

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE:<https://dema.az.gov/azng-human-resources>
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 15-355T OPENING DATE: 14-Aug-2015 CLOSING DATE: 28-Aug-2015

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

TRAINING SPECIALIST, GS-1712-11, D0579000, O2/1LT - O4/MAJ, MPCN: 1421004

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

SALARY RANGE:

\$59,302.00-\$77,093.00 PA

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

State Trainging Office (JFHQ), 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 arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it 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), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). 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. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

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 (All Units) and must possess the following MOS/Branch:

Officers: MOS Immaterial

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

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.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the (All Units), Arizona Army National Guard.** Individual selected will receive a 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. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed Optional Form 612 (Application for Federal Employment) or must include a Resume.

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

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 supervise employees and plan, organize, and assign duties.
2. Ability to use various microsoft computer software, create and use databases and spreadsheets in order to organize and analyze information, and knowledge of various training specific DoD websites.
2. Skill in oral and written communication.
3. Knowledge of training doctrine, regulations, pamphlets, circulars, letters and policies from higher headquarters and the ability to interpret and publish implementing instructions to the field.
4. Knowledge of military operations and logistics.
5. Ability to meet and deal with the public and have a sound knowledge of military staff relationships.
6. Knowledge of personnel and administrative regulations as they pertain to schools, professional development, promotions, and MOS duty qualifications.
7. Ability to develop course material and training aids in specialized fields of training.
8. Ability to teach or instruct.

SPECIALIZED EXPERIENCE: Must have 36 months experience, education or training organizing and developing clear and meaningful written communications such as reports, studies and the ability to present ideas orally in a clear and convincing manner. Experience establishing and maintaining effective working relationships with individuals and institutions having different interests. Experience developing training course work or providing instruction in a training environment. Experience coordinating and acquiring training materials. Experience in the administration, supervision or development of training or instructional programs. Experience in evaluating and analyzing processes related to instruction and training programs. Experience which provides a thorough knowledge of the organizational structure and mission goals at the managerial level of position to be filled.

BRIEF JOB DESCRIPTION: This position is located in the ARNG State Headquarters. The primary purpose of this position is to review training plans, manage training systems and to provide staff level planning and assistance to ensure that the required ARFORGEN training objectives are achieved. Reviews and analyzes regulations, directives and documents of higher, lower and adjacent headquarters to ensure training objectives are identified and met. Develops training related policies and processes to effectively plan, resource, execute and assess training at unit, battalion, brigade and state levels. Conducts assessments and inspections to ensure compliance with training regulations, guidance and policies. Identifies shortfalls, discrepancies and problem areas in subordinate unit training plans. Develops yearly training guidance and briefs, manages state master training calendar, serves as the State Ammunition Manager, and assists with training budget management. Provides guidance and assistance to subordinate commands regarding readiness, resources, plans and schedules. Develops transportation and support requirements for military airlift. Analyzes Annual Training (AT), Overseas Deployment Training (ODT), Combat Training Center Rotations, Simulations and other collective training plans/programs to ensure units will meet ARFORGEN training objectives. Responsible for Training Division's reporting of installation, training, and management controls and installation status reports. Manages Technical Assistance Program and Special Training Program. Manages Chemical, Biological, Radiological, and Nuclear (CBRN) Training Program. Manages Physical Training (PT) Program. Provides full time support to the State Marksmanship Program. Acting State Training Officer in his/her absence. Performs other duties as assigned.

SELECTING OFFICIAL: LTC John Shagena COMM: 602-267-2776
