

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

15 November 2013

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-112**

**\*\*Temporary Promotion\*\***

**POSITION:** Human Resources Specialist (Military/Information Systems) (D1621000)  
(GS-0201-09) EXCEPTED POSITION

**LOCATION:** 101st Force Support Squadron, Bangor, Maine

**SALARY RANGE:** \$47,448 to \$61,678 per annum

**CLOSING DATE:** 05 December 2013

**AREA OF CONSIDERATION:**

Consideration will be given to all qualified permanent and indefinite MeANG Enlisted Technicians who apply.

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

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

**GENERAL EXPERIENCE:** Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

**SPECIALIZED EXPERIENCE:** Must have twenty-four (24) months experience, education, and/or training which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Skill in the application of analytical and evaluative techniques to identify, consider, and resolve specialized problems and issues involving automated human resources systems.
2. Knowledge of the different human resources (military) functional areas and how they interface with the automated personnel systems.
3. Skill in using database systems to design, retrieve, and provide various reports.
4. Knowledge of computer security risks and protective measures to protect the integrity of automated databases.

5. Ability to develop, administer, and provide training to military personnel data system users.
6. Knowledge of the military organization being serviced and its mission.
7. Skill in oral and written communications.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

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 fields directly related to the type of work of a Human Resources Specialist (Military/Information Systems).

**Must provide a copy of a transcript to receive consideration.**

**COMPATIBILITY CRITERIA:** 3S0X1 **NOTE:** Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

**MILITARY ASSIGNMENT:** 3S0X1

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

FOR THE HUMAN RESOURCES OFFICER:

*//s//*

CRAIG P. BAILEY  
Human Resources Specialist  
(Staffing/ Classification)

**D1621000**

## INTRODUCTION

This position is located in the Military Personnel Flight (MPF), Mission Support Group at an Air National Guard (ANG) flying wing. Its primary purpose is to plan, organize, administer, and troubleshoot the operation and data base integrity of the Military Personnel Data System in support of military human resources management functions. Serves as the primary point of contact to ensure the effective operation of satellite human resources interface with United States Air Force (USAF) servers and related human resources computers both hardware and software. Provides training on utilization of the different components of the Military Personnel Data System (MILPDS). Provides technical guidance regarding the overall scope of the MILPDS and interfacing systems to identify and solve personnel system related problems, which could inhibit or prevent a high state of readiness.

This position requires military membership. It is designated for National Guard enlisted incumbency only. In accordance with AFMAN 36-2108, incumbent performs duties necessary to accomplish military human resources functions in support of programs essential to state Air National Guard daily operations, training and readiness missions.

## DUTIES

--Provides broad management advisory services. Analyzes and resolves operational problems and ensures compliance with military human resources policies, regulations, objectives and management procedures. Provides direction and gives advice to section chiefs and representatives of serviced organizations on methods of approach to systems related discrepancies discovered through analysis. Monitors corrective actions. Interprets Department of Defense (DOD) directed or legislative policies affecting the Military Personnel Data System and recommends enhancements. Resolves technical problems.

--Monitors the overall operations of the Military Personnel Data System. Plans, directs and performs system management, quality assurance, system inquiry, trend analysis, small computer operations/management and system research. Provides guidance and assistance to unit commanders and user personnel on management capabilities of the system through the use of pertinent management information readily available.

--Provides staff advisory guidance to the MPF, Units, Commanders and other base or Geographically Separated Unit (GSU) functional activities on solutions and feasible approaches to the utilization of the Military Personnel Data System in specific, and the human resources military program in general. Interprets manuals, regulations, instructions, and other correspondence to determine the impact on the Military Personnel Data System. Plans, directs, and coordinates operations of the system within existing policies and objectives. Advises the Human Resources Officer (Military) and the immediate supervisor on all adverse computer related issues. Researches system problems and determines solutions. Advises all MPF work functions and other agencies using articles on computerized system changes to achieve timely and accurate implementation.

--Coordinates with AF, Air Reserve Personnel Center, The National Guard Bureau, Air National Guard State Headquarters and base functional areas on new data human resources programs and system procedures. Serves as the MPF liaison for systems with higher headquarters, MPF work functions, unit commanders, etc.

--Administers Military Personnel Data System training programs for the MPF and other users of the system. Performs formal and informal training on utilization of the Military Personnel Data System, and other related systems to all users. Researches, develops, reviews, and updates training materials to include training outline, lesson plan, and charts. Obtains and arranges classrooms, audiovisual equipment, and on-line computer training aids.

--Analyzes and compares data between the military personnel data system and interfacing systems. Analyzes products by comparing and verifying data for mismatched or missing data. Identifies discrepancies, takes corrective actions, and reports to appropriate functional OPR.

--Advises managers of methods to limit invalid data input and suggest enhancements to procedures based on a broad knowledge of the human resources career field.

--Directs, manages and controls the operation and maintenance of the Personnel Concept III (PC III) system. As the Endpoint System Administrator (ESA), the incumbent is responsible for development of local usage policy, plans, programs, installation, operation and maintenance for this system. Updates users on current system information and informs users on how to extract and use of information that is pertinent to their organization.

--Provides system administration and performs system management. Analyzes organization structure and unit commanders' needs to ensure each organization supported has access to only the records they need. Controls system security. Establishes user ID's and Passwords. Analyzes user actions within PCIII. Takes necessary action to correct any security violations or abuse of the system. Uses UNIX and DOS commands to correct any security violations or abuse of the system. Uses Unix and DOS operating systems to follow the fault isolation procedures contained in appropriate vendor manuals. Processes and monitors the load of PCIII systems releases and performs backup and restore procedures. Analyzes PCIII summary reports and audit trail logs to ensure all software, hardware, and firmware are functioning properly. Troubleshoots all software and firmware problems associated with PCIII and defers hardware problems to expert maintenance.

--Monitors and controls the input/output for PCIII. Manages, schedules, composes, modifies and retrieves query products, in specified formats for internal and external users. Coordinates with host system manager to ensure incoming human resources data traffic is processed completely, timely and in proper sequence. Constructs, maintains and makes changes to local and central tables and coordinates changes to these tables. Utilizes available tools for file manipulation, schedules end of day processing, runs queries on-line, and produces real-time Report of Individual Personnel (RIP).

--Serves as the DEPCON systems administrator. Performs comprehensive print-management and file-distribution for mixed platform networks: to include routing, print files, producing hard copies, electronic distribution, shared resource file distribution, archiving, and backups.

--Serves as Automatic Data Processing Equipment custodian for PC III and local unit computer hardware.

--Prepares comprehensive human resources management reports. Receives, evaluates and processes requests and when necessary, develops specialized products to meet unique analytical

needs using programming software such as Discoverer Query Tool, and Microsoft Office applications to prepare, maintain, and produce executive reports.

--Develops, establishes and maintains work function training programs. Plans and schedules tasks and training activities for traditional status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished. Incumbent is responsible for mobilization and deployment readiness of section personnel and equipment.

--Performs other duties as assigned.