

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

16 April 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-049

POSITION: Management Analyst (D1379000) (GS-0343-07/09) EXCEPTED POSITION

LOCATION: 101st Maintenance Operations Flight, Bangor, Maine

SALARY RANGE:

\$39,179 to \$50,932 per annum **GS-07**

\$47,923 to \$62,297 per annum **GS-09**

CLOSING DATE: 30 April 2014

AREA OF CONSIDERATION:

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

AREA II - All Enlisted 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 General and Specialized Experience requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

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

GS-07

1. Knowledge of Air National Guard aircraft maintenance functions and procedures.

2. Ability to analyze and interpret policies and procedures of higher headquarters as to applicability.
3. Ability to gather, assemble, and analyze facts; draw conclusions and develops solutions to assigned problems.
4. Skill in using the Management Information System (MIS)/GO-81 program.
5. Skill in working with people from various trades and backgrounds.

GS-09

1. Knowledge of Air National Guard organizational structures, functions, procedures, and techniques.
2. Skill in producing reports and briefings.
3. Ability to analyze and interpret policies and procedures of higher headquarters as to applicability.
4. Knowledge of the Management Information System (MIS)/GO-81 program.
5. Skill in planning and conducting training.

COMPATIBILITY CRITERIA: 2R0XX, 2AXXX **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.

MILITARY ASSIGNMENT: 2R071

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 work of a Management Analyst. **You must provide a copy of your transcript to receive consideration for substitution of specialized experience.**

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent Military Technician.

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)

DUTIES:

This position is located in the production analysis function of a National Guard Logistics Division. Its purpose is to analyze maintenance systems and data and present results to management. Incumbent controls and maintains the Management Information System (MIS). Develops factors to measure and predict capabilities of maintenance manpower, equipment, and facilities. Controls, develops, and coordinates maintenance data systems and requirements.

-- Analyzes maintenance data and presents results to management. Interprets findings from maintenance data and the use of statistical techniques. Identifies trends and significant deviations from plans, schedules, and workload estimates. Analyzes deficiencies in areas such as material consumption and training, workload, scheduling, management, and maintenance resources use. Analyzes impact on the maintenance mission and the results of corrective actions. Prepares written reports of analyses and studies. Briefs senior managers. Designs summary reports to meet recurring management needs.

-- Controls and maintains MIS. Develops policies and procedures for MIS application within maintenance activities. Oversees the identification and correction of file errors within the database.

-- Develops factors to measure and predict maintenance manpower, equipment, and facilities capabilities. Analyzes performance data to determine manpower, equipment, and facilities maintenance capabilities. Analyzes performance data to determine manpower, equipment, and facilities maintenance capabilities. Evaluates maintenance manning and equipment, materiel and facility limitations to determine the impact each has on unit and mission effectiveness. Isolates trends and determines materiel and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and programming procedures to ensure optimum use of maintenance resources.

-- Controls, develops, and coordinates maintenance data systems and requirements. Determines data processing requirements and relates functional aspects to specific hardware and software capabilities. Controls automated management products retrieval and advises maintenance supervisor on automated information use. Identifies data system problems, coordinating with data automation monitors, and submits difficulty reports. Identifies new information requirements, submits information systems requirements documents, and coordinates with data system development services for implementing new programs.

-- Performs other duties as assigned.