

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

08 February 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16- 020

POSITION: IT Specialist (SYSADMIN) (D1626000) (GS-2210-07/09) EXCEPTED POSITION

LOCATION: USPFO, DPI , Camp Keyes, Augusta, Maine

SALARY RANGE:

\$46,562 to \$60,531 per annum GS-07

\$55,670 to \$72,366 per annum GS-09

CLOSING DATE: 23 February 2016

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite Enlisted, Warrant Officer or Officer (**O3 & Below**) Excepted Technicians in the Maine Army National Guard and personnel with reemployment rights to the MEARNNG

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-07 or GS-09 grade. If filled at the GS-07 grade, the individual selected may be promoted to GS-09 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 listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education or training that has provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaptation of computer programs and systems.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for GS-07 or twenty-four (24) months experience for GS-09, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Knowledge of a variety of operating systems (i.e., Windows 7, Windows Server 2008 R2, UNIX, etc.) .
2. Knowledge of applying storage management practices, assignment of resources and file management techniques.
3. Knowledge of diagnostic tools and structured techniques for recover of failed systems and data access.
4. Ability to document procedures and processes.
5. Ability to conduct training.

GS-09

1. Skilled in troubleshooting problems and implementing changes on computer platforms and application software.
2. Knowledge of agency applications, operating systems and components, protocols, and various hardware and software used throughout the organization in order to conduct system administration functions.
3. Knowledge of analysis and design techniques to develop system software modifications, system administration policy and procedures for use within the organization.
4. Skilled in researching and implementing software patches or workarounds, documenting problems and advising the responsible party on support issues.
5. Skilled in documentation of procedures and ability to plan and conduct training.

COMPATIBILITY CRITERIA: OBR: 25 OAOC: 53 WMOS 255A, 255N., 255S ECMF: 25

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: At the GS-7 level, one full year of graduate level education or superior academic achievement. At the GS-9 level, a masters or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree may be substituted. Graduate Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management **or** degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks. **Must provide a copy of transcript to receive substitution of education.**

ADDITIONAL REQUIREMENT: As a condition of employment, individuals 6 months in which to complete and receive the SEI 264 (for the level and grade at which the person is serving) mandated by DoD Career Development Program for Information Assurance Workforce Improvement Program (DoD 8750.01M).

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 207-430-5917 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. No special forms are required.

Applications must be forwarded 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 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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

25.

a. INTRODUCTION

This position is located in an information management organization. The purpose of the position is to serve as a systems administrator of assigned systems maintained/administered by the organization. The incumbent is responsible for the installing, testing, system security configuration and monitoring, operating, troubleshooting and maintaining server hardware and software. The position will also serve as a member of a team of systems administrators receiving guidance from the team leader.

This position requires military membership. In accordance with DA Pamphlet 611-21 and AFMAN 36-2108, the incumbent performs duties necessary to accomplish information technology management functions in support of command, control, communications and computers (C4) programs essential to state information management daily operations, training, and readiness missions.

b. DUTIES AND RESPONSIBILITIES

--Modifies, tests and implements system backup and recovery strategies for assigned system.

--Serves as a systems administrator for the less complex systems involving a limited number of servers operating on a single operating system. Responsible for implementing and troubleshooting system performance. Reports unresolved problems to a higher-graded System Administrator. Assists other system administrators in troubleshooting problems and implementing changes on the more complex systems.

--Diagnoses system failures to isolate source of problems between equipment, system software, and application programs. Modifies code, devises temporary fixes, documents problems and advises higher-level System Administrator or other outside party.

--Interacts with peers and vendors to resolve hardware and software problems. Provides technical assistance to personnel involved in system design, programming, hardware selection and adapting commercially available software to meet the needs of the customer. Advises users on characteristics of system software. Implements systems software changes, operating system releases and maintains the operational status of systems in accordance with established implementation guidance.

--Participates in the analysis of requests for new or modified applications. Assists in analyzing and evaluating proposed changes to multiple computer systems. Considers factors such as compatibility with standard systems, conversion or implementation costs, and impact on existing equipment. As appropriate, sets up and tests products on equipment)

--Assists in determining equipment demands, number and kinds of records, files, communications and procedures necessary to obtain, organize information and interfaces with other systems. Reports findings to the Team Leader.

--Provides systems support on personal computer, mini-computers or main frames. Assists in the installation and configuration of hardware and software applications. Schedules the installation of new or modified hardware, operating systems, and software applications.

--Manages the flow of data between various tiers of the architecture.

--Writes program scripts to facilitate backup and recovery procedures. Interacts with other information technology (IT) specialists in systems design, resource utilization and hardware/software installations.

--Assists in security management to ensure only authorized (personnel) access computer systems. Performs security management in accordance with National Guard Bureau (NGB) regulations and state policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment.

--Implements state policy relating to systems storage requirements. Assists with the modification of storage structures. Modifies system parameters on assigned system.

--Performs other duties as assigned.