

**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: 18-474T OPENING DATE: 5-Oct-18 CLOSING DATE: 22-Oct-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Human Resources Assistant (Military), GS-0203-07, E-4/SPC/SrA - E-6/SSG/TSgt, MPCN: 1320-029 and 1320-015, 2 positions; no more than 1 Air.

APPOINTMENT FACTORS: OFFICER **WARRANT OFFICER** **ENLISTED**

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$42,699.00-\$55,507.00 PA

SUPERVISORY **MANAGERIAL**

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

Deputy of Staff G-1, Papago Park Military Reservation (PPMR), Phoenix, Arizona

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 or Air 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/RIP and/or other documentation to verify possession of MOS or AFSC.

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 Air or Army National Guard, G-1 and be able to qualify for the following MOS or AFSC: 42A, AFSC: 3F0X1

- 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:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

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 the overall requirements, objectives, practices, and peculiarities of the assigned program area sufficient to advise lower graded personnel or lower echelons on assigned actions or cases.
2. Knowledge of military personnel administration and related policies, regulations, and procedures; ability to interpret and apply regulations and precedents to perform a complete review of records and case documentation; and ability to identify discrepancies and provide recommendations or alternatives to the situation encountered.
3. Ability to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties.
4. Knowledge of military organizational structures, respective duties, responsibilities, protocol, and similar matters.
5. Ability to communicate effectively both written and orally.

SPECIALIZED EXPERIENCE: Must possess at least **12** months experience in the interpretation and application of regulations, procedures or laws. Experience that provided a working knowledge of administrative functions. Experience performing personnel transactions. Experience working independently and setting priorities with very little supervisory control.

BRIEF JOB DESCRIPTION: This position is located at the G-1, PPMR, Phoenix, Arizona. The purpose of this position is to serve as the final reviewer and procedural authority of personnel actions submitted to the MILPO by lower echelons. Work is to be performed in one or more of the following work areas: Officer or Enlisted Personnel Management (OPM, EPM); Retirement Points Accounting Management (RPAM); Selected Reserve Incentive Program (SRIP); Montgomery G.I. Bill; Line of Duty (LOD) investigations; Standard Installation and Division Personnel System (SIDPERS)); Physical Disability Evaluation System (PDES) to include MEB/PEB; Incapacitation Pay (INCAP); Mobilization (MOB)/Demobilization (DEMOB); Military Medical Support Office (MMSO); Community Based Health Care Organization (CBHCO); and Warrior Transition Unit (WTU); Active Duty Medical Extensions (ADME); Medical Retention Processing 2 (MRP2); Soldier Readiness Processing (SRP); DEERS/RAPIDS (Defense Enrollment Eligibility Reporting System/Realtime Automated Personnel Identification System).

SELECTING OFFICIAL: CSM Max Hamlin
