

**WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311**

**POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML160604**

OPENING DATE: June 9, 2016

CLOSING DATE: June 23, 2016

DIVISION: Division of Homeland Security and Emergency Management

WORK UNIT: Identity Media/Credentialing

WORK LOCATION: DHSEM, Capitol Complex, Charleston, WV 25305

JOB TITLE: MA Administrative/Operations Manager 2

WORKING TITLE: Credentialing Program Manager

SALARY RANGE: \$44,304- \$65,808

**How to Apply:** Anyone interested in applying for this position must submit a **completed State of West Virginia Application and resume** to: West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311 by the closing date listed above.

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

Under the general supervision, performs complex professional/technical work in developing, implementing and maintaining personal identity verification (PIV) and identity media/credentialing program for the West Virginia Division of Homeland Security and Emergency Management (DHSEM). Provides developmental oversight of the emergency management/first responder credentialing program to provide trusted and accepted PIV-I cards and credentials for emergency management personnel and officials statewide. Oversees credentialing-personal identity verification/interoperable identity system. Develops and processes, requirements and specifications for program in accordance with federal guidelines. Provides oversight to identity media/credentialing operations for DHSEM to include approving ID requests, issuing PIV cards; assisting in the on-boarding and separation processes for emergency management/first responder employees. Provides policy guidance and direction to DHSEM management and employees and regional personnel to ensure consistency and standardization in adhering to State and Federal requirements for identity media and credentialing. Provides or oversees the provision of training for trusted agents and emergency management/first responder personnel on system operations. Researches new or improved processes or systems to enhance work of technical and administrative aspects of the identity media/credentialing system. Works with subject matter experts to develop and/or facilitate the use of data gathering and analytical tools to support system operations. Briefs management

officials on opportunities, threats, issues, actions and events with potential to significantly affect the Identity media/credentialing system. Serves as technical expert on security operations related to personal identity verification system and operations. Independently performs identity management assignments. Ensures compliance with Federal and State regulations. Uses partnership concepts in developing approaches to achieve system objectives. Performs additional duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the organization and missions of the DHSEM and emergency management agencies statewide.

Knowledge of current hardware, software and systems related to identity media and credentialing systems.

Knowledge of Microsoft Office software and identity media operating systems.

Knowledge of protocols, industry standards and terminology related to identity media and credentialing.

Ability to develop and implement regulations and standards for an effective and operational identity media and credentialing system for emergency management and first responder personnel statewide.

Ability to manage an identity media/credentialing system for DHSEM.

Ability to provide user support and training for the use and operation of the identity media/credentialing system.

Ability to represent DHSEM when dealing with Federal, State and local agencies on identity media and credentialing program operations, standards and procedures.

Ability to establish and maintain effective working relationships with emergency management/first responder personnel statewide.

## **MINIMUM QUALIFICATIONS**

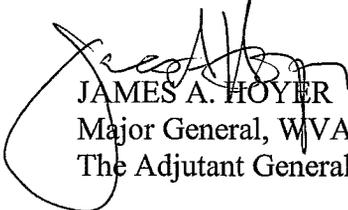
**TRAINING:** Graduation from an accredited four-year college or university

**SUBSTITUTION:** Additional experience as described below may substitute for the required college training through an established formula.

**EXPERIENCE:** Five years of full-time or equivalent part-time paid experience in law enforcement and two years of full-time or equivalent part-time paid experience in identity media/credentialing system operations.

## **SPECIAL REQUIREMENTS**

1. Position is contingent upon continued receipt of Department of Defense funding.
2. This position falls under the West Virginia Consolidated Public Retirement System.
3. Position requires a secret security clearance.
4. **CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.**
5. **STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE AT WILL EMPLOYMENT POSITIONS. THE TERM AT WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAYBE TERMINATED AT ANYTIME WITHOUT CAUSE.**



**JAMES A. HOYER**  
Major General, WVARNG  
The Adjutant General