

**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: 15-362T OPENING DATE: 20-Jul-2015 CLOSING DATE: 3-Aug-2015

**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
COMPUTER ASSISTANT (AVIATION INFO SPECIALIST), GS-0335-09, D1074000, E2-E7, MPCN
04622222/04622004, (2 POSITIONS)**

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

SALARY RANGE: \$48,403.00-\$62,920.00 PA
**SUPERVISORY MANAGERIAL
NON-SUPERVISORY/NON-MANAGERIAL**

LOCATION OF POSITION:

ARMY AVIATION SUPPORT FACILITY #2 (AASF #2), MARANA, 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: 15CMF, 92CMF, or 25 SERIES

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 Permanent Appointment after a one year probation 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. **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).

NOTE: This position is subject to working a night shift.

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 (detailed) of ULLS-A systems, hardware and software and the correlation with other operating systems and conditions.
2. Knowledge of computer equipment, internal computer processes, and application and utility programs.
3. Knowledge of a wide range of analytical and diagnostic methods, procedures, and principles to identify system failures, take corrective actions to resume normal operations and implement procedures for partial use.
4. Knowledge of the codes, abbreviations and terms used in the ULLS-A system program.
5. Ability to acquire, interpret and resolve problems based on information derived from ULLS-A system reports.
6. Knowledge of the AASF #2 missions, objectives, terminology and management practices in the facility, NGB and the DA to recognize probable areas of interaction and overlap between proposed and existing system requirements.
7. Knowledge of computer networking.
8. Ability to perform the duties and responsibilities of a Facility System Administrator.
9. Skill and knowledge to independently apply DoD, Army, NGB, and local policies, standards, directives to perform analysis, to evaluate the automated information systems requirements, and to offer assistance and guidance to those who receive informational products.

SPECIALIZED EXPERIENCE: Must have 24 months experience maintaining continuity of production control; coordinating work load priorities and scheduling multiple requirements. Experience applying optional methods to new or developmental requirements and provide for program dependencies and priorities. Experience identifying computer requirements or techniques associated with the development and design of data processing systems. Experience in planning and programming requirements related to computer systems or applications.

BRIEF JOB DESCRIPTION: This position is located in the Logistics function of the Army Aviation Support Facility #2. The purpose of the position is to administer and maintain Unit Level Logistics System-Aviation (ULLS-A)E at the AASF #2. This position provides guidance to users in the daily operation and maintenance of the (ULLS-A)E system and serves as the point of contact between the AASF #2 and external supporting organizations. Creates local modifications to the STAMIS system. Modifications within and among systems are created to provide for the communication of data between testing platforms and the STAMIS system. Works with multiple operating systems and guidelines that are not always specific or may not exist. Monitors the transfer of data between aircraft laptops and LAN computers to ensure data integrity is maintained. Monitors data back-up systems. Ensures data and data files are accurately entered into a system through the Local Area Network (LAN). Monitors database files from outside sources (e.g., inspection master files, component master files and reportable item files) to ensure data integrity and applicability. Restores deleted data files as necessary. Utilizes Standing Operating Procedures (SOPs) in the event of (ULLS-A)E failure. Troubleshoots common or recurring problems experienced by laptop users. Creates database inquiries to access local information stored in the (ULLS-A)E. Assists AASF #2 users in preparing locally designed reports. Creates, edits and saves database queries. Ensures reports accurately reflect individual aircraft status. Oversees AMSS processes for daily recording and reporting of aircraft/subsystem readiness and end-of-period reports. Serves as the Terminal Area Security Officer (TASO) with security oversight over AASF #2 (ULLS-A)E system components. Manages (ULLS-A)E network security protection mechanisms. Assigns, secures, stores and maintains user Ids, passwords and controls individual and group access to the (ULLS-A)E system. Serves as a facility network systems administrator.

SELECTING OFFICIAL: SGM William Aragon COMM 520-750-5943
