

**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: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 15-392T OPENING DATE: 19-Aug-2015 CLOSING DATE: 2-Sep-2015

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

IT SPECIALIST (SYSADMIN/CUSTSPT), GS-2210-9/11, TCD165000, SSgt/E5, MPCN:0869010

APPOINTMENT FACTORS: OFFICER

ENLISTED

SALARY RANGE:

SUPERVISORY MANAGERIAL

\$58,562.00-\$76,131.00 PA

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

214th Reconnaissance Group, Davis-Monthan AFB, 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 Air National Guard, (214th RG) and be able to qualify for the following AFSC: 3D1X2

KNOWN PROMOTION POTENTIAL: GS-11

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 in the Federal/Excepted Civil Service and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive a Indefinite

Appointment that may be converted to Permanent once the funding is available for a new position, or if the position is no longer 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 AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Must possess a TS/SCI security clearance and provide letter of verification of Security Clearance from local Security Manager..

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

NOTE: This position is in support of the Remotely Piloted Aircraft (RPA) Mission.

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 wide range of communications concepts, principles, and practices as well as telecommunications operating techniques, digital and analog communications requirements.**
- 2. Knowledge of and skill in operating a wide variety of encryption hardware and software along with the ability to integrate these items into the local communications backbone.**
- 3. Knowledge of the principles and methods used for planning and managing the implementation, update, and integration of information system components.**
- 4. Skill in troubleshooting problems and implementing changes on multifaceted and interdependent computer platforms.**
- 5. Knowledge of applications, operating systems and components, protocols, and various hardware and software used within a unit in order to conduct system administration functions.**
- 6. Ability to communicate both orally and in writing.**

SPECIALIZED EXPERIENCE: GS-09 Must have 24 months of experience, GS-11 Must have 36 months experience and comprehensive working knowledge of installation and configuration of hardware and software on personal computers associated with assigned systems.

BRIEF JOB DESCRIPTION: The purpose of the position is to serve as a technical expert and focal point for the installation and configuration of hardware and software on personal computers associated with assigned systems. Develops, modifies, and tests overall system backup and recovery strategies for assigned systems. Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs. Work pertains to the administration of all systems, including a myriad of associated hardware platforms, software applications and numerous interfaces included in the Local Area Network (LAN). Serves as a technical expert on multiple operating systems and computer platforms. Determines equipment and communications requirements and interfaces with other systems. Evaluates machine usage and develops plans for the necessary acquisition to support future automation (hardware and software) requirements. Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Installs, configures and tests products and equipment being reviewed. Develops guidelines, Standard Operating Procedures (SOPs), bulletins and flyers regarding the operation/use of assigned C4 systems, services, and activities. Analyzes policies, regulations, and system provisions governing standard operating systems and provides assistance and advisory services to users. Implements systems software changes, operating system releases and maintains the operational status of systems. Performs security management in accordance with National Guard Bureau (NGB) and Air National Guard (ANG) regulations and policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment. Provides input to the ANG Continuity of Operation Plan (COOP) procedures for system disaster recovery. Installs and configures workstation or network operating systems, and applications software on a wide range of configurable information systems devices. Enforces command standards for hardware and software configurations. Troubleshoots and corrects software problems to include resolving conflicts between applications, hardware and/or device conflicts, and operating system faults. Detects and removes computer viruses. Updates hardware and software architecture databases to reflect installations, turn-ins, and changes in reportable software. Provides guidance, assistance, training, and education to unit COMSEC Responsible Officers (CROs) and Secure Telephone Unit III Responsible Officers (SROs) on proper control, accountability, and destruction of COMSEC material. Implements, interprets, and supplements COMSEC directives and policy. Maintains documentation on user accounts and ensures 100 percent accountability of tape-based and Electronic Key Management System keying material. Conducts semiannual COMSEC audits and inventories on CRO accounts and reports COMSEC incidents according to AF and DoD policy. Performs other duties as assigned.

SELECTING OFFICIAL: CMSgt CHARLES H. NEAL COMM: 520-228-1433
