

NATIONWIDE  
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**

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**ANNOUNCEMENT NUMBER: 18- 480T    OPENING DATE: 4-Oct-18    CLOSING DATE: 1-Nov-18**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:  
BUDGET TECHNICIAN, GS-0561-07, T5319000**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:** \$42,699-\$55,507 PA                      **SUPERVISORY**     **MANAGERIAL**   
**NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**  
STATE TRAINING DIVISION (G3), PHOENIX, AZ

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**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 all US Citizens** Individual selected will receive a Indefinite 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.**

**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.

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**EDUCATION:**

If you are relying on your education to meet qualification requirements:

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.

**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 ACCOMODATION 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

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**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. Describe your experience in developing and presenting formal training presentations/briefings, giving specific examples.
2. Describe your knowledge of various budget and financial regulations, laws and requirements to ensure compliance and recommend action.
- 3 Describe your knowledge of automated budget systems to reconcile errors that require an understanding of nonstandard procedures or to provide assistance in the development of automated procedures for clerical operations.

**4. Describe your ability to communicate clearly and effectively, giving specific examples.**

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**SPECIALIZED EXPERIENCE:** Must have 12 months experience of finance budget program training and competencies (skills, knowledge, abilities, and behaviors) that provided knowledge of financial principles and procedures. Candidate must understand the principles and concepts of the National Guard financial budget business program requirements. As a condition of continued employment in the GS-056107 position, the employee must complete Level One Financial Management Certification within 24 months of appointment to the position. To qualify, for a Series GS-0561 Budget Clerical and Assistance position, the candidate must be eligible for entry into Level One Financial Management Certification Career Program.

OR

Substitution of Education for Specialized Experience. To qualify for NG Title 5 Excepted Service on the basis of completed undergraduate or graduate education, the college degree education must be in one of –or– be a combination of the following required disciplines: Accounting, business, finance, economics, industrial management, marketing, quantitative methods, or organizational management.

**BRIEF JOB DESCRIPTION:** This position is located in the Joint Force Headquarters (JFHQ) Army National Guard (ARNG) Deputy Chief of Staff for Operations (DCSOPS) G3/5/7 Section. The purpose of this position is to support the Budget Analyst with the formulation, trend analysis, and execution evaluation of federal funds provided by the ARNG and other Department of Defense (DoD) components to the assigned unit. This position is responsible for supporting the overall budget function in organizations, as determined by the DCSOPS. Assists with budget functions in support of state and federal ARNG operations, training, readiness, strategic planning and domestic operations missions. Develops and recommends procedures, objectives and processes pertaining to preparation and execution of the organizational budget. Ensures timely submission of budget estimates by staff officials. Reviews and consolidates budget estimates, taking into account issues, problems and conflicts within the budget program. Persuades officials to revise estimates that do not conform to established guidelines or requirements. Prepares and updates status reports. Reviews, edits and ensures accuracy of reports prior to release to management officials. Ensures management officials and budget committee is provided current program status.

**SELECTING OFFICIAL:** LTC Panka

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