

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

<b>NGDE-HR-RP</b> <b>250 Airport Road</b> <b>New Castle, DE 19720-1502</b>	<b>ANNOUNCEMENT #</b>  <b>90-16</b>	<b>OPENING DATE:</b>  <b>8 Aug 16</b>	<b>CLOSING DATE:</b>  <b>29 Aug 16</b>
<b>WORKING LOCATION:</b> <b>DOIM - JFHQs</b> <b>New Castle, DE</b>	<b>SELECTION METHOD:</b>  <b>PANEL</b>	<b>SALARY RANGE(s):</b>  <b>\$63,323.00 - \$82,320.00 / PA</b>	
<b>POSITION TITLE:</b>  <b>Distance Learning/Visual Information Specialist (11542)</b>	<b>PD NUMBER(s):</b>  <b>S8123037</b>	<b>OCCUPATIONAL SERIES:</b>  <b>1084</b>	<b>PAY PLAN &amp; GRADE(s):</b>  <b>GS-11</b>

## APPOINTMENT FACTORS

<u><b>AREAS OF CONSIDERATION</b></u>	<u><b>APPOINTMENT STATUS</b></u>						
<ul style="list-style-type: none"> <li>▪ <b>AREA I</b> - All members/employees of the Delaware Army and Air National Guard.</li>   <li>▪ <b>AREA II</b> - All other qualified applicants.</li> </ul>	<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> <tr> <td colspan="3" style="text-align: center;"> <b>Army National Guard:</b> <input checked="" type="checkbox"/> <b>Air National Guard:</b> <input type="checkbox"/>  <b>Permanent:</b> <input checked="" type="checkbox"/> <b>Indefinite:</b> <input type="checkbox"/> <b>Temporary:</b> <input type="checkbox"/> </td> </tr> </table>	Managerial <input type="checkbox"/>	Supervisory <input type="checkbox"/>	Neither <input checked="" type="checkbox"/>	<b>Army National Guard:</b> <input checked="" type="checkbox"/> <b>Air National Guard:</b> <input type="checkbox"/> <b>Permanent:</b> <input checked="" type="checkbox"/> <b>Indefinite:</b> <input type="checkbox"/> <b>Temporary:</b> <input type="checkbox"/>		
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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: [ng.de.dearng.list.staff-hro-rp](mailto:ng.de.dearng.list.staff-hro-rp).

**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	<b>DISTRIBUTION:</b> 1 – Requesting Official      1 – DENG Website 1– Union Official
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**DISTANCE LEARNING/VISUAL INFORMATION SPECIALIST (11542)**  
**S8123037, GS-1084-11**

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

- Provides higher-level management with VI products, services, consultation, facilities (studio or presentation room) and equipment to support functional areas, to include command and control, training, logistics, medical, personnel, special operations, engineering, and public affairs.
- Support development and implementation of policies, standard operating procedures (SOPs) and best practices associated with the management and execution of the State's DL program.
- Develop guidelines for fixed and Mobile Distance Learning Classrooms (MDLCs) in line with state and federal level readiness training to include reservation priorities and procedures.
- Serve as a liaison for the DLP with other federal and state agencies.
- Coordinate with the state G-3, USPFO and State Comptroller as necessary to develop, implement and monitor various inter-agency agreements for use of the DL capabilities and facilitate proper flow of any applicable program reimbursements for use of the DL capabilities and facilitate proper flow of any applicable program reimbursements through the DL Cooperative Agreement.
- Monitor and approve requests for the use of the fixed MDLCs using the ARNG DLP's enterprise DL Reporting and Scheduling Systems (DLRSS).
- Conduct studies, surveys and audits to evaluate the effectiveness of the state's DLP by comparing achieved results with established state and federal level goals and objectives.
- Recommend process improvements and corrective actions as necessary to improve performance to include identification of resources to implement recommended courses of action.
- Plan, coordinate and provide access to DL instruction and educational resources and training opportunities that support all phases of the ARFORGEN process through the use of DLPs access and delivery capabilities.
- Advise the state directorates on the aspects of DL capabilities to facilitate and conduct required training.
- Conduct research and analyses to identify sources of DL instruction to include commercial and internal state and federal level ARNG sources of instruction, commensurate with training needs.
- Provide oversight of DLC operations and maintenance to include supervision of the SDLCA.
- Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS**

**GENERAL EXPERIENCE:** Experience, education or training in a variety of principles of visual design. Knowledge of various methods of visual display and the ability to present information in a visual form that will convey the intended message to, or have the desired effect on, the intended audience. 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 the organizations' mission and functions to develop original designs, concepts, or visual styles for publications, exhibits, or presentation material that present to the public the ideas of image desired, evoke certain viewer responses, or reduce the cost of production, installation, or maintenance of the visual product.
- b. Knowledge of and skill in applying current Internet technologies, standard Internet protocols, Internet server operations and operating systems that enable all potential users to access information contained on the Web pages.
- c. Knowledge of Internet security principles and protocols, usability concepts, i. e. navigational aids, site architecture, knowledge management, and information delivery systems.
- d. Knowledge of standard database management principles and methods, and programming and scripting languages.
- e. Ability to determine the most appropriate methods for delivering information via the Internet, design and develop Internet applications that meet the state's electronic requirements for services to internal and external audiences.
- f. Skill in organizing work, setting priorities, determining resource requirements, monitoring progress and evaluating outcomes of all assigned programs.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Successful completion of a full 4-year course of study in fields listed below leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements. Education – Undergraduate and Graduate Education: Major study – commercial art, fine arts, art history, industrial design, architecture, drafting, interior design, photography, visual communication, or other fields related to the position.

**\*\* 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 for continued employment.

**\*\* 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.** \*\*