

**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: 18-407T OPENING DATE: 9-Aug-18 CLOSING DATE: 24-Aug-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Budget Analyst, GS-0560-09, D0599000, O1-O3; WO1-WO5; E4-E9, D0599000, PAR/LIN:1921-408

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$52,229.00-\$67,899 PA

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

Papago Park Military Reservation (PPMR), 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, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. 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 one year 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.** Applicant **MUST** submit complete **ERB** and/or other documentation to verify possession of **MOS.**

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, AZTC and be able to qualify for the following MOS:

OMOS: 36A, 42A

WMOS: 420A

EMOS: 36B, 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.

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 shifts, night shifts, and weekends/holidays.

EDUCATION

- > Officers: Army National Guard Second and First Lieutenants must be actively pursuing an undergraduate degree with at least 90 validated credit hours in a specified program. For Captains and above, must have an undergraduate degree from an accredited college/university.
- > Warrant Officers: Must have a high school diploma or general education development (GED) diploma. An under-graduate degree from an accredited college/university is optimum.
- > Enlisted: Must have a high school diploma or general education development (GED) diploma. An under-graduate degree from an accredited college/university is optimum.

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. Ability to develop and implement training site policies, procedures, guidelines and regulations pertaining to fiscal management, budgeting, funding, procurement, payroll, accounting, reporting, internal survey and audit at training site.
2. Based on guidelines and funds available, ability to determine proper obligations and commitment of funds.
3. Ability to perform internal surveys or audits and develops internal controls for individual operating entities at the training site to insure that the government's interest is protected.
4. Ability to direct the budget transactions involving general ledgers with several subsidiary ledgers for personnel, operations and maintenance, revolving funds, and state or federal appropriated and non-appropriated fund activities.

SPECIALIZED EXPERIENCE: To qualify as a minimal entry level for the GS-0560-09 position, the candidate must be eligible for entry into the position's financial management certification career program based on the position's GS-grade and/or the candidate's military rank before final approval and appointment is processed. The candidate must have at least three months of basic finance budget training or competencies that provided knowledge of financial principles and procedures. The candidate must have some understanding of the basic principles and concepts of the National Guard financial budget business program requirements. The highly qualified candidate must have at least 12 months of finance budget experiences and competencies that provided knowledge of financial principles and procedures. Candidate must

have a good understanding of the basic principles and concepts of the National Guard financial budget business program requirements. A candidate must have experiences and training that demonstrate the abilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures. As a condition of continued employment in the GS-0560-09 position, dependent on the position's certification level and contingent on the employee's military rank, the employee must complete the higher financial management certification within 24 months of appointment to the position.

BRIEF JOB DESCRIPTION: This position is located at Papago Military Reservation, Phoenix, Arizona. The purpose of this position is to serve as the principle financial advisor to the MTA Manager, providing technical assistance concerning the overall fiscal management program including; preplanning, budgeting, programming, funds allocation, procurement, commercial accounts management, payrolls, accounting, internal controls, auditing, and reporting. Assists the MTA Manager in determining the significance of management decisions on financial plans and other fiscal matters. It is a critical financial management program. It covers two-grade interval work in financial management budget administration, budget formulation, and budget execution. The primary purpose of this series is to provide management oversight and guidance to the budget formulation and execution process. Positions in this series require a high order of analytical abilities; skills in applying problem solving techniques; and, skills in communicating effectively both orally and in writing.

SELECTING OFFICIAL: LTC Christopher Kuzinski
