

**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: 18-486T OPENING DATE: 1-Oct-18 CLOSING DATE: 16-Oct-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Computer Assistant, GS-0335-07, E-1 to E-9 or WO1 to WO4, D0890P01

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:

USPFO, 5636 E. McDowell Rd Phoenix, AZ 85008

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 Excepted Service (Technician) members in the Arizona Army National Guard.** Individual selected will receive a **Permanent Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. 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, JFHQ and be able to qualify for the following MOS: 882A, 890A, 913A, 914A, 915E, 920A, 920B, 922A, 923A and Branch Immaterial or 6B, 51C, 88M, 88N, 89A, 89B, 92A, 92F, 92G, 63CMF, 92Y, 74B, 55B. All of the above listed MOS's plus applicable MOS's assigned to CSSAMO.

- 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. General knowledge of logistics policies and procedures governing logistics activities, analyzes and determines the needs and methods of data support for the division. In coordination with the Supply Systems Analyst, identifies potential computer applications.
 2. Directs and monitors the operation and maintenance Global Combat Support System - Army (GCSS-Army) and locally developed logistics applications. Advises and assists the Supply Systems Analyst in resolving automation problems (hardware and software).
 3. Identifies the cause of operations failure and means of recovery. Researches and resolves hardware, software and application program problems, working with users and system proponents as required. Coordinates maintenance and repair of automation equipment within the division.
 4. Coordinates the loading of software changes and program updates with DA, NGB, Data Processing Installation (DPI), other agencies and division branches to ensure system enhancements are synchronized and current.
 5. Serves as Information System Security Officer for Supply and Services Division. Develops, monitors and evaluates procedures and internal controls in accordance with current security regulations/guidelines for internal systems security.
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SPECIALIZED EXPERIENCE: Must possess at least 12 months experience working with GCSS-Army; performing production control functions; coordinating work load priorities and scheduling multi requirements; and identifying and tracing processing failures. Experience performing specialized projects and assignments using knowledge of fundamental data processing methods, practices and techniques in work involving development, test, implementation and modification of computer programs and operating procedures.

BRIEF JOB DESCRIPTION: This position is located in the Supply and Services Division Office, United States Property and Fiscal Office (USP&FO). The incumbent serves as the automated logistics information systems manager with technical responsibility for automated systems and operational management and GCSS-Army System Operator. Develops, implements, and maintains automated logistics information management systems in the Division and provides training for user personnel. Serves as the main point of contact within the Supply and Services Division in communication

with GCSS-Army proponents. National Guard Bureau (NGB), supporting maintenance activities and other USP&FO divisions for the purpose of coordinating the full implementation and operation of automated logistics information management systems.

SELECTING OFFICIAL: MAJ EDWIN LONGWELL
