

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 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: 19-089T OPENING DATE: 30-Jan-19 CLOSING DATE: 20-Feb-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Family Program Specialist, D1740000, GS-0301-12, O1/2LT-O3/CPT (w/less than 4 years TIG) MPCN: 1320-030

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

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$75,741.00-\$98,464.00 PA

SUPERVISORY **MANAGERIAL**

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

G-1, PPMR, 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 position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Army National Guard.** Individual selected will receive an **Indefinite 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 ORB and/or other documentation to verify Time In Grade.

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 position assigned to G-1 and must possess the following MOS: 01A, JAGs and Chaplains are prohibited.

- 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.

NOTE: O3/CPT Must have less than 4 years Time in Grade (TIG).

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 family readiness and its relationship to missions, functions, organization, major issues, work processes, goals objectives and programs in order to plan, develop, and implement programs designed to improve and maintain National Guard family readiness and quality of life.
2. Knowledge of analytical and evaluative techniques and methods (and the ability to adapt as appropriate) to analyze reports, gather data, review suggestions, and evaluate the effectiveness and efficiency of the National Guard family program sufficient to recognize and define social problems, to reach accurate conclusions, and to measure and improve human services program effectiveness and productivity, and make recommendations for program improvement.
3. Knowledge of laws, regulations, policies, and precedents affecting the use of resources and related support resources (appropriated/non-appropriated funds, equipment, and people) to implement the family program. Such knowledge is not limited to but should include: volunteer recruitment and management, government purchasing and contracting, community partner relationship management, employment support, employer outreach, social media outreach, and child and youth programs.
4. Thorough knowledge of human services matters and programs benefiting military families. In addition to knowledge of policies, practices, and procedures, knowledge of methods used to establish program objectives or performance goals and assess progress toward their achievements and the impact on military and family members' quality of life.
5. Ability to communicate effectively both orally and in writing to provide technical assistance and guidance.

SPECIALIZED EXPERIENCE: Must possess at least **36** months experience, education or training in program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions. Experience developing quality of life and family wellness programs, including multidisciplinary work incorporating underlying factors that contribute to Soldier/Family maladjustment (i.e. alcohol/substance abuse, financial concerns, relationship problems, deployment/military life stressors). Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which includes study, analysis, or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience preparing written communications and oral presentations.

BRIEF JOB DESCRIPTION: This position is located in the Joint Forces Headquarters AZ, G-1 Directorate, Soldier and Family Support Team. The purpose of the position is to plan, develop, and direct the Family Program for National Guard Soldiers and their families, including any family of deployed military personnel regardless of service or component (Army, Marines, Air Force, etc), who live in the vicinity, at all levels of contingency and mobilization with operations throughout the state. The incumbent will supervise statutory and gratuitous volunteer recruitment in support of Family Readiness Groups (FRGs) throughout the state. The incumbent will staff multidisciplinary team meetings in order to assist in the synchronization of resource delivery and training and address resilience and readiness factors for Soldiers and their Families. The incumbent will serve as primary point of contact for the Family Assistance Centers in supporting the local military population. The incumbent will be expected to have a thorough understanding of the military contracting and acquisition process, as well as the management of Non-Appropriated Funds, in support of family readiness. The incumbent will be expected to coordinate with community partners and leverage connections in support of the family readiness program. Some travel will be required.

SELECTING OFFICIAL: CPT Daniel Morehouse
