



Hourly Job Posting

Date Posted:
December 10, 2024

Date Posting Closes:
December 16, 2024 at 4:30 p.m.

THIS IS A SIMULTANEOUS POSTING FOR INTERNAL MCS HOURLY EMPLOYEES AND ALL CURRENT USW REPRESENTED EMPLOYEES. INTERNAL MCS HOURLY EMPLOYEES WILL BE CONSIDERED FIRST.

Job Title	Description/Qualifications
<p>Job Title: Work Control Planner I</p> <p>1 position</p> <p>Base Hourly Rate \$37.60</p>	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ Bachelor's Degree in a technical field, technical writing or equivalent ▪ 3+ years of related experience, or an equivalent combination of education and experience is required ▪ Ability to obtain and maintain a Homeland Security Presidential Directive 12 (HSPD-12) credential <p>Competencies:</p> <ul style="list-style-type: none"> ▪ Possesses strong organizational skills that reflect ability to adapt to various competing demands, successful implementation of time-management, and demonstration at the highest level of customer/client service and response ▪ Administers intermediate level written and verbal communication skills ▪ Possesses intermediate PC skills to include Microsoft Office (Outlook, Word, Excel, and PowerPoint), and Adobe Acrobat ▪ Demonstrates the ability to apply organizational practices, policies and procedures in directing a wide variety of related compliance and administrative tasks ▪ Maintains the judgment and discretion to properly discern and safeguard highly-sensitive information and documents, including company-proprietary information, and classified or otherwise sensitive national security information