

**STATEWIDE
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**

ANNOUNCEMENT NUMBER: 19-379C OPENING DATE: 9-Sep-19 CLOSING DATE: 17-Sep-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Human Resources Specialist (Recruitment and Placement/Compensation), GS-0201-12, T5022100

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$77,130.00-\$100,273.00 PA

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

Human Resources Office, Papago Park Military Reservation, 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 is a National Guard Title 5 Excepted Service position and is **Open to AZNG T32, T5 Employees, OR AGR/DSG/M-DAY members** Individual selected will receive an Indefinite 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.

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 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:

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 a wide range of fundamental Federal HR affirmative employment, recruitment, and placement principles, policies, and methods.

2. Ability to develop and publish vacancy announcements and other recruitment materials IAW NGB/OPM qualification standards.
3. Ability to rate and examine applications against minimum qualification standards, including selective factors.
4. Knowledge of HR related resources and legal requirements (i.e.: U.S.C., CFR, OPM, NGB, State) as applied to HR responsibilities and functions.
5. Skilled in providing comprehensive HR advisory expertise on a full range of problems requiring analysis between different sections within the Human Resources Office.
6. Skilled in written and oral communication techniques sufficient to: develop/deliver briefings and correspondence; foster understanding/acceptance of findings; present arguments/ advisory opinions.

SPECIALIZED EXPERIENCE: Must have at least one year of specialized experiences at the GS-11 level or 36 months of equivalent experience which provided a working knowledge of National Guard missions, organizations, and federal civilian programs. Must have specialized experiences in personnel and manpower core competencies: Organization Structure, Requirement Determination, Program Allocation and Control, and/or Performance Improvement. Must have experiences in executing personnel programs (i.e. DCPDS, eOPF) and other Human Resource specific information Systems. Have a working knowledge of organizational structures; manpower standards; manpower resources; and/or manpower data systems. 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. Experienced in advertising positions and processing assignments or reassignment actions. Competent in merit principles, personnel plans, programs, and policies to guide or advise others on their implementation activities. Skilled in applying program policies, directives, publications, and training manuals. Knowledgeable on allocating manpower resource budgets or execution procedures. Skilled and experienced in assessing program status; and, advising senior leaders or commanders, at all levels. Experienced in the allocation of civilian resources through execution and management of the applicable manpower documents and higher headquarters' manpower directives and requirements. Competent in processing organization change actions to activate, inactivate, redesignate, or reorganize structures.

BRIEF JOB DESCRIPTION: Serves as a senior Human Resources (HR) Recruitment and Placement Specialist in the Human Resources Office (HRO). The HRO is responsible for operational HR effectiveness of the State Army and Air National Guard Full-Time Support Federal Employee Program to include establishing and maintaining standards and measurements, recruitment and placement, classification and position management, organizational development and workforce utilization for the National Guard's delivery of personnel administrative services. Applies a comprehensive knowledge of human resources management to provide advisement on the full range of life cycle functions and assists management in accomplishing their human resources management responsibilities. Provides technical services on assigned portions of position management, classification, staffing, and human resources development programs; and provides the full range of technical support regarding management-employee relations. State point of contact for the Recruitment and Placement program. Ensures program goals are in compliance with OPM, DoD, DA, DAF, NGB and other governing legislation or agencies.

SELECTING OFFICIAL: Col Denise Sweeney
