

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 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: 20-198T OPENING DATE: 18-Sep-20 CLOSING DATE: 5-Oct-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Materials Handler Supervisor, WS-6907-06, E-6/SSG - E-9/SGM, PARA/LN: 1622-003

APPOINTMENT FACTORS: OFFICER **WARRANT OFFICER** **ENLISTED**

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$28.35-\$33.05 PH

SUPERVISORY **MANAGERIAL**

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

United States Property and Fiscal (USPFO), Supply, Services and Transportation, 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 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 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 must possess the following MOS: 88M, 88N, 89A, 89B, 92A, 92F, 92G, or 92Y

- 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: This position is subject to rotating shifts, night shifts, and weekends/holidays.

Note: Preferable GARMY access & forklift license.

Note: Must be able to possess and maintain a Secrete Security Clearance NLT 12 months

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 to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
2. Ability to establish deadlines and priorities based on established general schedules, methods and policies.
3. Ability to instruct subordinates on new procedures or methods and provides assistance on difficult or new problem areas.
4. Ability to communicate effectively both written and verbally.

SPECIALIZED EXPERIENCE: Must possess at least 36 months of experience performing inventory and inspections to determine serviceability of stocked items. Experience in interpreting and applying written instructions, reference materials, publications, and manuals. Experience in setting up and rotating storage locations considering factors such as life expectancy, available space, product turnover, etc. Experience which demonstrates the ability to plan, direct, and organize work assignments for lower grade personnel. Experience which required the review of work requirements and establish priorities to meet deadlines. Experience that provided knowledge of various lines of work performed by this function. Experience which demonstrates the ability to supervise or the potential to perform such duties as evidenced by the ability to communicate knowledge of general supervisory concepts, and knowledge of shop processes. Experience in adapting existing equipment and techniques to new situations.

BRIEF JOB DESCRIPTION: This position is located at the USPFO, Storage and Distribution Branch, Phoenix, Arizona Warehouse. The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit and to perform associated nonsupervisory work. The occupation and nonsupervisory grade level which best reflects the nature of the overall work operations supervised is Materials Handler, WG-6907-06. Plans weekly or monthly work schedules and sequence of operations. Assigns tasks to be performed. Recommends and participates in the selection of personnel to fill vacancies. Performs the nonsupervisory work of the function as needed. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. Performs other duties as assigned.

SELECTING OFFICIAL: MAJ Julie Jarvis
