

****NATIONWIDE****
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
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-318T

DATE: 04 OCT 2004

CLOSING DATE: 04 NOV 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

MILITARY PAY TECHNICIAN, GS-0545-06, TC80301000, SSgt/E5

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

SALARY RANGE:

\$29,761 - \$38,694 PA

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

162nd FIGHTER WING, TUCSON, ARIZONA

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the 162nd Fighter Wing and those eligible for membership.** Individual selected will receive Permanent appointment subject to the completion of a one-year trial period. If a Permanent employee is selected they will remain in that status. 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: This position is being concurrently announced with AGR announcement 04-318A

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 (AIR) National Guard (162nd FW), qualify for and be placed in the following compatible AFSC/MOS/AOC: 6F0X1

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 automated systems, including their respective output products and required reports to evaluate the relationship between pay entitlements and the automated systems.
2. Knowledge of pay regulations and manuals governing a wide range of pay entitlements and changes.
3. Knowledge of workday program allocation, distribution and accounting adjustments.
4. Knowledge of Military and Civilian leave accounting.
5. Knowledge of regulations and policies to compute retroactive adjustments extending over fiscal years and period of regulatory and statutory changes.

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 SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied. 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 9 months experience in the computation, preparation, or maintenance of payrolls or pay records for a Civilian or Government agency, organization or institution. Experience must include knowledge of Military and Civilian leave, accounting regulations, and policies to compute retroactive pay adjustments that extend over fiscal years.

BRIEF JOB DESCRIPTION: This position is located in the Financial Management Branch, 162nd Fighter Wing. The purpose of this position is to determine and process military/technician pay entitlements and related pay actions in support of ANG units including assigned geographically separated units. The incumbent provides single source expert assistance on matters pertaining to pay entitlement policies, procedures, and operations between the Financial Manager, Human Resources Office (HRO), Military Personnel Flight (MPF), Defense Finance and Accounting Service (DFAS), and payroll office. Resolves most complex pay issues. Recommends methods, techniques, and procedures to improve operations. Provide information through briefings and other communication methods to inform commanders, supervisors and personnel on various military and technician leave and pay entitlements and limitations in accordance with applicable regulations. Incumbent serves as an expert working the more complex issues with limited technical guidance. This position requires the employee to be responsible for prioritizing and processing the full range of military pay entitlements of ANG personnel. Ensures the timely and accurate processing of technician payroll actions. Receives and reviews a variety of documents authorizing changes affecting member entitlement accounts including changing of address, starting, changing or stopping allotments, financial institutions accounts; changing tax exemptions; and earned income credit certifications. Provides status of payments, computations of pay entitlement and deduction forms to Geographically Separated Units (GSUs) and individual soldiers. Serves as focal point on dual compensation regulations and reports. Ensures the successful interface and/or connectivity between pay and related systems. Administers and performs the finance portion of military/technician personnel readiness processing when ordered to active duty.

SELECTING SUPERVISOR: MAJ MARK KINSEY