

NON-DUAL STATUS (TITLE 20) STATE TECHNICIAN VACANCY ANNOUNCEMENT

NGDE-HR-RP 250 Airport Road New Castle, DE 19720-1502	ANNOUNCEMENT # 24-16	OPENING DATE: 3 Mar 16	CLOSING DATE: 24 Mar 16
WORKING LOCATION: CFMO, AFRC New Castle, DE	SELECTION METHOD: PANEL	SALARY RANGE(s): GS-11: \$63,323.00 - \$82,320.00 / PA GS-09: \$52,338.00 - \$68,035.00 / PA	
POSITION TITLE: Program Analyst (ISR) (63713)	PD NUMBER(s): S8624026	OCCUPATIONAL SERIES: 0343	PAY PLAN & GRADE(s): GS-11/09

APPOINTMENT FACTORS

<p style="text-align: center;"><u>AREAS OF CONSIDERATION</u></p> <ul style="list-style-type: none"> ▪ AREA I - All current on board permanent State employees of the Delaware National Guard. ▪ AREA II - All others <p style="text-align: center;">** SEE REMARKS**</p>	<p style="text-align: center;"><u>APPOINTMENT STATUS</u></p> <p style="text-align: center;"> Managerial Supervisory Neither <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> </p> <p style="text-align: center;"> Army National Guard: <input checked="" type="checkbox"/> Air National Guard: <input type="checkbox"/> Permanent: <input type="checkbox"/> Indefinite: <input checked="" type="checkbox"/> Temporary: <input type="checkbox"/> </p>
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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. ****This is an encumbered position. This position may be converted to permanent without further competition at management's discretion.****

MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 – Requesting Official 1 – DENG Website 1 – Union Official
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Program Analyst (ISR) (63713)
S8624026, GS-0343-11/09

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

- Manages the Statewide ISR (Installation Status Report) program by establishing systems for data collection, capture, quality control, compliance, and follow-up.
- Incumbent is solely responsible for ensuring the accuracy, quality, and timeliness of data input by other appropriate directorates with the State, and the ARNG Training Site for the Integrated Facility System (IFS), Army Stationing and Installation Plan (ASIP), Headquarters Real Property Planning and Analysis System (RPLANS), Planning for Infrastructure Development and Evaluation (PRIDE), and the Army Environmental Database (AEDB) data that makes up the ISR Infrastructure (ISR-I) baseline, which will be used in numerous ISR Services, and Service Based Costing (SBC), pacing and performance measures, and in ISR Natural Infrastructure (ISR-N) reporting standards or applicable systems.
- Serves as link to the Subject Mater Experts (SME) at NGB with counterparts in the State. When no SME is available within the State the incumbent coordinates with NGB to insure correct input.
- Incumbent will articulate the specific needs identified in ISR data, which determine estimation of resource requirements, prioritization of projects and programs, policy changes, and differences between the actual conditions in other states and Army side standards.
- Maintains compliance at the State level IAW the guidance in AR 11-2, Management Control Program, and AR 11-7, Internal Review and Audit Compliance Programs.
- Performs trend analysis at the sub-command, state level and reviews information to provide products, reports, and graphical representation to compare competing entities, multi-years and make recommendations of this information to command authorities.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: Experience, education, or training in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE (GS-11): Thirty-six (36) 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 skill in using each ISR module and appropriate databases required to produce the required data.
- b. Knowledge of basic Army financial accounting principles (RMIC); understanding of basic labor management, facilities information, environmental management, fiscal and business processes and continuous improvement programs.
- c. Broad knowledge and understanding of the Delaware Army National Guard mission and requirements in order to analyze data and manage ISR program.
- d. Skill in analyzing data and other products conducive to summarizing and creating reports which point out the adequacy or deficiencies in a program.
- e. Knowledge of and skill in using electronic databases to input and retrieve data through prepared reports.
- f. Skills in communicating orally and in writing to give briefings to all levels of management.
- g. Ability to plan, organize and prioritize workload to meet deadlines.
- h. Skill in working with people in various trades and backgrounds.

SPECIALIZED EXPERIENCE (GS-09): Twenty-four (24) months of specialized experience must include the GS-11 KSAs: d, e, f, g, & h. (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-09 are described in the basic position description for the GS-11. The position has been established at the GS-09 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.

**** 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 a valid Civilian driver's license (applicants must submit a copy with the application). Must be able to obtain and maintain a Secret security clearance.

**** 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.** **