DUAL STATUS FEDERAL TECHNICIAN VACANCY ANNOUNCEMENT - NON-BARGAINING UNIT

HUMAN RESOURCE OFFICE DELAWARE NATIONAL GUARD First Regiment Road Wilmington, Delaware 19808-2191	**Announcement No.** **70-05**	**Opening Date:** **09 Sep 05**	**Closing Date:** **11 Oct 05**

WORKING LOCATION: **JFHQ-HRO** **Wilmington, DE**	**MIL GR LIMIT:** **E-7** **SFC / MSgt**	**SELECTION METHOD:** **PANEL**	**SALARY RANGE:** **GS-07: $35,663.00 - $46,362.00 / PA** **GS-06: $32,092.00 - $41,721.00 / PA**
Position Title: **HR Assistant (Recruitment Placement & Comp & HR Development)**	**PD Number:** **80508E00/A** **70408E00/A**	**Job Series:** **0203**	**Pay Plan & Grade:** **GS-07/06**

APPOINTMENT FACTORS

AREAS OF CONSIDERATION	***APPOINTMENT STATUS***:
■ AREA I – All members of the Delaware National Guard. ■ AREA II – All applicants with prior military experience who are eligible for membership in the DE Army/Air National Guard ■ AREA III – Applicants eligible for membership in the DE Army/Air National Guard *****SEE REMARKS BELOW*****	OFFICER ☐ WARRANT ☐ ENLISTED ■ Managerial ☐ Supervisory ☐ Neither ■ Army National Guard: ■ Air National Guard: ■ Permanent: ■ Indefinite: ☐ Temporary: ☐ *****SEE REMARKS BELOW*****

SELECTIVE PLACEMENT FACTORS

MILITARY REQUIREMENTS: This is a dual-status position. As a condition of initial appointment and continued retention, the selected applicant must be an actively participating member of the Delaware Army/Air National Guard as appropriate.

■ Military uniform is required to be worn. Acceptance of this position constitutes concurrence with this requirement and is a condition of continued employment.

■ OTHER: **If selected, the individual must occupy, Army: MOS; 42A, 42F, 42L, (71L*, 75B*, 75F*, 75H*); Air: AFSC 3A0X1 or 3SXXX for actual placement in this position**.

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position.

QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all military requirements and selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

APPLICATION PROCEDURES: All interested applicants for this position must submit either an **OF 612 or resume and an OF 306, DNG Form 51, DNG 87-R (Optional), DNG Form 1386 (Optional)**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer or Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT ATTACH POSITION DESCRIPTIONS. Incomplete applications will not be considered. Complete applications must arrive at the HRO by COB on the closing date**. Late applications will not be accepted.

REMARKS: Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment. *****This position is opened to Army and Air personnel; however it will be paid by Air funds. This position is advertised nationwide.*****

JAMES J. KRZYZANOWSKI Lt Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 –Each Staff Section 1 – Each ARNG Unit, 2 –President, ACT Inc 75 – ANG

DNG Form 33F-E (This form will not be reproduced. Supplies will be requisitioned from Headquarters, Delaware National Guard)
15 March 98 (DE-HRO)

HUMAN RESOURCES ASSISTANT
70408E00A/80508E00A, GS-0203-07/06

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

- **Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. These duties require a technical understanding and knowledge of numerous human resources guidelines, directives, procedures, polices, and precedent situations, which involve analyzing the interrelationships and impact that various personnel actions, in different functional areas, may have on technician personnel.**

- **Provide technical assistance in the area of recruitment and placement. Participates in the execution of the merit placement/promotion program. Advises and provides procedural and technical guidance to managers, supervisors, and applicants on recruitment and placement, qualification requirements, merit promotion procedures, transfers, eligibility determinations, methods of recruitment, and initial employment. Reviews and verifies information on requests for vacancies to determine the nature of the staffing action required and to ensure correctness. Prepares and distributes vacancy announcements. Conducts initial interviews and contacts applicants for dual status and non-dual status employment and furnishes information regarding vacancies and mandatory requirements for eligibility in the ARNG/ANG technician program.**

- **Evaluates relative quality and value of experience, training, education, and performance in relation to requirements of positions for all positions GS-07 and WG-08 and below. Reviews, evaluates and develops specialized qualification requirements, knowledge, skills and abilities statements. Assists the specialist in the recruitment and evaluation of applicants on the basis of need for candidates in special categories (i.e., key staff, handicapped, etc.). Provides advice and assistance in restructuring of positions for fill at lower grades determining selective placement factors, ranking factors, crediting factors, and the degree to which each factor is met. Prepares and maintains records and reports and performs post audits and maintenance of merit promotion files.**

- **Provides assistance to the Human Resources Development Specialist. Assists in planning and developing courses based on the needs of the organization and workforce. Advises employees and supervisors on available training, determining the appropriateness and effect of the proposed training career development or career enhancement. Recommends substitution of training. Identifies opportunities for training through a variety of sources and recommends for local training. Assists in the development of the annual training plan and surveying the organization to assess training needs. Processes a variety of documents to ensure adequate administration of the training program. Reviews and summarizes course critiques, and identifies and recommends action based on comments. Tracks training budget information and projects short range training costs.**

- **Performs other duties as assigned.**

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE (GS 07/06 Levels): Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs. Must be proficient in basic computer skills.

SPECIALIZED EXPERIENCE (GS-07 Level): Twelve (12) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.)

(a) Basic knowledge of military/civilian personnel practices.
(b) Skills in the use of an automated personnel system.
(c) Knowledge of processing personnel actions.
(d) Knowledge of and the ability to read, interpret and apply a variety of regulations.
(e) Ability to communicate both orally and in writing.
(f) Experience preparing reports using data from various source documents.

SPECIALIZED EXPERIENCE (GS-06 Level): Nine (9) months of specialized experience. Specialized experience must include all the KSAs listed for the GS-07 level, except for KSA (c). Each KSA should be addressed separately in writing as it applies to the duties and responsibilities above.

STATEMENT OF DIFFERENCES

Duties and responsibilities for the GS-06 level are as described in the basic position description for the GS-07 level. The position has been established at the lower grade level for a temporary period of time to facilitate recruitment. The incumbent selected will perform the duties as described in the basic position description under closer supervision than originally intended. It is anticipated that as proficiency is gained supervisory controls will gradually be lessened and full performance permitted. At such time, recognition will be given to the performance of assigned duties as envisioned in the basic position description.

The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office.

NOTE: Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes Will Not Be Considered.