

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

31 July 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-079

POSITION: Supervisory Financial Services Technician (D1986000) (GS-0503-09/10)
EXCEPTED POSITION

LOCATION: USPFO, Comptroller, Augusta, Maine

SALARY RANGE:

\$47,448 to \$61,678 per annum **GS-09**

\$52,252 to \$67,931 per annum **GS-10**

CLOSING DATE: 15 August 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite MEARNNG Officer (**O-4 and Below**) and Enlisted (**E-6 and Above**) Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to all MEARNNG Officer (**O-4 and Below**) and Enlisted (**E-6 and Above**) who apply.

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.

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 demonstrates the applicants ability to read and apply a practical knowledge of procedures and established methods; and skill in dealing with others in person-to-person work relationships.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months experience for the GS-09 level or thirty (30) months experience for the GS-10 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities.

GS-09

1. Ability to analyze complex financial problems and follow procedures, policy and legal decisions to work out and resolve issues.
2. Skill in determining appropriate pay, allowances and entitlements resulting from multiple military and civilian statuses.
3. Knowledge of DTS, military pay, and Technician Pay.
4. Skill in interpreting report data to identify problems, determine nature of the issue, designing new ad hoc reports or modifying standard financial/management reports to obtain necessary data.
5. Ability to plan, schedule, assign, and review the work of subordinates.

GS-10

1. Knowledge of Grants and Cooperative Agreement regulations and guidelines.
2. Skill in interacting with internal and external organizations to resolve conflicts.
3. Knowledge of databases associated with specific accounting, budget, and financial management function sufficient to input a range of standard information or adjustments.
4. Knowledge of Defense Finance and Accounting Services procedures and policies.
5. Skill in planning and assigning work to subordinates.

COMPATIBILITY CRITERIA: OFF: 36A, 90A, 011A
ENL CMF: 36, 42 ENL MOS: 25B, 51C, 92A, 92Y, 92Z

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e. 36 weeks of substantially full time study or 30 semester hours, or the equivalent) for 12 months of the required experience. **You must provide a copy of your transcript to receive consideration for substitution of specialized experience.**

POTENTIAL ADMINISTRATIVE FURLOUGH: A temporary non-duty, non-pay status, is being proposed under the authority of TPR 715 and the Budget Control Act of 2011. Selected/hired individual may be subject to the pending government furlough.

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

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 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Army National Guard (ARNG) United States Property and Fiscal Office (USPFO), Financial Services Branch. The primary purpose is to direct the work performance and supervise Financial Services Technicians performing duties to accomplish the full range of military, technician, and voucher exam (commercial accounts and travel) payment actions with a full understanding of the technical financial transactions (accounting and budget) process to provide analysis, validation, processing and correction of financial transactions and issues/problems involving the full range of financial services.

b. DUTIES AND RESPONSIBILITIES

(1) Position provides technical and administrative supervision to subordinate personnel. Establishes priorities based on attainment of goals, objectives and work to be accomplished. Establishes policies and procedures based on objectives. Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Makes assignments based on priorities, difficulty, and requirements of the assignment. Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment of subordinate personnel. Monitors and evaluates employee performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears and resolves complaints from employees, referring grievances and more serious unresolved complaints to a higher-level supervisor or manager. Effects minor disciplinary measures such as warnings or reprimands and recommends other action in more serious cases. Identifies developmental and training needs of subordinates and provides and/or arranges for needed developmental training. Approves and/or disapproves leave requests. Implements, promotes, and effectively supports equal opportunity for all personnel and follows provisions of labor agreements and applicable directives pertaining to personnel management.

(2) Develops goals and objectives that integrate organizational and Financial Services Branch objectives. Plans and develops work assignments, priorities and training required to effectively meet organization and customer needs. Establishes metrics and reviews performance indicators to assess the efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources and balances organization needs with overall mission requirements and resource interests. Reviews the work and management techniques of subordinate supervisors. Directs self-assessment activities of subordinate supervisors/functions.

(3) Establishes, develops, and maintains effective working relationships with other Financial Services Branches, supported organizations, and higher headquarters. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and to resolve significant and/or potential problems. Ensures subordinate functions provide customer guidance and training. Identifies the need for, and participates in special projects and initiates milestones and goals. Evaluates, analyzes and responds to reports. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues impacting supporting organizations.

(4) Plans and directs military pay, technician pay, and voucher exam (commercial accounts and travel) functions to provide all technical financial support required by the ARNG supported organizations. Ensures operating procedures and controls are in place.

(5) Performs other duties as assigned.