

**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: 19-051T OPENING DATE: 6-Feb-19 CLOSING DATE: 22-Feb-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Health Systems Specialist, GS-0671-09, E-5/SGT - E-7/SFC, MPCN: 2001-007

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$52,229.00-\$67,899.00 PA

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

Medical Detachment (MED DET), 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 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, in a military unit supporting MED DET and must possess the following MOS: 68 series.

- 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 regulations, policies, and procedures that impact the various programs overseen in order to evaluate and resolve procedural problems experienced in the state Medical Health Program.
2. Knowledge of the full range of programs sufficient to advise management on the impact the current status individuals or groups may have on organizational requirements and activities i.e. physical readiness, training, testing; LOD investigation status and results; upcoming review boards or the status of the boards; etc.
3. Ability to analyze the problems encountered and the skill to communicate, either orally or in writing, the recommendations to the parties involved i.e. all levels of management, individual military members, or the outside agencies or health care facilities that may be involved such as Tri-Care or local health facilities.
4. Knowledge of the laws and privacy requirements concerned with the release of individual's medical information.

SPECIALIZED EXPERIENCE: Must possess at least 12 months military or civilian experience at a novice competency level in one of the medical service core functions, which are prescribed as: Health facilities, health plan management, medical resources, health care information management and information technology, medical logistics, or medical readiness (including aeromedical evacuation). Have military or civilian working experiences and knowledge in analyzing and recommending solutions to complicated problems. Experienced in developing and implementing various policies and procedures used in the state medical programs. Experienced in various administrative areas such as budget, personnel and public relations within a medical unit or medical activity. Have military or civilian working experiences and knowledge of the basic principles and practices related to the management of health care delivery systems. Military or civilian working knowledge is required in

BRIEF JOB DESCRIPTION: This position is located at the MET DET, Phoenix, Arizona. The purpose of the position is to administer the state medical health program on a day-to-day basis. Dual Status technician positions in this series manage health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvement studies. Provide support to health care management officials by analyzing, evaluating, advising on and/or coordinating health care delivery systems and operations. Manages and performs public health activities and programs. Provides administrative oversight to the Preventive Health Assessment and Individual Medical Readiness Program.

SELECTING OFFICIAL: MAJ Kevin O'Nan