

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**

**** Amended as of 19 Sep 2019 ****

ANNOUNCEMENT NUMBER: 19-373C OPENING DATE: 6-Sep-19 CLOSING DATE: 7-Oct-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Human Resources (HR) Specialist (Employee Benefits), GS-0201-09, MPCN: 171B-001

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$53,187.00-\$69,140.00 PA

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

Papago Park Military Reservation, 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 is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive an Indefinite Appointment and may be converted to permanent based on availability of funds or position no longer being encumbered

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.

EDUCATION:

A high school diploma or general education development (GED) diploma *is required*. An undergraduate degree from an accredited college/university *is desired*. A graduate degree from an accredited civilian academic college or from an equivalent professional military education school *is optimum*.

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 ACCOMMODATION 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: Must have a Secret Security clearance.

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. Experience in applying HR management practices to resolve moderately complex, issues with workers' compensation, employee benefits, and retirements for which there are one or more readily apparent solutions.
2. Ability to research, analyze and interpret basic issues of fact, policy and law regarding a variety of HR issues.
3. Knowledge of other Human Resources Office (HRO) specializations, i.e. Recruitment and Placement, Classification, Human Resources Development, Employee Relations, Labor Relations, etc., for purposes of interacting and resolving specific issues.
4. Ability to perform management advisory services and/or make informed judgments on specific retirement, worker's compensation, and leave issues/cases.
5. Knowledge of the organizational structures of the Army and Air National Guard.
6. Ability to communicate effectively both written or verbally with attention to detail.
7. Knowledge of Human Resources federal laws, regulations, and policies.
8. Background knowledge in Uniformed Services Employment and Reemployment Rights Act (USERRA).

SPECIALIZED EXPERIENCE: Must have 12 months as GS-0201-07, or 24 months in total of specialized experiences which provided a working knowledge of National Guard missions, organizations, and federal civilian personnel programs. Must have experiences in executing personnel programs and Human Resources Information Systems, as applicable to the specific position and its position description. Must have knowledge and understanding of the personnel and manpower core competencies: Organization Structure; Requirements Determination; Program Allocation and Control; and, Performance Improvement. Have a working knowledge of organizational structures; manpower standards; manpower resources; manpower data systems; or, commercial services to include strategic sourcing. Experienced in performing personnel program requirements that involve advising supervisors and managers; and, experienced in completing accession planning and processing; classification and position management; and, civilian promotions.

BRIEF JOB DESCRIPTION: This position is located at the HRO, Papago Park Military Reservation, Phoenix, Arizona. The primary purpose of the position is to provide technical, procedural and evaluative assistance in the area of employee benefits for both Army and Air National Guard organizations. Accomplishes work through the use of an automated personnel system. Provides technical guidance and procedural assistance to managers, supervisors, and employees in executing a variety of employee benefits programs, which may include workers' compensation, retirement, health and life benefits, Thrift Savings Program (TSP), etc. Works through appropriate channels with the DOL, Civilian Personnel Management Service (CPMS) Injury and Unemployment Compensation Division, and supervisors to determine that payment of legitimate claims is made, fraud is reported, and questionable claims are reviewed. Researches and presents any questionable cases to DOL for further action. Provides background information or answers congressional inquiries related to injured employees claims. Assists in administering the retirement programs for technicians desiring to retire under any of the retirement systems. Reviews, interprets, and distributes informative material on new, changed, and pending policy changes for employees that impact on existing benefit program entitlements. Performs other duties as assigned.

SELECTING OFFICIAL: Colonel Denise Sweeney
