

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 18-277T OPENING DATE: 19-Jun-18 CLOSING DATE: 6-Jul-18

**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
SUPERVISORY HUMAN RESOURCES SPECIALIST, GS-0201-11, E-5/SGT - E-7/SFC; MPCN: 1320-014**

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

KNOWN PROMOTION POTENTIAL: NONE

**SALARY RANGE: SUPERVISORY MANAGERIAL
\$63,192.00-\$82,152.00 PA NON-SUPERVISORY/NON-MANAGERIAL**

**LOCATION OF POSITION:
AZ JFHQ ARMY NATIONAL GUARD, PHOENIX, AZ**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive a Permanent Appointment after successful completion of a 1 yr trial period. acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, G-1 and be able to qualify for the following AFSC/MOS: 42A

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

Military Grades: E-5/SGT - E-7/SFC

Compatible Military Assignments: 42A-qualified or eligible for reclassification to 42A. (Note1: "eligible" for reclassification includes, but is not limited to, STO/G3 approval of training funds for reclassification course attendance, as well as the applicant meeting requirements for attending the course. In order to be offered the position, if you are not already 42A qualified, the HRO must be able to reasonably project that you will be able to complete 42A MOS requirements within 24 months.) (Note2: Due to the significant difficulty of getting non-42A E-7/SFC applicants reclassified to 42A, E7/SFC applicants must submit a letter indicating a willingness to voluntarily demote to E-6/SSG if selected for the SUPERVISORY HUMAN RESOURCES SPECIALIST (MILITARY), GS-0201-11 position.)

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered: YES NO
PCS may be offered: YES NO

NOTES:

-This position is subject to rotating or night shift work, however, such hours/scheduling are not being contemplated at this time. Applicants should expect normal working hours.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of, and skill in, applying a wide range of military personnel human resource management concepts, practices, laws, regulations, policies and precedents. Experience in delivering/processing/coordinating a wide range of military personnel actions such as promotions, retirement, and separations. Sufficient knowledge, skills and abilities in the area of enlisted personnel management to provide effective HR services to Soldiers/units under the supervision of experienced Warrant Officers and more seniors NCOs.
2. Knowledge, skills and abilities regarding prioritizing work, organizing workflows, meeting deadlines, and communicating information/results, particularly in circumstances in which revisions to regulations, policies or procedures are regular occurrences, and adapting to those changes is not optional.
3. Abilities/skills to interact verbally or in writing with different levels of leadership/management regarding the delivery of HR services, particularly those services having a significant impact to both the individual Soldier and his/her chain, or those requiring a careful analysis of regulatory requirements and organizational needs/demands/impacts.
4. Abilities/skills to work effectively as an individual, maintain military/professional bearing, overcome distraction/disruptions and ultimately deliver a quality product under sometimes stressful circumstances in which personnel services must be completed accurately and within challenging time constraints in order to meet mission requirements and/or command expectations.
5. Abilities/skills to work effectively in a team environment in which you may have a variable role within the overall program or requirement; there may be stressors due to challenging timelines or other factors; and there may be limitations on information pertaining to the reasons for, or "big picture" of, the program or requirement.

SPECIALIZED EXPERIENCE: Must have at least 36 months experience, education, or training involving the administering, delivering, maintaining, advising, and adapting advanced concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements. Experience assisting in the development of Human Resources policies and procedures. Experience advising management on Human Resources principles and practices. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

BRIEF JOB DESCRIPTION: SUPERVISORY HUMAN RESOURCES SPECIALIST (MILITARY), GS-0201-11, D2007000, this position is located at the JFHQ, Phoenix, Arizona. This position will serve key functions in Enlisted Personnel Management (EPM). The position may also, as priorities require, provide HR support to Officer Personnel Management, the Soldier Support Division or another function within the G1. Key functions will likely include processing enlisted personnel actions (e.g., RPAM and separations), and supporting C-PRIP, boards and other HR-related activities. The position will likely entail requirements to become cross-trained in one or more areas of Office of the G1 responsibilities.

SELECTING OFFICIAL: COLONEL BRIAN C. MCNEIL
