VACANCY-ANNOUNCEMENT
Job Announcement Number: 016-20

PLEASE READ ENTIRE ANNOUNCEMENT

Open date: 08 Jun 2020
Close date: 19 Jun 2020

The Incirlik Civilian Personnel Section is accepting applications from Turkish citizens for the following position:

a. **Title, Series and Grade:** Labor Relations Specialist, CT-0201-(03-01)  
   (Appropriated Funds-Fulltime, Permanent) Total of 1 (one) position

b. **Organizations and Locations:** 39 Force Support Squadron, Civilian Personnel Flight  
   Incirlik -Turkey.  
   *The qualified person will work under general supervision of the 39th Force Support Squadron /  
   Civilian Personnel Flight Commander/Chief or her/his designated authority.*

**Position Background:** The purpose of this position is to advise the Civilian Personnel Officer on matters related to disciplinary and adverse actions, the conducting of wage surveys and Collective Labor Agreement negotiations and the provisions thereof.

**Responsibilities**

- Serves as technical advisor to the Civilian Personnel Officer on interpretation and application of the Collective Labor Agreement (CLA) between the US Forces in Turkey and the designated union.
- Provides procedural guidance concerning channels for dispute resolution including third party review.
- Assists management in defending their position and suggest alternatives for settlement of disputes.
- Provides input to MAJCOM representatives during contract negotiations to include an analysis of union demand compared to prevailing employment practices.
- Develops and reviews procedures to implement the CLA and drafts implementing instructions.
- Calculates COLA adjustments and other CLA pay related benefits by coordinating with the appropriate Turkish government organizations.
- Conducts semiannual surveys to establish daily per diem rates and coordinates the efforts of the biennial wage surveys
- Obtains information from government agencies as needed to determine severance pay limits, social insurance premium rates, minimum wage, income tax rates and procedures for payment.
- Provides guidance to the CPO on labor policies, practices and trends in Turkey. Coordinates management actions, policies and practices with national labor representatives as required.
- Advises the CPO on actions to take, or resources available, during legal or illegal strikes, work stoppages or slowdowns.
- Advises on possible union actions, recommends courses of action and repercussions.
- Assists in the preparation of lists of strike-exempt employees and coordinates the lists with Turkish government.
- Maintains regulations, directives, instructions, and files documenting labor relations matters in Turkey.
- Keeps current on pending and approved legislation which affects the labor climate and monitors and reports political and economic conditions outlining their significance in the workforce.
- Recommends development or modification of labor policies in response to changing conditions.
Maintains contact with various Turkish and US agencies, private and public employers and union officials.

**Conditions of Employment**

Applicant must be a Turkish Citizen
Application materials must be received by 24:00 p.m. on the closing date
Work Schedule: Full Time (24-hour availability required)
Tour of Duty: Irregular Schedule including nights, weekends, and holidays
Overtime: Occasionally

**Physical Requirement:** The work is primarily sedentary, although some slight physical effort may be required e.g., walking; standing, bending or carrying light items.

**Qualifications:**

(a) As a minimum, successful completion of a **four-year University Degree** in Business Administration, political sciences, law, industrial management or industrial relations, psychology, sociology, economics, or other similar fields **WITH** one (1) year of general experience and minimum three (3) years of specialized experience for CT-03 grade, or four (4) years of specialized experience for CT-02 grade, and or five (5) years of specialized experience for CT-01 grade and equivalent to the grade level that equipped him/her with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position, and is directly in or related to this position. Creditable general experience is experience obtained in work or duties which involved administrative, managerial or interpreting/translating assignments and creditable specialized experience includes; experience gained in Labor Relations or Non-US personnel management which required dealing with trade union officials on labor problems, conducting research to identify local labor practices recommending development or modification of policies, based on knowledge of labor laws.

(b) Achieve an English Proficiency cut-off score at appropriate level as determined by the management or as defined in the Classification Standards for each grade level.

(c) Have the ability to use various office automation software.

(d) Male applicants must have completed all Turkish Military obligations.

(e) Be able to complete a background check and be willing to provide fingerprints as necessary.

(f) Must be able to obtain fitness for duty through medical documentation.

**Education**

1. As a minimum, successful completion of four-year University Degree in **Business Administration, political sciences, law, industrial management or industrial relations, psychology, sociology, economics, or other similar fields** is highly preferred.

2. Failure to provide notarized diploma will result in the applicant being rated ineligible for this position (Notarization is required only after tentative offer is made). Employer may ask for an official verification through www.turkiye.gov.tr website. **We accept unofficial or non-notarized diplomas for the application process, as long as they contain your name, the name of the school, the date and degree awarded, and the list of classes and credits earned.** Copies of the diploma or equivalent must be
received by this office no later than 24:00 PM on the closing date in order to be considered.

If selected, an official/notarized diploma or equivalent MUST be received before an Entrance of Duty date is set.

**How You Will Be Evaluated**

You will be evaluated for this position based on how well you meet the qualifications above.

You will be evaluated specifically on the following competencies:

- Labor Relations Experience & Skills
- English Proficiency
- Interpersonal Skills
- Customer Service

### REVIEW OF APPLICATION DOCUMENTS (FOR ALL APPLICANTS):

To determine your qualifications, a review of your application and supporting documentation will be made. It is important that the application packages are complete, as incomplete applications may result in the disqualification of the applicant.

**Required Documents:**

Application packages should include the following documents:

- **Application Form:** Required. To ensure full consideration of your experience and education we require you to e-mail your application form to 39fss.fsmc.Instaffing@us.af.mil. For qualifications determinations your application form must contain a description of your duties, the number of hours worked per week and the beginning and ending dates (month/year) for each position. The application form must be duly signed. Applications that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.

- **Copy of Turkish ID:** Required (back and front)

- **Copy of Diploma:** Required. A copy of diploma and any other required documentation to support certification, licensure or education requirements.

- **Copy of Military Discharge Document:** Required, for male applicants

- **Properly filled and signed supplemental occupational/assessment questionnaire:** Required.

### How to Apply

To apply for this position, you must complete and sign the online application form and submit the documentation specified in the Required Documents section below. Applications submitted by third parties on your behalf will not be considered.
The complete application package must be submitted by 24:00 PM on the closing date to receive consideration.

You will not receive an email notification when your application has been received for the announcement. Therefore, it is important to contact the Civilian Personnel Office to verify your application has been received within the required deadlines. Make sure the application form and your supporting documents are scanned by a valid virus protection software prior to submission, as un-scanned attachments will be filtered through the firewall and deleted. An acceptable application package for both internal and external applicants contains a fully completed and signed application form, resume, copy of Turkish ID (back and front), a copy of diploma, military discharge document (for male applicants) and any other required documentation to support certification, licensure or education requirements. All these documents must be e-mailed to the Civilian Personnel Section 39fss.fsmc.Instaffing@us.af.mil in PDF format not to exceed 5MB in each e-mail, which is limited by the exchange mail server.

ADDITIONAL NOTES

1. It is US Forces policy to avoid nepotism. Therefore relatives will not be employed at conferring (supervising one another) duties and/or office(s). Please list all of your relatives (blood or by marriage) employed by the United States Forces or its base maintenance contractor on your application package. If more than three, please annotate all requested information on an additional sheet of paper and attach to your application.

2. All interested candidates must apply by 24:00 p.m. on the closing date reflected at the top of this vacancy announcement. All applicants must send the applications directly from their personal e-mail to 39fss.fsmc.Instaffing@us.af.mil.

3. Candidates must apply by filling out the newly updated “Application Form” in English. Previous versions of the application form will not be considered. New application forms not properly completed will not be considered. Ensure each question has been answered and all requested information has been provided. Example, provide three (3) complete references. Application forms can be obtained from http://www.39fss.com/docs/cps/Application%20Form.pdf. Applicants must indicate title of the position being applied for.

4. It is the applicant’s responsibility to ensure the complete application package is received by the Civilian Personnel Office by 24:00 p.m. on the closing date of the announcement to receive consideration.

5. Eligibility will be determined based upon knowledge, skills, abilities and other characteristics listed in the Required Qualifications section for this position. IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. INCLUDE MONTH AND YEAR FOR EACH PERIOD OF EMPLOYMENT AND IF POSITION WAS FULL-TIME OR PART-TIME. ASSUMPTIONS REGARDING YOUR EXPERIENCE WILL NOT BE MADE. RESPONSES SUCH AS “ACCOUNTANT”, “OPERATED FORKLIFT”, “CT-6”, “STOCKED SHELVES”, ETC. CLEARLY DESCRIBE DUTIES PERFORMED. MORE IS BETTER THAN LESS WHEN EXPLAINING DUTIES. Experience refers to paid or unpaid experience, including volunteer work.

6. After the vacancy announcement closes, applications are screened for qualifications. Those determined to be qualified will be referred to the hiring manager for further consideration and possible interview.
7. Selection may be accomplished by panel interview and review of information in the application form and work-resume. Candidate will be informed of the selection after the interview is completed.

8. Only Turkish citizens will be eligible for consideration.

9. Continuation of employment of the selected individual will be contingent upon acquisition of limited access authorization and/or similar security clearance(s), if required for the position.