

US Coast Guard Auxiliary – National Training Department

Job Description: District Staff Officer – Human Resources (DSO–HR)

Responsibilities: Mission Execution is the primary responsibility of appointed staff officers.

This position is located within the District Board.

DSO–HR Duties:

a). Establish and maintain positive contact with all HR Officers in their District. This includes all Division and Flotilla HR Officers. The DSO–HR will endeavor, as time allows, to visit each Division at least once a year. Advanced notification of this “visit” to Division Chief of Staff should be made.

b). The DSO–HR will ensure that appropriate information pertaining to the Human Resources program is passed to all HR Officers in an expeditious manner.

c). The DSO–HR will encourage all HR Officers to be pro–active in matters of Recruitment and Retention. The DSO–HR ensures that all necessary information regarding these essential areas are available and understood by each HR Officer. The DSO–HR will coordinate and promote all Nationally sponsored initiatives in their District.

d). The DSO–HR will provide necessary training and workshops designed to enhance the membership the District/Division/ Flotilla.

e). The DSO–HR will solicit monthly Reports from each SO–HR regarding activities that have been worked on, are presently be worked on and are planned in the near future.

f). DSO–HR will create a Monthly Report, based in part on the Reports received from each Division and upon her/his activities using the same criteria. This Report will be forwarded (as directed) to both the District Chief of Staff and the DVC–PR.

g). The DSO–HR will participate, as directed, in the Annual Dues Collection Drive to prevent disenrollment of members for nonpayment of Annual Dues.

h). The DSO–HR will receive and distribute all National Membership Referrals as is appropriate. The DSO–HR will work with the National Recruiting Center to ensure the Referral is distributed in a timely and appropriate manner. Assistance may be rendered to HR Officer receiving the Referral as necessary.

i). The DSO–HR will coordinate USCGA recruiting with the Academy Partner Coordinators to document total numbers of recruits from 9WR and forward to District Commander.

i). The DSO–HR will complete all necessary Membership Requests/Transfers/ Notifications/Awards (Growth) in a timely and professional manner. This includes National Forms as well as District specific forms.

The DSO–HR is a member of the District Commodore’s Staff and is charged with the oversight of all Auxiliary sponsored Human Resources activities within their District.

The DSO–HR, with the concurrence of the District Commodore, may choose to delegate assigned duties to an ADSO–HR (Assistant District Staff Officer for Human Resources).

The DSO–HR will complete any additional District Duties, as assigned.

Current as of 1/1/12