

**NATIONAL GUARD OF ARIZONA**  
**HUMAN RESOURCE OFFICE**  
5636 East McDowell Road, Phoenix, AZ 85008-3495  
PHONE (602) 267-2783; DSN 853-2783  
WEBSITE: www.az.ngb.army.mil/hro  
**INDEFINITE – NTE 1 YEAR**  
**TECHNICIAN VACANCY ANNOUNCEMENT**

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ANNOUNCEMENT NUMBER: 04-335T    OPENING DATE: 04 OCT 2004    CLOSING DATE: 25 OCT 2004

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**SAFETY SPECIALIST, GS-0018-09/11, TC40002001**

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**APPOINTMENT FACTORS:**    OFFICER ( X )    WARRANT OFFICER ( X )    ENLISTED ( )

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**SALARY RANGE: GS-09: \$40,454 - \$52,591 PA**

**SUPERVISORY ( X )    MANAGERIAL ( )**

**GS-11: \$48,947 - \$63,629 PA**

**NON-SUPERVISORY/NON-MANAGERIAL ( )**

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**LOCATION OF POSITION:**

**STATE AVIATION OFFICE, PHOENIX, ARIZONA**

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**AREA OF CONSIDERATION:** This position is the Federal/Excepted Civil Service and is open to current Federally Recognized Commissioned Officers in the grade 2LT/01 to MAJ/04 and Warrant Officers in the grade of WO1 to CW4 who are members of the Arizona Army National Guard. Individual selected will receive an Indefinite Appointment NTE 1 year or upon return of the incumbent and may be extended if the incumbent's mobilization is extended. If a Permanent employee is selected they will receive the appropriate Temporary Action NTE 1 year or upon return of the incumbent and may be extended if the incumbent's mobilization is extended. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

**NOTE: Qualified applicants who applied under Announcement #04-292T will have their application forwarded and need to reapply.**

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**NATIONAL GUARD REQUIREMENTS:** Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona ( ARMY ) National Guard ( Any units serviced by SAO ), qualify for and be placed in the following compatible AFSC/MOS/AOC:    O: Branch Immaterial WO: MOS Immaterial  
Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

**KNOWN PROMOTION POTENTIAL: NONE**

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of a wide range of occupational safety concepts, principles, practices, laws and regulations to perform complex administrative responsibilities.
2. Knowledge and skill sufficient to evaluate safety procedures in such diversified areas as facility/construction, munitions, weapons, ranges, fire, and transportation.
3. Skill to identify occupational safety requirements and the need for implementation of new policies, plans, standards and methods to ensure the safety of personnel, working environments, equipment and facilitates within the ARNG.
4. Skill to plan, organize, analyze, and conduct occupational safety studies.
5. Knowledge required to identify procedures which prevent, eliminate or reduce environmental hazards, and evaluate the effectiveness of safety methods and procedures.
6. Knowledge of the methods involved in accident investigations to provide technical assistance, or to conduct comprehensive investigations to determine causation factors, and determine procedures for eliminating recurrence in cases of fatal or multiple injury accidents/
7. Ability to evaluate and analyze a variety of data such as accident frequency, causes, safety survey reports, unit operations, utilization of current safety data, preaccident and rescue planning, etc., to ensure adequacy and effectiveness of the accident prevention effort.
8. Knowledge and skill sufficient to conduct briefings, demonstrations, and lectures to formally instruct supervisors in safety policies and procedures.
9. Knowledge of construction practices relating to buildings, structures, maintenance areas, machines or roadways sufficient to identify actual and potential hazards and to advise operating activities on the need for applying specific safety measures.

**INSTRUCTIONS FOR APPLYING:** Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO COMPLETE THIS FORM WILL CAUSE THE APPLICATION TO BE REJECTED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783. **EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

**SPECIALIZED EXPERIENCE:** Individual must have GS-09: 24 months; GS-11: 36 months experience as a safety technician, safety specialist, safety manager or safety engineer. Experience in occupations which entailed establishing and disseminating regulations and standards involved in preventing accidents and controlling hazards at a level commensurate to a GS-07 or above will also be creditable. Appropriate education or training such as general or advanced safety, traffic safety program management courses or other safety related courses will be given relative weight as a substitute.

**BRIEF JOB DESCRIPTION:** This position is location in the Army National Guard (ARNG) Joint Force Headquarters, Aviation and Safety Office (Model A)/Safety and Occupational Health Office (Model B), Ground Safety Section. The purpose of this position is to provide guidance, recommendations and assistance to supervisors and employees regarding established safety methods and techniques. Implements plans, policies and procedures to comply with DOD, DA, OSHA and NGB safety regulations and directives. Provides technical expertise to managers and supervisors in establishing techniques and procedures for the elimination of control of unsafe behaviors, environments and hazards. Plans and conducts periodic and unscheduled surveys and inspections of all ARNG facilities including ammunition storage, warehouse, and equipment maintenance facilities, to determine compliance with OSHA standards. Serves as a technical representative to State Safety Councils and Committees. Evaluates the effectiveness of organizational safety programs through activity visits. Coordinates with operating activities to provide safety training, and ensures safety awareness throughout the ARNG. Maintains close liaison with federal, state, municipal, and private industry to obtain safety materials and to facilitate adaptation of industrial safety practices to military methods. Provides technical assistance in accident investigations. Prepares state safety standards for local implementation, writes regulations and prepares safety articles for state publications. Conducts preliminary reviews of engineering plans for alteration of construction of buildings, structures, maintenance areas, machines or roadways to ensure integration of accident prevention principles (proper lighting, machine guards, ventilation, positioning of ground support equipment, proper placement of safety signs, markings, etc.). Provides technical guidance and direction to personnel involved in hazardous operations. Coordinates with and provides assistance in the material and Petroleum Activity and DOD Explosive Safety Board inspections. Investigates ARNG employee OSHA/Safety complaints with the Labor Relations Specialists or other SPMO representatives. Surveys, inspects, certifies, and re-certifies indoor/outdoor ranges. Presents safety budget requirements with justifications to superiors in support of the statewide ARNG safety program. May oversee the work of one or two employees performing safety functions and perform duties such as, providing on the job training; informing subordinates of agency policies and programs; and identifying developmental and training needs of employees and recommending formal training.

**SELECTING SUPERVISOR:** LTC PATRICK J. MCCARVILLE