

**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: 19-129C    OPENING DATE: 14-May-19    CLOSING DATE: 6-Jun-18**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:  
Telecommunications Specialist, GS-0391-11, T5122000, MPCN: 1213-008**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:  
\$63,192.00-\$82,152.00 PA**

**SUPERVISORY     MANAGERIAL   
NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:  
G-6, 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 Permanent 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

**NOTES:**

NOTE: Applicant must either posses Security+ certification or be able to obtain it within 6 months of hire date in order to retain the position.

NOTE: Applicant must have 1 year of hands on experience with VoIP systems and maintenance.

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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. Knowledge of COMSEC account administration procedures and the ability to identify and troubleshoot COMSEC issues and define solutions for a wide range of potential problems.
  
2. Ability to understand, evaluate, and translate Unit COMSEC Requirements and coordnate with account managers to maintaing current allocations and obtain new authorizations.

3. Experience in how to prepare, publishes, and disseminates Signal Operating Instructions (SOI) using automated systems. Provides guidance, and technical assistance to subordinate elements concerning SOI preparation and frequency management.

4. Knowledge of digital communications switches, key systems, and IP telephony systems sufficient to configure system hardware and software to permit the transfer of data through various copper, fiber optic and wireless transports.

5. Knowledge of VoIP protocols and systems.

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**SPECIALIZED EXPERIENCE:** Must have 36 months experience, education or training in developing technical specifications and planning for analog and digital telecommunications programs and projects that involve grouping materials, coordinating schedules, and the testing equipment, services, and software for performance acceptability. Must have working skills and knowledge of acquisition programs, operations, technical acceptance, installation, testing, modification, and replacement of analog and digital telecommunications equipment, services, and systems. Has knowledge of a wide range of technical methods in the detailed performance characteristics of specific communications equipment, systems, services, and transmission media. Requires knowledge of public utility and customer responsibilities involving, cabling used inside and outside buildings, PBX (Private Branch Exchange) software, and underground conduits. Must have an in-depth understanding of basic electronics theory and operating principles, the applications of existing and planned technology to communications requirements, equipment interloper-ability and compatibility, and the methods and techniques for acquiring equipment, systems, and services to accomplish information transfer. Has extensive technical knowledge of proprietary telecommunications switches such as, Lucent Technology's Definity family of switches, North telecom PBX, etc. in order to administer the operating systems that permit the transfer of information through various medium which includes copper and fiber optic. Has skills and abilities to understand the technical theory of electronic communications concepts, principles, practices, procedures, policies, standards, and operational requirements. Experiences include work of the operational and performance characteristics of communications equipment, automated control and switched systems networks management systems. Has technical knowledge of transmission media, and the relationship among component parts of telecommunications systems. Must have the abilities to apply specialized communications methods and analytical techniques. Has the skill and abilities to understand, evaluate, and translate the needs of communications users into requirements. Experiences involved the abilities to relate user requirements to existing technology, policies and priorities, switched systems capabilities, available technology and services, operating practices and procedures, terms/conditions of systems and service contracts, equipment and staffing requirements, costs and funding, and other required supporting services. Experiences included using technical methods to perform assignments such as, working projects that involved specialized, complicated techniques. Has working knowledge of digital communications switches, key systems, and IP telephony systems sufficient to configure system hardware and software that permitted the transfer of data through various copper, fiber optic, and wireless transports.

**BRIEF JOB DESCRIPTION:** The purpose of the position is to develop technical specifications and plan for analog and digital telecommunications programs and projects that involve the gathering of materials, coordinating schedules and the testing of equipment, services, and software for performance acceptability. The position also works with the acquisition, operations, technical acceptance, installation, testing, modification, and replacement of analog and digital telecommunications equipment, services, and systems. Or, manage the frequency spectrum, radio, secure communications, and communications security (COMSEC) programs of the state National Guard. Manages switched telecommunications systems that provide primary voice network capabilities to the organization. Administers the call accounting program and monitors the telecommunications hardware performance to include running traffic studies to measure traffic characteristics, quality of service, and how much equipment or service is actually used or needed for communications systems or segments of systems to assure that the software/hardware performance acceptability is optimized. Monitors, maintains, and recommends optimum switched systems configuration, to include administering and programming the Voice Mail System's customer administration, messaging broadcasting, automated attendants, integrated voice to desk top, load capacity, and voice mail configurations. Provides program and configuration services for Integrated Services Digital Network (ISDN) data and video through the switched network to the Network Control Center (NCC) and DLN environments by administering all bandwidth requirements and allocation on all telecommunications equipment to include Channel Service Units/Data Service Units (CSUs/DSUs), switches, and frame relay access devices. Provides telecommunications input for the preparation of the Internet Service Provider (ISP). Applies diagnostic equipment to test, configure, evaluate, and optimize all high bandwidth circuits. Provides input to the emergency and mobilization communications plan for implementation by the telecommunications manager. Performs other duties as assigned.

**SELECTING OFFICIAL:** CPT John T. Kelly

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