

**ONBOARD
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 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 18- 416T OPENING DATE: 8-Aug-18 CLOSING DATE: 14-Dec-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Contract Specialist, GS-1102-07/09/11/12, T5203000 (multiple vacancies at varies grades)

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$42,699.00-\$98,464.00 PA

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

United States Property and Fiscal Office, 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 is a National Guard Title 5 Excepted Service position and is **Open to onboard T32 and T5 AZNG Employees** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

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 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**. Applicants **MUST** submit **College Transcripts** and **all Contracting Certifications** with application.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

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.

EDUCATION:

Minimum Requirements for All NG Title 5 Excepted Service Applicants/Candidates

1. A Bachelor's Degree from an accredited educational institution authorized to grant baccalaureate degrees.

AND

2. **At least 24 Semester Hours** in any combination/restricted to the following studies: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, or Organization and Management.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Initial hire applicants must complete the certification requirements for their positions **within 24 months of appointment.**
- As a condition of continued employment in the GS-1102-09 position, the employee **must complete next higher Contracting certification within 24 months** of appointment to the 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.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

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

NOTES:

-Prior to appointment the candidate/employee's package must be validated and verified by NG-J1-TN for continued personnel processing for official appointment.

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 contracting principles, laws, statutes, Executive Orders, regulations, and procedures applicable to pre-award and post-award duties sufficient to plan and carry out procurement actions and administer contracts for a variety of specialized services, commodities and/or construction using a wide range of contracting methods and contract types.
2. Knowledge of commercial business practices and market conditions to evaluate offer acceptability, contractor responsibility, and/or contractor performance, and to determine acquisition strategy and sources.
3. Knowledge of up-to-date market research procedures.
4. Knowledge of negotiation techniques and technical requirements sufficient to procure complex and/or diversified services, commodities, and/or construction.
5. Knowledge of contract termination procedures sufficient to recommend or determine allowable costs, profit to be allowed, disposal of government property, and similar issues and to negotiate settlements with contractors.

SPECIALIZED EXPERIENCE: For GS-07-**Must meet positive education requirement.** Candidate must have an understanding of the basic principles and concepts of the National Guard Procurement business and/or contracting program requirements and certifications. Applicants must have experiences and training that demonstrates the ability to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures.

GS-09-**Must meet positive education requirement. Candidate must have Level One Contracting Certification awarded.** Must have at least 12 months of functional contracting experiences and competencies that provided knowledge of contracting principles and procedures to include the following business: Procurement in Pre-Award and Award Contracts; Simplified Acquisition Procedures; Small Business Socio-Economic; Delivery Order / Task Order; Contract Administration; Government Purchase Card program.

GS-11- **Must meet positive education requirement. Candidate must have Level Two Contracting Certification awarded.** Must have at least 12 months of broadening contracting experiences and competencies that provided full working knowledge and skill in contracting principles and procedures to include the following tasks: Procurement in Pre-Award and Award Contracts, Simplified Acquisition Procedures, Small Business Socio-Economic, Delivery Order / Task Order, Contract Administration, Purchase Card program.

GS-12-**Must meet positive education requirement. Candidate must have Level Two Contracting Certification awarded.** Must have at least 12 months of broadening contracting experiences and competencies that provided an expanded expertise in contracting principles and procedures to include the following tasks: Developing and Negotiating Positions, Advanced Cost/Price Analysis, Contract Termination, and Procurement Policies.

BRIEF JOB DESCRIPTION: This position is located in the Purchasing and Contracting Division of the United States Property and Fiscal Office (USPFO). The primary purpose of this position is to provide sound business advice in the planning and execution of pre-award and post-award functions, using a wide range of common contracting methods and contract types, to assist in the procurement of standard or specialized services, commodities, and/or construction within an operational contracting office.

SELECTING OFFICIAL: Lt Col Tracy Reingruber
