

West Virginia National Guard

TECHNICIAN VACANCY ANNOUNCEMENT



This announcement must be posted on unit boards until the day following the closing date.



Announcement Number: MT 10-060FH	POSITION TITLE, NUMBER, GRADE & SALARY RANGE: Education Technician PD # R8597000 SEQ # 440445 GS-1702-07 GS-07 \$38,790 - \$50,431 **Pending Availability of Resources** LOCATION OF POSITION: JFHQ - MILPO, WVARNG, Charleston, WV	
Opening Date: 11 May 2010 Closing Date: 15 June 2010	APPLICATIONS MUST BE SIGNED AND POSTMARKED BY CLOSING DATE To obtain forms online go to: http://www.wv.ngb.army.mil/jobs/	
Type of Appointment: <input checked="" type="checkbox"/> Excepted (Dual Status) <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Competitive (Non Dual Status) <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Indefinite (may become permanent) <input type="checkbox"/> Temporary	Compatibility: <input type="checkbox"/> Officer – <input type="checkbox"/> Warrant Officer – <input checked="" type="checkbox"/> Enlisted – CMF: 00 MOS: 42A	Military Grade Placement Factor: Minimum: E-1 Maximum: E-6 <i>Grade Inversion is prohibited</i>
Area(s) of Consideration <input checked="" type="checkbox"/> Area one: current on-board full-time support personnel in the WVNG. <input checked="" type="checkbox"/> Area two: all members of the West Virginia National Guard. <input checked="" type="checkbox"/> Area three: all members of the National Guard nationwide and others when eligible for membership in the WVNG.		
NATIONAL GUARD MEMBERSHIP STATUS Employment in an excepted service position requires concurrent military assignment to a compatible military position in the West Virginia National Guard in one of the above occupational specialty (MOS) codes or Air Force specialty codes (AFSC). Assignment to a compatible military position is not required for application but will be required if selected for appointment.		
CONDITIONS OF EMPLOYMENT Individual selected for this position will be required to sign up for direct deposit/electronic fund transfer upon appointment. Males born after December 31 1959 must be registered with the Selective Service Systems to be employed by the Federal Government. Military membership in the appropriate service, wearing of the uniform appropriate to the service, and federally recognized grade are requirements for appointment in the excepted service. As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one (1) year trail period. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 U.S.C. 709 (f). Military technicians are ineligible for military enlistment, retention, and student loan repayment bonuses, accepting a technician position may terminate these military incentives. Contact Incentive Specialist for current policy. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. §§ 4301 – 4335) prohibits discrimination because of past, current, or future military obligations in hiring, promotion, reemployment, termination and benefits.		
<input type="checkbox"/> Developmental Position - If appointment is made below the target grade or if the position is in a certain professional occupational series, the supervisor will establish an Individual Development Plan (IDP). If you have questions please contact the Human Resource Development Specialist at 304-561-6411.		
Baseline Physical: <input type="checkbox"/> Is required within 30 days of employment per OSHA and NGB.	Current Drivers License Required: <input type="checkbox"/> Must have a valid state driver's license.	
Security Clearance: <input checked="" type="checkbox"/> Must possess or be eligible to obtain the <u>appropriate</u> security clearance for the position.		
Permanent Change of Station: <input checked="" type="checkbox"/> PCS funds are not available <input type="checkbox"/> PCS funds may be authorized if payment is deemed to be in the best interest of the West Virginia National Guard	Hiring Incentives: <input type="checkbox"/> Relocation Incentive (may be available) <input type="checkbox"/> Recruitment Incentive (may be available)	
For instructions on how to apply, see the last page of this job announcement.		

DUTIES AND RESPONSIBILITIES

This position is located in the Military Personnel Management Office, Military Personnel Plans and Actions Branch. The purpose of this position is to perform a variety of administrative and office management duties, in support of the education services program and also to provide information concerning course requirements, tuition assistance programs, etc., available to qualified personnel. Performs a variety of administrative functions in support of the Educational Services Programs in a State. Administers tests. Assures that tests are conducted in accordance with standard procedures prescribed in applicable regulations, and maintains records of results achieved. Consolidates and reviews data generated by the Educational Level Survey, requests appropriate information from records center, charts individual educational levels against goals, and records efforts made to increase that level. Prepares reports of program achievements and budget requirements. Consolidates information recorded in monthly program evaluation reports that has been prepared from attendance records, contracts, or other sources and puts this information into the prescribed format. Maintains office files and records in accordance with prescribed procedures including those pertaining to troop educational levels, enrollment, attendance, and completion data, personal interview summaries and subsequent recommendations, testing schedules and instructions, and other information. Maintains fund control accounts. Monitors expenditures and obligations against allotted budget. Checks expenditure documents for propriety, posts data, and balance accounts. Estimates costs of program (tuition, salaries, etc.) based upon schedules or requirements developed by supervisor using past experience, contractor information and other means. Prepares requests for contract using established procedures and readily available information. Contacts vendors concerning unsubmitted bills. May provide information concerning educational services such as placement tests, all levels (intermediate through post-graduate) of educational programs and courses, tuition assistance, and other services available to qualified personnel who have requested this information or have been identified in the Educational Level Survey as not meeting educational level goals established for military personnel of the Department. Information provided includes program/course or tuition assistance program requirements. Enrollment fees and other expenses, and other information that is readily available in program brochures, government publications, or other sources. In addition to providing information described above, in the absence of designated guidance counselor, may advise and counsel personnel regarding educational goals. Discusses potential benefit of course or educational program in terms of career advancement and self development. Advice provided typically involves helping personnel select educational programs or courses that are best suited to their background and goals or evaluating prior education to determine applicability to other programs when in-depth analysis is not required. Complex counseling assignments, such as assisting personnel in the definition of educational goals or weighing various educational options, are referred to higher authority. Serve as test control officer for all civilian high school and college tests. Prepares required quarterly reports and audits regarding test material. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

- 1. General:** Must have clerical or administrative experience, education, and/or training which demonstrates the candidate's ability to perform the duties of the position.
- 2. Specialized Experience:** Must have **12 months** of the following: Experience in developing lesson plans and assuring that these plans are followed; experience which demonstrated an applicant's ability to obtain training materials and set up equipment; experience which demonstrated an applicant's ability to gather data and to prepare and submit reports; experience in developing lesson plans and assuring that these plans are followed; experience which demonstrated an applicant's ability to follow agency directives in monitoring and controlling a testing environment. **When explaining duties and responsibilities, you must give examples. Do not copy the General and Specialized Experience or the duties and responsibilities from the job announcement. Write it up in your own words giving examples.**

OTHER REQUIREMENTS: None

Must be able to report to work within 60 days, unless deployed or unless prior arrangements have been coordinated and approved by management.

If a mandatory course is required for this position, the incumbent will attend the course(s) within one year.

For instructions on how to apply, see the last page of this job announcement.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

Applicant should prepare separate statements addressing each KSA listed below. Include name and announcement number on each sheet. Explain any military and/or civilian experience which supports each KSA.

1. Knowledge of the majority of the laws, rules, regulations, policies, procedures, and precedents relating to the area of assignment; and the ability to apply this knowledge in the interpretation and application of regulatory and procedural requirements to complex cases.
2. Knowledge of requirements for proposed action to ensure that documentation is correct and sufficient; ability to review organizational records, duty codes, medical, and educational regulations in order to analyze the information and determine the propriety of the action submitted and that all levels of legal, medical, and administrative review are complete.
3. Ability to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties.
4. Skill in compiling information and preparing reports.
5. Ability to plan and organize work.
6. Knowledge of military organizational structures, protocol, and similar matters.

For instructions on how to apply, see the last page of this job announcement.

HOW TO APPLY

The following shall be in accordance with WV HRO 300-1. Anyone interested in applying for this position should submit a completed WV HRO Form 300, "Application For WVNG Technician Employment" with attachments, and submit the package in one of the following ways: 1. E-mail your application to ngwvhrostaffing@ng.army.mil. E-mailed applications must be received no later than midnight on the closing date noted above. 2. Mail to the Human Resource Office, ATTN: HRO-Staffing Section, 1703 Coonskin Drive, Charleston, WV 25311-1085, **POSTMARKED** on or before the closing date noted above. 3. Hand delivered to the Human Resource Office no later than close of business on the closing date noted above.

Carefully read and comply with all instructions contained on the required forms.

1. Applications must be signed either by hand or electronically. Applications that are not signed will not be considered for certification unless extenuating circumstances are involved, at which time the HRO will make the determination.
2. To ensure proper delivery of your application, make sure to include the MT # (i.e. MT 10-018FH) and title of the job you are applying for in the subject line of your e-mail. In addition, also include the statement "application attached" in the body of the e-mail. If you do not receive an e-mail reply back from HRO, we **did not** receive your application. In this case please contact HRO for further assistance.
3. Individuals will be qualified on the general and specialized experience; requirements may be met by submitting the following form(s):
 - WV HRO Form 300 Application for WVNG Technician Employment. **It is critical that you list beginning and ending dates (mm/yy) of your experience.**
 - Response to Knowledge, Skills and Abilities (KSAs) – The KSAs will be used to make quality distinctions between those applicants that meet the general and specialized experience requirements. Indicate possession of KSAs by addressing each KSA on a separate sheet other than your application. Failure to provide sufficient information relating to KSAs may result in your application not ranking among the most qualified applicants.
4. Optional Form(s):
 - OF 306 Declaration of Federal Employment
 - SF 181 Ethnicity and Race Identification
5. College / Vocational school transcripts **MUST** be submitted for professional positions or when substituting education for experience. (Copies are acceptable – no need for certified or raised seal copies)
6. Applications will not be returned. Please make a copy prior to submitting it to HRO.
Give examples when explaining duties and responsibilities; do not copy the General and Specialized Experience from the duties and responsibilities on the job announcement. Write your application in your own words and give examples. DO NOT submit your application in binders, folders or notebooks. Applications that have been mailed in a U.S. Government envelope will not be accepted.

Complete and accurate data is essential to ensure evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete. Only the experience shown on the application, and qualifications provided can be used to evaluate your qualifications for this position. A false statement on any part of your application may be grounds for not hiring you, or termination after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001).

TO OBTAIN FORMS ONLINE GO TO: <http://www.wv.ngb.army.mil/jobs/>

SUBMIT YOUR APPLICATIONS TO:
Human Resources Office
ATTN: HRO-Staffing Section
1703 Coonskin Dr
Charleston, WV 25311 or
Email from .mil or .gov to
ngwvhrostaffing@ng.army.mil

For additional information:
HRO STAFFING SECTION
Phone (304) 561-6426
DSN 623-6426
ngwvhrostaffing@ng.army.mil