AMENDED COPY # 1
DUAL STATUS FEDERAL TECHNICIAN VACANCY ANNOUNCEMENT – NON-BARGAINING UNIT

HUMAN RESOURCE OFFICE DELAWARE NATIONAL GUARD First Regiment Road Wilmington, Delaware 19808-2191	**Announcement No.**	**Opening Date:**	**Closing Date:**
	76-06	**8 Jun 06**	**10 Jul 06**

WORKING LOCATION:	**MIL GR LIMIT:**	**SELECTION METHOD:**	**SALARY RANGE:**
JFHQ-HRO WILMINGTON, DE	**MAJ/0-4 CW4/W4 MSgt/SFC**	**PANEL**	**$54, 521.00 - $70, 882.00 / PA**
Position Title:	**PD Number:**	**Job Series:**	**Pay Plan & Grade:**
HR Specialist (Classification / Human Resource Development)	**80493C00 / 70393C00 80493E00 / 70393E00 70393W00**	**0201**	**GS-11**

APPOINTMENT FACTORS

AREAS OF CONSIDERATION

§ **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 or Air National Guard

§ **AREA III** – Applicants eligible for membership in the DE Army or Air National Guard.

APPOINTMENT STATUS

OFFICER	**WARRANT**	**ENLISTED**
■	■	■
Managerial	Supervisory	**Neither**
□	□	■

Army National Guard: ■ **Air National Guard:** ■

Permanent: ■ Indefinite: □ Temporary: □

*****SEE REMARKS*****

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 or 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, **AFSC/MOS: (OFF): 33SX, 37FX, 65FX; (ENL): 3A0X1, 3S2X1, or 3S3X1; (OAOC): 42B or (FA): 43, 45A; (EMOS): 42A, 42F, or 42L; (WO): 420A** 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), SF 181 (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

HR SPECIALIST (CLASSIFICATION / HR DEVELOPMENT)
80493C00/70393C00; 80493E00/70393E00; 70393W00
GS-0201-11

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

- **Provides comprehensive human resources (HR) management advisory and technical services to Army national Guard/Air National Guard managers, supervisors, and employees on the full range of human resource development options for a variety of professional, administrative, technical and trades and labor occupations and classifications services involving a wide variety of position management strategies available to properly develop position descriptions and organizational structures with closely aligned responsibilities.**
- **Designs and accomplishes organizational position management surveys.**
- **Develops annual budget. Prepares budget requests and Program Objective Memorandum (POM) requirements per NGB.**
- **Conducts continuing review of classification and position management programs. Develops local classification guidance to facilitate understanding of classification principles and processes. Develops, updates, and coordinates the Workforce Management Plan. Responsible for developing and maintaining a state Environmental Differential Pay (EAP) / Hazardous Duty Pay (HDP).**
- **Utilizes the Automated Funds Control Orders Systems (AFCOS), Army Training Requirements and Resource System (ATRRS), Budget Builder and other financial management databases and spreadsheets. Processes Request for Orders (DD Form 1610) and Request, Authorization, Agreement Certification of Training and Reimbursement (DD form 1556) for technician training. Reviews, evaluates and analyzes obligations and expenditures.**
- **Certifies and implements standardized position descriptions. Works with managers and supervisors to determine the need for and classifies exception descriptions based upon knowledge of the position and the organization's mission and structure.**
- **Educates commanders, managers, and supervisors on the various programs through formal classroom and one-on-one training. Provides guidance and advice in areas for in-house, resident, and distance learning courses; self-development activities, mandatory courses, individual development plans (IDPs), and Management Development courses**
- **Reviews requests for personnel and position actions to determine impact on position classification and position management matters. Develops Statement of Difference for purposes of restructuring grades for recruitment, upward mobility, etc.**
- **Validates appropriate AMSCOs for use in ARNG organizations based on NGB Manpower Vouchers.**
- **Performs other duties as assigned**

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: Experience, education, and/or training which has provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

SPECIALIZED EXPERIENCE: Thirty-six (36) months of specialized experience must include the following KSAs: (Each KSAs should be addressed separately in writing as it applies to the Duties and Responsibilities stated above.)

a. **Knowledge of Federal financial management processes and the ability to analyze data from records, reports and audits.**

b. **Knowledge of, and skill in applying a wide range of HRM concepts, practices, laws, regulations, policies, and precedents; a wide range of position classification concepts, principles and practices.**

c. **Experience in Human Resource work in explaining regulatory requirements to management and employees in areas such as Classification, Human Resource Development, Position Management, Manpower requirements, Organizational Structures, Grade control.**

d. **Experience in drafting/writing a variety of correspondence, i.e. positions descriptions, memorandums and responses to reports and desk audits.**

e. **Experience in working with different computer applications/programs (i.e. AFCOS, DCPDS, ATRRS, EXCEL, etc.).**

OTHER: Must have or the ability to obtain a Secret security clearance. A formal Technical school may be required.

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.