

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

07 March 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-036

POSITION: Information Technology Specialist (Network) (D2181P01) GS-2210-11
EXCEPTED POSITION

LOCATION: 101st Communications Flight, Bangor, Maine

SALARY RANGE: \$61,137 to \$79,478 per annum

CLOSING DATE: 23 March 2016

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

AREA II – All Enlisted Members of the Maine Air National Guard

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 Minimum Requirements and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Technical, analytical, supervisory, 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.

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

1. Knowledge of IT network systems design principles, methodologies and approaches.
2. Ability to establish network performance levels by analyzing existing equipment, software, and operating systems for modifications, upgrades, replacements, etc., to improve operational efficiency.
3. Knowledge of the organization's network architecture, topology, and protocols sufficient to plan, design, develop, and integrate network systems, security plans and procedures consistent with network infrastructures.
4. Knowledge of and ability to apply methods, techniques, and processes for the integration and optimization of unclassified and classified LAN/WAN components and infrastructure.
5. Skill in applying IT network development concepts and techniques to provide computer applications which provide optimal functional support for users.
6. Ability to analyze functional IT network system requirements, translate findings into functional requirements, develop supportable recommendations for enhancement, and apply a wide range of methodologies and tools.

ADDITIONAL REQUIREMENT: As a condition of employment, individual has 6 months in which to complete and receive the SEI 264 (for the level and grade at which the person is serving) mandated by the DoD Career Development Program for Information Assurance Workforce Improvement Program (DoD 8570.01M).

OTHER REQUIREMENTS: MUST POSSESS OR BE ELIGIBLE TO OBTAIN AND MAINTAIN A TOP SECRET SECURITY CLEARANCE.

COMPATIBILITY CRITERIA: 3D1X3, 3D1X1, 3D0X3, 3D0X1, 3D1X4, 3D1X2, 3D0X2

NOTE: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE – At the GS-11 level, a Ph.D. or equivalent, or 3 years of progressively higher level graduate education leading to such a degree.

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 MeANG Incentive Manager Norman Stanton, MSgt DSN - 698-7391 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

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, AG
Human Resources Specialist
(Recruitment & Placement/Compensation)

INTRODUCTION:

This position is located in the Operations Flight of a Base Communications Squadron. The purpose of this position is to serve as a base systems administrator to monitor the Local and Wide Area Network (LAN/WAN), including the planning, analysis, acquisition, design, development, implementation, quality assurance, configuration, installation, integration, maintenance testing, operational integrity, and/or management of networked systems for the transmission of information in voice, data, and/or video formats.

MAJOR DUTIES:

1. Administers the base Local Area Network (LAN). Implements new network operating systems hardware and software and develops base wide network operating procedures. Analyzes LAN utilization statistics through data collection and performance measures to ensure the smooth, reliable, and robust operation of LANs to include classified and unclassified networks. Coordinates LAN installation, maintenance, troubleshooting, and reviews, evaluates, and fine-tunes components such as virtual servers, hubs, switches, and routers to achieve peak efficiency within the overall network connectivity. Assists in the development, configuration, installation, and maintenance of network systems to include the LAN/WAN. Receives network, communications, and related operating systems from various sources such as design centers and commercial vendors. Maintains an inventory of all network hardware and software. Installs, configures, and troubleshoots network and application server hardware, network operating system software, and peripheral network equipment such as routers, bridges, cabling system, network interface cards, modems, multiplexers, and concentrators. Develops and maintains base wide procedures for networks, system operations, backups, and product assembly and installation. Implements network operating system and/or network application software, and maintain contact with software suppliers to ensure that current releases of software products are in use. Conducts testing of network systems to ensure current network software products are compatible with system configurations and to ensure operability, efficiency, and compliance with existing standards. Monitors operation of the LAN/WAN and ensures hardware and network operating software are functioning properly and that operation standards are met. Function tests systems components to identify and resolve technical problems, analyze system malfunctions, implement necessary corrective actions, and provide ongoing support for the resolution of complex problems and operating malfunctions. Performs system backups to ensure expedient restoration of the database for the respective network equipment. Assists customers on the use of office automation computers, local and wide area networks, and other automated tools. Ensures backups of network equipment configuration data are current. Resolves LAN related problems for the base. Recommends and prepares operating policies and procedures for networks, system operations, and product assembly and installation. Provides customer assistance and training for new network systems.
2. Conducts problem analysis to identify trends, ineffective practices or procedures, and equipment shortcomings. Identifies and documents network requirements for specific needs of customers. Determines if the facility environment can provide for network system requirements, and if infrastructure is in place to support the system. Conducts in-depth analyses of network usage, user complaints, traffic interruptions, hardware and software capabilities, and other relevant factors. Changes the components of existing equipment for efficient operation or recommends major modifications to existing systems. Recommends methods and procedures and coordinates corrective action to optimize utilization of present equipment. Uses benchmarks, performance measurement, and evaluation data, in conjunction with modeling and simulation techniques in planning for increased capacity and to support

additional workloads. Identifies potential performance or capacity problems and plans for changes to avert problems. Works with technical support personnel in resolving problems. When required, participates with design team on new initiatives, contributing technical expertise on existing LANs. Ensures upgrades to the base infrastructure are identified and submits requests for equipment and funds. Cooperates and works with base communication agencies in planning and developing new or additional network infrastructure capabilities. Provides cost analyses for new and upgraded network infrastructure capabilities.

3. Plans for current and future technology integration and works issues for compatibility and standardization based on current and projected customer needs. Analyzes LAN utilization statistics, performance measures, and system profiles to ensure network robustness in serving the business needs of the installation. Forecasts future needs and prepares recommendations, justifications, and specifications for LAN equipment. Determines when improvements in networking capability are needed and makes detailed technical recommendations to the senior system specialist. Develops test procedures and participates in progress reviews with operating officials, system programmers, computer users, and others to determine the reliability and productivity, ascertain user friendliness, applicability to the work environment, and compatibility of system hardware and software with existing networks. Ensures applicable operation and maintenance policies and standards are maintained. Reviews literature, assesses reports of state-of-the-art advances in software/hardware, and assesses applicability and impact of introducing new developments to current configurations. Ensures that inquiries and problems are expeditiously resolved. Examines and evaluates alternative means of satisfying user requirements and makes recommendations to users regarding the most effective and efficient automation approaches. As deemed necessary for efficient operation, reconfigures various peripheral equipment to include, multi-function print/scan/fax devices, tape drive units, terminals, and PCs within the LAN. Maintains and tests system software to ensure reliable and accurate availability. Identifies and analyzes system hardware or software failures, arranging for hardware and software repairs when necessary. Installs and troubleshoots LAN data cables to transmission equipment to ensure proper connectivity. Assists in determining the feasibility of proposed revisions or the development of new program applications. Monitors and documents system performances before and after new programs are loaded. Provides information and recommendations of improvements to management.

4. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996 in order to ensure the rigorous application of information security and assurance policies in the delivery of network services. Serves as a network security administrator for a large number of users on the installation. Ensures the optimum performance of the base firewall. Implements directed technical solutions provided by the Information Assurance Specialist required to bring the network into compliance with current network and/or operating system security measures. Sets up and maintains account restrictions and user rights. Establishes password controls and procedures. Maintains user access controls (physical, personnel, software, and information security) using applicable security policies and regulations. Assists IT security specialists with applicable security policies and regulations and conducts risk analyses and security tests and evaluations. Tracks network security patches and ensures completion. Accomplishes risk analyses, accreditation, and certification packages. Develops reports and submits to appropriate activities as required.

5. Adheres to management control plan requirements by conducting self inspection and staff assistance visits. Resolves identified discrepancies.

6. Performs other duties as assigned.