

CAREER DEVELOPMENT TECHNICIAN

RAPIDS: 1057D

O*NET/SOC: 13-1071.00

REVISION DATE: 04/2024

TRADE DESCRIPTION: Screen, interview, or place individuals within an organization. May perform other activities in multiple Human Resources areas.

TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

TRADE ELIGIBILITY REQUIREMENTS:

Service Member assigned, trained and working full time in this trade occupation;

Have a minimum of 12 months remaining on active duty when beginning this trade apprenticeship;

Agree to abide by the National Standards of Apprenticeship.

Related Instruction:

Trade related On-The-Job-Training (OJT) or Any Trade related schools/courses totaling 288 or more hours.

Additional Requirement:

Must Hold NEC: (Navy 806R, 807R) Marine (MOS 4821), Army (MOS 42A) Detailers, Monitors, and Career Manager must contact the USMAP Officer to be manually enrolled in the trade.

Total Hours: **4000**

Skill	Description	Hours
A	GENERAL ADMINISTRATION -- Interpret and explain Human Resources policies, procedures, laws, standards, or regulations. -- Maintain and update Human Resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms. -- Evaluate selection criteria to ensure conformance to professional, statistical, or testing standards, recommending revisions, as needed. -- Develop or implement retention and selection strategies to meet current or anticipated staffing needs. -- Evaluate selection or testing techniques by conducting research or follow-up activities and conferring with management or supervisory personnel. -- Analyze employment-related data and prepare required	1000

	reports. -- Advise management on ongoing, preparing, or implementing retention programs.	
B	TECHNICAL ADMINISTRATION -- Review special assignment applications and job requisitions to match applicants with job requirements. -- Screen personnel for Reenlistment, Advancement, and program eligibility. - - Interview applicants to obtain information on work history, training, education, or job skills. -- Contact job applicants to inform them of the status of their applications. -- Make recommendations for special program assignment waivers. -- Select qualified job applicants or refer them to Managers, making hiring recommendations when appropriate. -- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities. -- Collect and prepare information for dissemination concerning career programs.	2000
C	LOGISTICAL AND FINANCIAL SUPPORT -- Order office supplies and equipment. -- Prepare travel request, travel claims and expense reports. -- Prepare and submit operating budget for an office. -- Perform operator maintenance on office equipment. -- Perform daily safety inspection of office area to identify and rectify any safety issues.	500
D	MARKETING AND ADVERTISING SUPPORT -- Perform searches for qualified job candidates, using sources such as computer databases, networking, media advertisements, job fairs, or employee referrals. -- Use and distribute retention materials. -- Establish liaison with command and community media representative. -- Prepare and deliver presentations/lectures to concerned groups regarding military assignment opportunities. -- Prepare for and set up special events including displays and exhibits. -- Arrange for photographer/videographer. -- Provide market data for marketing plans, analysis, and goals. -- Conduct marketing analysis for retention efforts. -- Use mass media advertising.	500