

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: 20-330T OPENING DATE: 3-Sep-20 CLOSING DATE: 9-Oct-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Budget Analyst, GS-0560-11, MSgt/E7, MPCN: 86017534

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

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$66,311.00-\$86,203.00 PA

SUPERVISORY **MANAGERIAL**

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

161st Air Refueling Wing, 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 Air National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. 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 **RIP** and/or other documentation to verify **ASVAB Scores and Rank.**

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 Air National Guard, in a military position assigned to 161st ARW and must possess the following AFSC : 6F0X1

- 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.
- Applicants must be able to obtain, maintain, and meet the DoD directed civilian financial management certifications for the **Budget Analysis** position **within two years** of initial hire date or promotion appointment date—failure to do so, employees **are not** retained in their positions.

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: Must possess FM Cert level 1 or higher.

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

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 perform budget formulation involving the preparation of detailed analyses of annual and/or multi-year budget estimates for assigned organizations/programs into a consolidated budget request.
2. Ability to perform budget execution analysis of obligations incurred and actual expenditures of different sources and types of funding, such as one-year, multi-year, and no-year appropriations; reimbursement funds; and transfers of funds from other agencies.
3. Ability to provide financial advice, assistance, interpretation, and guidance on budget related matters such as types of funding available, effects of budgetary changes on related activities, status and use of funds to the Budget Officer, Financial Manager, commanders, center managers, resource advisors, and other staff members.
4. Ability to design, develop, conduct, and document resource management training for personnel responsible for the expenditure of appropriated funds.
5. Ability to use automated financial management systems and computer-generated products as tools to accomplish financial management objectives.

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 at the Financial Management Division in 161st Air Refueling Wing, Phoenix, Arizona. The purpose of this position is to accomplish budget formulation, trend analyses, and execution evaluation of federal funds provided by the ANG and other Department of Defense (DoD) components to the assigned unit. This position is independently responsible for the overall budget function in organizations, as determined by the

Financial Manager. Accomplishes budget functions in support of state and federal ANG operations, training, and readiness missions.

SELECTING OFFICIAL: Capt Maylin White
