the staffing program for local hire U.S. positions, including advertising, rating/ranking/certifying candidates, and providing advice and guidance to selecting officials. Supervises

a team of seven U.S. and Japanese National HR Specialists & Assistants. Addresses a wide-range of recruitment, merit promotion, PPP registration, and classification advisory issues.