



**JFHQ, HUMAN RESOURCE OFFICE  
MARYLAND NATIONAL GUARD  
FIFTH REGIMENT ARMORY  
BALTIMORE, MARYLAND 21201-2288**  
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<b>VACANCY ANNOUNCEMENT NUMBER</b>	<b>#05-005</b>
<b>POSITION:</b>	<b>Supervisory Information Technology Specialist, GS-2210-13, PD# 90004W00</b> SALARY: \$70,519 to \$91,672 (Steps 1-10) per annum and full range of benefits. Relocation expenses will not be paid.
<b>DUTY LOCATION:</b>	<b>USP&amp;FO 301 Old Bay Lane Havre de Grace, MD 21078</b>
<b>OPEN PERIOD:</b>	<b>OPENING DATE: 13 October 2004 CLOSING DATE: 12 November 2004</b>  The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated.
<b>WHO MAY APPLY:</b>	<b>NATIONWIDE:</b> This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to current members of the Maryland Army National Guard Commissioned Officers (O-3 and above) and those eligible for membership.
<b>DUTIES:</b>	Plans, organizes, and directs the activities of the organization, ensuring that the advice and assistance provided complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate division/branch and overall C4 program objectives. Researches, interprets, analyzes and applies applicable C4 guidelines, policies and objectives. Establishes policies and procedures for accomplishment of the organization's C4 mission. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of technical and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other information management organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents a detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to improve quality, timeliness, and efficiency of work. Exercises supervisory personnel management responsibilities. Represents the organization with a variety of state and functional area organizations. Establishes, develops, and maintains effective working relationships with National Guard Bureau and state personnel at all management levels. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency. Performs other duties as assigned.
<b>QUALIFICATIONS REQUIRED:</b>	<b>General Experience:</b> Technician, analytical, supervisor, or administrative experience, which has demonstrated the candidates ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others. <b>Specialized Experience:</b> Must possess 36 months of the following type of experience: Experience in analyzing problems, gathering information, and recognizing solutions; experience which demonstrates an applicant's ability to communicate orally and in writing in a clear and concise manner; experience in analyzing and organizing work processes into plans for computer solutions; experience in a computer related field performing such tasks as translating logical steps into language codes, computer console operations, and scheduling the sequence of programs to be processed; and experience which demonstrates the accomplishment of computer project assignments that required a range of knowledge of computer requirements and techniques. Qualifying accomplishments involve the following: knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area; planning the sequence of actions necessary to accomplish the assignment; and adaptation of guidelines or precedents to the needs of an assignment.

**TECHNICIAN VACANCY ANNOUNCEMENT #04-000**

	<p><b><u>Physical Effort:</u></b> The work is sedentary. No special demands are required to perform the work.</p> <p><b><u>Military Compatibility:</u></b> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: Commissioned Officer: FA 90; FA 53; BR 25</p>
<p><b>BASIS FOR RATING:</b></p>	<p><b><u>Substitution Of Education for Specialized Experience:</u></b> A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a computer related field such as computer science, data processing, or information processing science.</p>
<p><b>KSA's (Knowledge, Skill, &amp; Ability)</b></p>	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <p>(a) Ability to research and analyze data; (b) Ability to communicate orally and in writing; (c) Skill in organizing work in a logical sequence; (d) Knowledge of computer programming techniques; and (e) Skill in evaluating and making recommendations for automated data processing programs and equipment.</p>
<p><b>HOW TO APPLY:</b></p>	<p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p><b>Complete, assemble, sign and send the following:</b></p> <p>(1) A resume with the information requested on OF 612, or an SF 171. MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>), can be reviewed for further reference.</p> <p>(2) Applicable Documentation requested in the Announcement.</p> <p>(3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her.</p> <p>(4) Federal Technicians (current and prior) need to supply highest previous grade and step.</p> <p>(5) You are allowed to email applications or resumes. <b>APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED.</b></p> <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p>
<p><b>INFORMATION FOR CURRENT OR FORMER MILITARY PERSONNEL:</b></p>	<p><b><u>MILITARY SERVICE (IF APPLICABLE):</u></b> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed and (f) current unit of assignment.</p> <p><b><u>CREDITING EXPERIENCE:</u></b> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.</p>
<p><b>The Maryland National Guard is an Equal Opportunity employer.</b> Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements.</p>	