

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

5 October 2016

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-139**  
**(Also announced as 16-138 for the Maine Air National Guard)**  
**2 Announcements 1 position**

**POSITION:** Human Resources Specialist (Recruitment/Placement & Compensation)  
(D1040000/D1027000) (GS-0201-09/11) EXCEPTED POSITION

**LOCATION:** Human Resources Office, Camp Keyes, Augusta, Maine

**SALARY RANGE:**

\$48,968 to \$63,654 per annum **GS-09**

\$59,246 to \$77,019 per annum **GS-11**

**CLOSING DATE:** 20 October 2016

**AREA OF CONSIDERATION:**

**AREA I:** All permanent and indefinite Excepted Enlisted, Warrant Officers and Officers (**LTC and below**) Technicians in the Maine Army National Guard and personnel with reemployment rights to MEARNG positions.

**AREA II:** All Enlisted, Warrant Officers and Officers (**LTC and below**) members of the Maine Army National Guard, to include AGR personnel.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the GS-09 or GS-11 grade. If filled at the GS-09 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education or training which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management. Experience using computer and automation systems.

**SPECIALIZED EXPERIENCE:** Must have twenty-four (24) months experience for the GS-09 level or thirty-six (36) months experience for the GS-11 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

#### **GS-09**

1. Knowledge of principles, concepts and techniques of human resource management.
2. Ability to gather and analyze data in order to recognize solutions.
3. Skill in researching, evaluating and interpreting and presenting recommendations on courses of action.
4. Skill in the use of computers AND automated systems.
5. Ability to research regulations and statutes.
6. Ability to oversee and training employee(s).

#### **GS-11**

1. Ability to provide expert advice and guidance on all recruitment and placement issues.
2. Knowledge of human resource office rules, regulations, policies, and procedures to include State, National Guard Bureau, and Office of Personnel Management.
3. Skill in development of human resource policies and procedures.
4. Knowledge of and skill in the application of rules, regulations and statutes of federal personnel pay.
5. Ability to oversee and train employee(s).

**COMPATIBILITY CRITERIA:** ENLISTED MOS: 42A  
WO MOS/BR: 420A  
OFF BR: 42A/42H

**NOTE:** Personnel who do not have a compatible MOS/BR will still be considered for this position.

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):** Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

/////Signed/////\\  
LISA M. SESSIONS  
MAJ, EN  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

**D1040000-GS-09**

This position is located in a state Human Resources Office that has responsibility for servicing both Army and Air National Guard full-time personnel. The purpose of the position is to serve as the state Human Resources Specialist for recruitment and placement, military technician compatibility, permanent change of station (PCS) moves, pay setting, recruitment and retention allowances, and reduction in force. Responsible for the development and implementation of plans to accomplish a statewide technician recruitment and recruitment program. Accomplishes work through the use of a variety of automated personnel systems and programs.

--Provides advice and support to managers, supervisors, and the Human Resources Officer on recruitment and placement matters for a variety of professional, administrative, technical and clerical occupations GS-09 and below and for wage grade occupations WG-10 and below. Assists in planning and administering the merit promotion and recruitment/placement program. Identifies appropriate qualification standard to be applied, validates hire authority, develops position announcements, locates position applicants, develops candidate evaluation criteria and evaluates candidate eligibility, and refers qualified candidates for selection consideration. Reviews and verifies information on requests for vacancy announcements to assure correctness. Notifies candidates of the results of their application. Maintains necessary documents associated with merit placement, applicant supply, Department of Defense (DoD) Priority Placement Lists, and Over-graded Technician Listings.

--Accumulates and analyzes statistics concerning recruitment and placement function such as turnover rates, quit rates, promotions, minority hire rates, hiring lag time, etc. Conducts exit interviews to identify potential program or management deficiencies. Uses information for analyzing trends, considering program adjustments, managerial/supervisory training needs, etc. Assist in conducting long-range planning for projected mission and/or organizational changes to formulate a placement plan.

--Ensures required selection documentation and information contained thereon is correct including military compatibility; checks medical certificates and reports from references; checks security requirements; initiates select/non-select letters, etc. Counsels and registers employees in the DoD Priority Placement Program and/or OPM Interagency Placement Assistance Program as appropriate.

--Performs other duties as assigned.

**D1027000 GS-11****DUTIES AND RESPONSIBILITIES:**

This position is located in a state Human Resources Office that has responsibility for servicing both Army and Air National Guard full-time personnel. The purpose of the position is to serve as the state Human Resources Specialist for recruitment and placement, military technician compatibility, permanent change of station (PCS) moves, pay setting, recruitment and retention allowances, and reduction in force. Responsible for the development and implementation of plans to accomplish a statewide technician recruitment and recruitment program. Accomplishes work through the use of a variety of automated personnel systems and programs.

--Serves as the state's technical expert advisor and consultant to key management on the full range of staffing options for a variety of professional, administrative, technical, and trades and labor occupations. Provides guidance and advisory services to operating managers in analyzing and proposing solutions to personnel management problems. Has frequent contact with state officials to explain merit principles and the various staffing methods, with emphasis on special interest programs such as Uniformed Services Employment and Reemployment Rights Act (USERRA), employment of the physically handicapped, Stay-in-School, Cooperative Work-Study, Upward Mobility, Worker-Trainee Opportunity, etc. Is relied on by operating officials to provide comprehensive guidance and advice in such areas as recruitment sources for top qualified employees, availability of needed skills, qualification requirements, retention standings, and other staffing functions. Seeks candidates from a variety of sources, conducts interviews and evaluates qualifications and eligibility for positions being filled. Ensures selecting official has a reasonable number of well-qualified candidates from which to choose. Initiates correspondence and/or contacts concerning recruitment and placement of applicants with Office of Personnel Management (OPM), Department of Defense (DoD), National Guard Bureau (NGB), other Federal agencies, high schools, colleges and universities. Researches and prepares replies to Congressional inquires relating to employment.

--Analyzes and evaluates the state's current technician staffing situation including turnover, vacancies, and current recruiting strategies to identify and forecast staffing problems. Researches and develops solutions and strategies to recruitment and retention problems that integrate a variety of flexibilities. Provides technical assistance to managers in developing justifications for requesting the use of special salary rate, recruitment bonuses, retention allowances or other authorities.

--Develops Merit Placement Plan and ensures compliance with federal laws (i.e., The Technician Act), NGB Regulations, and local labor agreements. Maintains a tracking system to evaluate the Merit Placement Plan. Initiates and develops changes, which will improve the procedures and make the plan more acceptable to both management and employees. Administers merit promotion plan; provides guidance and assistance to supervisors and/or designated subject-matter experts in the development of job analysis and ranking criteria; prepares announcements and receives applications; determines nature of action and legal authority under which action is to be processed; ensures time-in-grade requirements are met when required; establishes and certifies accuracy of rates of pay for all placement actions in accordance with federal law, OPM and NGB regulations, and Comptroller General decisions. Reviews records to check for dual employment and/or dual compensation. Ensures required selection documentation and information is correct including military compatibility. Checks medical certificates and reports from references; checks security requirements; initiates select/non-select letters, etc. Counsels and registers employees in the DoD Priority Placement Program (PPP) and/or OPM Interagency Placement Assistance Program (ICTAP) as appropriate. Defends recruitment and placement actions taken in accordance with policies, regulations, and procedures in the event of recruitment or placement grievances.

--Develops, recommends, maintains, and applies state policy for use of such pay setting tools as highest previous rate and recruitment and retention tools. Sets rates of pay for GS and FWS appointments, transfers, promotions, changes to lower grade, and changes between GS and FWS pay systems. In concert with the state classification specialist, determines need for and processes supervisory differential pay.

--Serves as the state senior specialist and consultant on military technician compatibility issues and delegated personnel authorities (e.g. pay flexibilities). Provides guidance to supervisors, managers and military commanders on assignment of technicians to compatible military assignments. Ensures dual status technicians maintain the Military Occupational Specialty (MOS)/Air Force Specialty Code (AFSC) commensurate with the technician position held and are militarily assigned to the unit in which they are employed. Ensures employees in non-compatible status obtain the proper AFSC/MOS and/or correct military assignment. Assists supervisors and managers in achieving compatibility. Initiates or recommends approval of appropriate waivers as required.

--Manages permanent change of station moves. Initiates transportation agreements. Completes travel orders authorizing various entitlements. Obtains necessary funds from NGB or state Comptroller as appropriate. Provides counseling to employees on entitlements, rights, and obligations. Coordinates with travel offices and employees to facilitate movement of household goods. Reviews and approves travel vouchers for authorized expenditures. Reviews requests for extension of temporary quarters and makes recommendations for approval. Initiates transportation agreements. Completes travel orders authorizing various entitlements.

--Analyzes the organization's workforce and determines reduction-in-force (RIF) impact; initiates pre-RIF actions; conducts RIF briefings, and counsels employees. Works closely with management to resolve controversial issues. Works with classification specialist with developing competitive levels and maintains retention registers. Researches, prepares, and defends actions relative to reduction in force appeals. Evaluates qualifications and military assignment factors to reassign displaced employees.

--Develops, coordinates, maintains state plans/guidance involving Merit Placement Plan, reduction-in-force, highest previous rate, recruiting, and retention incentives. Advises commanders, managers, and supervisors on the various programs through formal classroom and one-on-one training.

--Provides technical guidance to management and participates as the staffing functional specialist in the collective bargaining agreement process.

--Responds to inquiries on recruitment and placement related matters from the serviced workforce and coordinates with NGB-HR as required. Attends national recruitment and placement workshops. May provide assistance to the National Guard Bureau and other state HR specialists on staffing issues.

--May oversee the work activities of other employee(s). Trains employee(s) in assigned duties and responsibilities. Assigns work, establishes priorities, and ensures technical quality of work products, initiates personnel actions, approves leave, resolves employee complaints, exercises disciplinary control, establishes performance standards and evaluates performance.

--Performs other duties as assigned.