

NON-DUAL STATUS FEDERAL TECHNICIAN VACANCY ANNOUNCEMENT - BARGAINING UNIT

NGDE-HR-RP 250 Airport Road New Castle, DE 19720-1502	ANNOUNCEMENT # 26-16	OPENING DATE: 2 Feb 16	CLOSING DATE: 23 Feb 16
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WORKING LOCATION: USPFO New Castle, DE	SELECTION METHOD: PANEL	SALARY RANGE(s): GS-06: \$38,504.00 - \$50,054.00 / PA GS-07: \$42,788.00 - \$55,625.00 / PA GS-08: \$47,386.00 - \$61,598.00 / PA
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POSITION TITLE: Financial Services Technician	PD NUMBER(s): N1355000/A/B	OCCUPATIONAL SERIES: 0503	PAY PLAN & GRADE(s): GS-06/07/08
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APPOINTMENT FACTORS

<p style="text-align: center;"><u>AREAS OF CONSIDERATION</u></p> <ul style="list-style-type: none"> ▪ AREA I - Presently employed permanent Federal "Non-Dual" Status employees/technicians of the Delaware National Guard. ▪ AREA II - All currently active members of the Delaware Air or Army National Guard. 	<p style="text-align: center;"><u>APPOINTMENT STATUS</u></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Managerial <input type="checkbox"/></td> <td style="text-align: center;">Supervisory <input type="checkbox"/></td> <td style="text-align: center;">Neither <input checked="" type="checkbox"/></td> </tr> </table> <p> Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/> Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/> </p>	Managerial <input type="checkbox"/>	Supervisory <input type="checkbox"/>	Neither <input checked="" type="checkbox"/>
Managerial <input type="checkbox"/>	Supervisory <input type="checkbox"/>	Neither <input checked="" type="checkbox"/>		

SELECTIVE PLACEMENT FACTORS

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 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 a **Resume, OF 306, DNG Form 87-R** (form is optional, information is required), **SF 181** (Optional), & **supporting/miscellaneous documents**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer/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. COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.** Applications can be hand-carried, mailed, faxed or emailed to: usarmy.de.dearng.list.ngde-staff-hro-pss@mail.mil. Use this guide to follow the proper steps in submitting a complete application: <http://delawarenationalguard.com/wp-content/uploads/2015/03/How-to-Apply-for-a-DENG-Technician-Position.pdf>

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.

MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 – Requesting Official 1 – DENG Website 1– Union Official
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FINANCIAL SERVICES TECHNICIAN
N1355000/A/B, GS-0503-06/07/08

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

- Performs broad-in-depth financial analysis of inter-related accounting, logistics and computer file systems concerning pay, accounts payable, and various travel entitlements, using multiple procedures, processes and techniques to evaluate alternatives and arrive at decisions, conclusions and recommendations. Analyzes diverse financial management technical methods, techniques, precedent cases, and procedures to resolve an extensive range of difficult financial technical issues or problems.
- Performs in-depth analysis, complicated pay, travel, and accounts payable issues involving substantial corrective action and/or complicated adjustments and resolves issues, including assessing unusual circumstances or conditions. Utilizes experience and judgment, rather than guides, to fill in gaps, identify sources of information, and make working suppositions about what transpired to decide approaches, and resolve specific problems.
- Analyzes particular facts of financial transaction problems/issues, verifies and evaluates data; obtains additional information to reconcile discrepancies or inconsistencies; and applies pertinent fiscal laws, regulations, precedent decisions, and procedures to determine appropriate action for resolution. Analyzes and resolves tax processing problems based on soldier inquiries or internal control audits/reviews.
- Interprets data to identify problems, determines nature of the problem or issue, decides approaches to use to resolve issues, and recommends solutions for systemic changes to enhance operations. Uses independent judgment to reconstruct incomplete files, devise more efficient methods for procedural processing, gather and organize information for inquiries, or resolve problems referred by others.
- Researches, interprets, analyzes, and applies regulations, policies, procedures and legal decisions to work and/or resolve complex financial issues/problems. Uses public law; fiscal law; Department of Defense (DoD), Department of the Army (DA), Forces Command (FORSCOM), NGB, and Defense Finance and Accounting Service (DFAS) regulations.
- Performs or conducts research, investigates and solves problems involving reconciliations of discrepancies (Electronic Funds Transfer rejects, pay/personnel/travel mismatches) to identify, analyze and provide solutions regarding multiple entitlements, payments to personnel in various duty statuses and assorted payments to commercial vendors, including computation of interest due. Performs complicated actions to solve problems associated with processing actions regarding multiple pay, travel, and accounts payable financial systems. Incumbent uses related financial regulations and rulings covering diverse types of transactions to function as the technical authority for resolving an extensive range of financial issues or problems.
- Performs varied duties, involving financial services payment systems (travel, accounts payable, and pay; i.e. Joint Uniform Military Pay System Uniform Standard Terminal Input System (JUMPS), Operational Data Store (ODS), Standard Financial System ReDesign1 (SRD1), Defense Travel System (DTS), Integrated Automated Travel System (IATS), etc., by applying a series of different and unrelated methods, processes and techniques involving established financial management systems.
- Determines appropriate pay, allowances, and entitlements resulting from multiple military and civilian statuses, to include: Title 10 active duty; Title 32 Inactive Duty for Training (IDT), Annual Training (AT), Active Duty for Training (ADT), Active Guard and Reserve (AGR), and Active Duty for Operational Support (ADOS (includes Defense Support to Civilian Authorities (DSCA) operations).
- Applies information derived from personnel management systems to ensure proper pay and entitlements to Soldiers and civilians. Ensures accuracy of modifications relating to payments, contract modifications, accessions, separations, collections, disbursements, garnishments, electronic fund transfer changes, and out of service debts or other actions involving complicated adjustments.
- Audits the full range of pay, travel, and accounts payable authorizations and entitlements to determine compliance with multiple laws, regulations, policies and issuances. Schedules, runs, and analyzes various financial system reports, such as daily activity reports, error/reject reports, status reports, discrepancy and mismatch reports, transaction reports, and ad hoc reports. Responds to requests for assistance/information from multiple sources, to include soldiers, civilian employees, family members, unit supervisory personnel, Inspectors General (IG), Investigating Officers (IO), state and federal political members, and vendors.
- Performs other duties as required.

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: Experience, education, or training which demonstrates the ability to read and apply a practical knowledge of procedures and established methods; and skill in dealing with others in person-to-person work relationships.

SPECIALIZED EXPERIENCE (GS-06): Nine (9) 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. Skill in gathering information and identifying relevant facts.
- b. Ability to apply rules and procedures of a filing system.
- c. Ability to provide basic information, rules, regulations and procedures.
- d. Experience which has provided knowledge of financial data and skill set to operate automated systems.

SPECIALIZED EXPERIENCE (GS-07): 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. Ability to evaluate, analyze and summarize financial data.
- b. Ability to communicate with others effectively both orally and in writing.

- c. Knowledge of and skill in accounting and payment principles/procedures, contingency operations, financial management systems, pay and travel entitlements.
- d. Knowledge of and skill in commercial contract payment processing, receiving and invoicing procedures to computer commercial vendor payments.
- e. Ability to analyze and interpret rules, regulations, and procedures.
- f. Knowledge of and experience in using GFEBS & Defense Travel System (DTS) to research information.

SPECIALIZED EXPERIENCE (GS-08): Eighteen (18) 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. Knowledge of and skills in the interrelationships of the various financial, personnel and computer file systems, methods, techniques, precedent cases and procedures to resolve especially difficult and/or sensitive problems.
- b. Knowledge of and judgment to reconstruct inaccurate accounts, gather and organize information for inquiries and resolves problems referred by others.
- c. Knowledge of and skills in the procedures and techniques to conduct difficult and responsible analysis and determinations within a complete financial management system to validate transactions and to perform research to resolve inconsistencies.
- d. Knowledge of related financial regulations and rulings covering diverse types of transactions to function as a technical authority to resolve an extensive range of issues or problems.
- e. Skill in researching, interpreting, analyzing, and applying regulations, policies, procedures and legal decisions and issuances regarding the full range of financial and commercial services.
- f. Knowledge of the rules, regulations, pay, and entitlements of excepted service technicians in a military status.
- g. Certified as a GFEBS user; Certified to approve DTS authorizations & vouchers.

****STATEMENT OF DIFFERENCES****

Duties and responsibilities for the GS-06 & GS-07 are as described in the basic position description for the GS-08. The position has been established at the GS-06 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 gain 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.

**** QUALITY OF EXPERIENCE****

Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

OTHER REQUIREMENTS: Must have or be able to obtain a Secret Security Clearance within one year for continued employment. (Please provide copies of all certificates with your application pertaining to the position).

**** 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**. **