

HUMAN RESOURCES SPECIALIST (MILITARY)
GS-0201-11
PAY & PERSONNEL INTERNAL CONTROLS SPECIALIST, G-1

I. INTRODUCTION

The position is located in the U.S. Marine Corps Forces, Special Operations Command (MARSOC), G-1 Division at Camp Lejeune, North Carolina. The mission of MARSOC is to train, organize, equip, and when directed by the Commander, U.S. Special Operations Command (USSOCOM) to deploy task organized, scalable, and responsive U.S. Marine Corps special operations forces worldwide in support of combatant commanders and other agencies. MARSOC is one of four components of USSOCOM. The Commander, MARSOC is a U.S. Marine Corps Major General (O-8) and reports to the Commander, USSOCOM. In this capacity, the Commander, MARSOC exercises command over a force of 3,500 active personnel from the U.S. Marine Corps, U.S. Navy, U.S. Army and civilians.

The primary purpose of this position is to develop and manage daily, weekly, and monthly quality assurance reports in order to identify and assist in resolving problem areas in a units administration of pay and allowances. Interpret policy and regulation for Special Operations Forces(SOF) and non-SOF service pay & personnel matters for G-1, Camp Pendleton Installation Personnel Admin Center (IPAC), MARSOC IPAC, and ten Special Operations commands using current SOCOM and Service personnel and manpower systems. This will be accomplished by synchronization of the MARSOC administrative internal controls for general administration, manpower administration, operational administration and personnel administration. This position serves as a critical source of continuity for the Deputy, Assistant Chief of Staff (AC/S) G-1, for matters pertaining to pay and personnel manpower management processes.

SPECIAL REQUIREMENTS

1. Position requires a SECRET security clearance.
2. The incumbent may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Periodic travel is required, both in and outside the Continental United States.