

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

ANNOUNCEMENT NUMBER: 21-021C OPENING DATE: 3-Feb-21 CLOSING DATE: Until Filled

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
Human Resources Specialist (Employee Benefits), GS-0201-07/09, T5037000

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE: \$55,355.00-\$71,960.00 PA **SUPERVISORY** **MANAGERIAL**
NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:
Human Resources Office, PPMR, 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 all US Citizens**. Individual selected will receive a Temporary Appointment or Temporary Action not to exceed 30 September 2021. This Temporary Appointment or Temporary Action maybe extended based upon availability of funds. Appointment maybe converted to a Permanent or Indefinite position based upon availability of resources.

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) addressing 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:

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.
- Must possess or eligible to obtain a Secret Security Clearance.
- 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.

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1. Fundamental knowledge of military human resources policies, rules, guidelines, instructions, etc to understand the assigned program(s) and converse effectively with functional managers, advise commanders, customers, lower graded personnel, or lower echelons.
 2. Ability to plan, organize work, administer, communicate effectively (both orally and in writing), meet deadlines, gather,

analyze data/products, and summarize facts in order to determine adequacy and/or deficiencies of assigned programs.

3. Knowledge of the mission and the unit is essential in order to provide required support consistent with mission objectives and to coordinate with managers, supervisors, members, customers, dependents, and other offices on human resources issues.
4. Knowledge of automated systems, personal computers, and software employed in the assigned program area to utilize the systems in developing reports, correspondence and to extract data.
5. Knowledge and skill in application of analytical and evaluative techniques to identify, consider, and resolve issues or problems peculiar to the assigned program area.

SPECIALIZED EXPERIENCE: Must have at least one year of specialized experiences at the GS-07 level or the equivalent which provided a working knowledge of National Guard missions, organizations, and federal civilian or military 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. Experienced in advertising positions, processing assignments or reassignment actions; reviewing human resources development programs; applying education and training policy requirements; discussing retraining procedures; and/or providing retirement options. Competent in discussing the equal opportunity and sexual assault prevention and response programs. Have experiences in career counseling; completing or editing performance evaluations; and, conducting educational and skill development personnel course programs. 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. Experienced in performance management and productivity programs; or, advising on process improvement, best practices, and performance techniques.

BRIEF JOB DESCRIPTION: This position is located in the Arizona National Guard Human Resources Office that has responsibility for servicing both Army and Air National Guard Federal Employees, Active Guard Reserve and may include State Personnel. The primary purpose of the position is to provide management advisory services and technical, procedural and evaluative assistance to managers/supervisors and employees in the area of injury compensation for both ARNG and ANG Units at numerous statewide locations.

SELECTING OFFICIAL: Col Patrick McDonnell
