

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: 19-362T OPENING DATE: 14-Aug-19 CLOSING DATE: 4-Sep-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Budget Analyst, GS-0560-11, E-6/SSG - E-9/SGM, W-1/WO1 - W-5/CW5, O-1/2LT - O-3/CPT, MPCN: 1525-014

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$63,192.00-\$82,152.00 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.**

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 USPFPO and be able to qualify for the following MOS:

Enlisted: 36B or 42A

Warrant Officer: 420A

Officer: 36A or 42B

-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: 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.
6. Ability to communicate effectively both written and orally.

SPECIALIZED EXPERIENCE: Must possess 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 in the Army Comptroller Division in the US Property and Fiscal Office (USPFPO) in Phoenix, AZ. 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. Provides management oversight to the budget process, including planning, programming, budgeting, allocation and execution of funds. Reviews annual appropriation and authorization legislation to determine congressional intent. Certifies funds and coordinates the receipt of Funding Authorizations Documents (FADS) for the state ARNG Comptroller. 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. Prepares quarterly resource management reports, monthly analysis of financed orders in relation to forecasting expenses and provides narrative explanation of the causes of variances between actual and budget objectives. Reviews transactions including reservations, obligations, and disbursements based on interpretation of laws, regulations, or policy. Provides technical budgetary advice and assistance to federal and state agencies as requested. Independently develops and implements guidelines and policies as well as management controls for effective budget execution. Exercises primary oversight of program manager appointments and delegations of authority. Performs other duties as assigned.

SELECTING OFFICIAL: MAJ William P. Abbott, AZARNG Financial Manager
