

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: 19-309TF OPENING DATE: 23-Jul-19 CLOSING DATE: Until Filled

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Budget Analyst, GS-0560-11, D1012000, E-6/SSG E-9/SGM, W-1/WO1 - W-5/CW5; O-1/ 2LT - O-2/1LT, MPCN: 1625-001

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$64,351.00-\$83,661.00 PA

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

United States Property and Fiscal Office (USPFO), 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 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 **ERB/ORB** 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 USPFO and be able to qualify for the following MOS: 36A, 36B, 42A, 42B, or 420A

- 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.
- The GS-0560-11 position and dependent on the position's certification level and contingent on the employee's military rank, the employee must complete the higher financial management certification **within 24 months of appointment** to the position.
- Applicant **MUST** possess a current Security clearance.

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: Applicant must complete the higher financial management certification within 24 months of appointment to the position.

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. Ability work with AZARNG staff elements to develop and update cost allocation plans by obtaining, analyzing, and presenting cost data.
2. Ability to manage and oversight the budget process, including planning, programming, budgeting, allocation and execution of funds.
3. Ability to review and interpret higher headquarters' orders, guidelines and directives, and policies and precedents to assess impact on State programs.
4. Ability to certify funds and coordinate the receipt of Funding Authorizations Documents (FADS) for the state ARNG Comptroller.
5. Ability to develop, coordinate and distribute Funding Allocation Targets to division and PM accounts using the State Automated Budget System and the State Accounting and Reservation System.

SPECIALIZED EXPERIENCE: Candidate must have at least 24 months of finance budget experiences and competencies that provided knowledge of financial principles and procedures. Candidate must have an excellent understanding of the basic principles and concepts of the National Guard financial budget business program requirements. A candidate must have experiences and training that demonstrates the abilities to follow directions, to read, retain, and understand a variety of instructions, regulations, policies and procedures

BRIEF JOB DESCRIPTION: This position is located at the USPFO, Phoenix, Arizona. This is an Army National Guard Dual status technician position. Dual Status technician require military membership, compatible military skill assignment and classification. The primary purpose of this position is to provide management oversight and guidance to

the budget formulation and execution process. Reviews annual appropriation and authorization legislation to determine congressional intent. Develops, coordinates and distributes Funding Allocation Targets to division and PM accounts using the State Automated Budget System and the State Accounting and Reservation System. Develops supplemental guidance and instructions for operating officials on the preparation and submission of budget estimates and ensures a comparable level of funding to estimates and requests. Responsible for reprogramming and migration of congressional interest program funds based on Program Budget Advisory Committee (PBAC) decisions and changing needs of various organizations. Works with other Department of Defense (DoD) components to establish business practices to enhance mission accomplishment. Exercises primary oversight of program manager appointments and delegations of authority. Performs other duties as assigned

SELECTING OFFICIAL: William P. Abbott
