

**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: 15-339T OPENING DATE: 27-Jul-2015 CLOSING DATE: 10-Aug-2015

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Supply Systems Analyst, GS-2003-11, D0888P01, WO1-CW3, MPCN:1620004

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

SALARY RANGE: \$59,896.00-\$77,865.00 PA
SUPERVISORY MANAGERIAL
NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

UNITED STATES PROPERTY & FISCAL OFFICE (USPFO/SS&T), 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 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: 920A, 920B

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 and those eligible for membership 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. Knowledge of a broad range of supply program relationships to analyze procedures, services, directives, and management of the Division for resolving major problems, establishing, or revising local policy, and coordinating the work of the Division with other organizations.**
- 2. Ability to communicate succinctly orally and in writing.**
- 3. Knowledge of the current supply management system to ensure that the system adequately supports logistical functional requirements.**
- 4. Knowledge of budget and financial management programs to evaluate the effect of new programs on funding requirements and direct the formulation of justification for budget revision.**

SPECIALIZED EXPERIENCE: Must have 36 months experience, education, or training supervising and/or managing supply personnel and a variety of supply functions. Knowledge on the entire inventory management supply system. Experience coordinating with other organizations on complex and controversial supply issues. Experience providing advice and guidance on supply regulations to upper levels of management regarding supply functions.

BRIEF JOB DESCRIPTION: This position is located in the Supply and Services Division of the United States Property and Fiscal Office (USP&FO). Its purpose is to perform comprehensive analysis of logistical procedures, services, directives, and the operation of the division. The incumbent compiles, correlates, and submits various reports on logistical functions and provides technical guidance and policy direction for the division. Acts in behalf of the Supply Management Officer when required. Reviews, analyzes, and interprets logistical directives and procedural instructions, to include internal controls from higher authority, and recommends local policy and procedures for the Division. Recommends substantial changes in technical, operational, and clerical procedures as appropriate. Performs extensive research, comprehensive analysis, and applies sound judgment in recommending resolution to major logistical problems, changing local policy, or assigning responsibility for projects to subordinate branches. Reviews results of property book validations, and external evaluations to determine systemic problems. Develops and recommends corrective action to systemic problems. Coordinates with the National Inventory Control Points (NICP), National Guard Bureau (NGB), Department of the Army (DA), Department of Defense (DOD), etc., to ensure effective and efficient support to the State. Provides functional analysis of automated support requirements. Investigates and analyzes a variety of supply problems, questions, or conditions related to fielded automated logistic systems. Recommends Engineering Change Proposals (ECPs) to modify, change, or enhance applicable logistics programs in Standard Army Management Information Systems (STAMIS). Participates in ensuring automated logistical systems adequately support logistical functional requirements to manage the supply support activity. Incumbent is responsible for coordination, implementation, and evaluation of the Division's responsibilities in the Army's Management Control Program, to include internally supplemented controls. Keeps supervisor advised on current status of management control issues within the Division. Provides recommendations on material weaknesses corrections. Assists subordinate branches within the Division in establishing local procedures. Reviews logistical reports and recommends action to ensure overall effectiveness. Advises on available sources of personnel, funds, and facilities for the operation of the Supply and Services Division. Evaluates the effect of new supply and services programs on funding requirements and develops or participates in the development of justification for budget submission/modification. Assists in the preparation of the State Operating Budget (SOB) and financial programs in the Division. Reviews all funding documents such as MIPRs, MILSTRIP, etc., to determine adequacy of program support. In conjunction with customer assistance, incumbent acts as a focal point of contact for systemic logistical issues within the Supply and Services Division and between the Supply and Services Division and customers. Incumbent resolves all issues and keeps the Supervisor informed. Responsible for the work of assigned personnel. Performs the supervisory and managerial responsibilities. Assigns work to functional staff members in accordance with established

organization mission and functions, workload fluctuations and personnel availability. Defines and interprets governing policies, procedures and regulations. Provides financial advice and renders decisions on major problems. Reviews operating procedures and policies with respect to the desired performance objectives of management. Advises management of operating areas at risk of not achieving desired performance and recommends corrective actions. Develops or directs the development of new or changed internal operating procedures and instructions. Performs other duties as assigned. Supervises warehouse employees to ensure transition of incoming and outgoing supplies and equipment.

SELECTING OFFICIAL: LTC Roland Gonzalez
