

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

3 October 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-122

POSITION: IT Specialist (DATAMGT) (D1679000/D1629000/D1627000) (GS-2210-09/11/12)
EXCEPTED POSITION

LOCATION: USPFO (USPFO-DMSID), Camp Keyes, Augusta, Maine

SALARY RANGE:

\$54,573 to \$70,941 per annum **GS-09**

\$59,932 to \$77,912 per annum **GS-11**

\$69,497 to \$90,344 per annum **GS-12**

CLOSING DATE: 17 October 2014

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Warrant Officer (**CW2 and below**) and Enlisted Technicians in the Maine Army National Guard.

AREA II - All Warrant Officer (**CW2 and below**) Enlisted of the Maine Army National Guard.

AREA III- Personnel (**CW2 and below**) eligible for membership in the Maine Army 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.

QUALIFICATIONS: This position may be filled at the GS-09, GS-11 or GS-12 grade. If filled at the GS-09 or GS-11 grade, the individual selected may be promoted to next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade. (See SELECTIVE PLACEMENT FACTOR)

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: Technical, analytical or administrative experience which has demonstrated the applicant's 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 twenty-four (24) months experience for GS-09 and thirty-six (36) months experience for GS-11/12 which require the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Knowledge of ORACLE relational database management system.
2. Knowledge of the operating systems and platforms in use by the customer organizations.
3. Skill in the Backup and Recovery of databases.
4. Knowledge of and skill in using SQL to create data retrieval reports and manipulate data to meet the customers' needs.

GS-11

1. Knowledge of ORACLE and SQL Server relational database management systems.
2. Skill in the Backup, Recovery and Replication of multiple databases.
3. Ability to work with outside contractors.
4. Knowledge of RDBMS monitoring and tuning techniques to optimize operational performance.
5. Knowledge of the different Operating Systems that Oracle operates on (Server 2008, HPUX and Linux).

GS-12

1. Knowledge of NGB and DOD agency requirements of relational database management system(s).
2. Knowledge of and Subject Matter Expert of national level NGB/DOD system release(s).
3. Ability to oversee the scheduling and assisting in fielding new NGB/DOD systems.

4. Skill in evaluating and troubleshooting new NGB/DOD systems to support existing systems/applications.

5. Knowledge of system software design and knowledge of computer language sufficient to develop or monitor development of schema that interfaces with vendor software.

SELECTIVE PLACEMENT FACTOR: The individual selected for the position will be placed into the GS-11 Position Description (D1629000) regardless of experience. Management will request a determination from HRO to obtain certification from NGB G-6 that the incumbent is an NGB recognized technical expert before appointment/promotion to GS-12.

COMPATIBILITY CRITERIA: WO: 255A, 255N, 255S
MOS: 25B, 25U, 25Y, 25Z

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 an Information Technology Specialist. **Applicant must provide a copy of an unofficial or official transcript to receive substitution of education.**

ADDITIONAL REQUIREMENT: The position is an IAT level 2 position. As a condition of employment, individuals have 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).

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, EN
Human Resource Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION

This position is located in an information management organization. Its purpose is to serve as a technical expert for database administration in the state. Administers multiple relational database management systems (RDBMS) and software packages residing on multiple hardware and software platforms.

This position requires military membership. It is designated for Warrant Officer & Enlisted incumbent only. In accordance with DA Pamphlet 611-21, 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

--Provides assistance, advice and guidance to organizational users, both in the administrative and technical areas, concerning the use of the multiple database management systems available for use.

--Using software-engineering techniques, designs new applications that enhance existing systems. Closely coordinates with the applications' owning agency personnel to ensure NGB and state compatibility and to recommend priorities for systems development and implementation.

--Responsible for the management of quality assurance and system efficiency functions of assigned RDBMS systems by enforcing the prescribed RDBMS.

--Reviews and implements security provisions to ensure authorized access and integrity of the RDBMS. Ensures the application of information security/information assurance policies, principles, and practices in the conduct and oversight of RDBMS, policy, and planning functions. Implements the policy for the use of the data and any access constraints applying to exclusive or shared file usage (in which system deadlock might occur). Develops and reviews the administration of file membership roles, file purge roles, file back-up procedures, and audit procedures.

--Provides technical advice and coordinates the monitoring and tuning requirements for RDBMS optimization of performance. Analyzes database operations to identify bottlenecks and takes action to resolve problems and ensure consistency. Manages the flow of data between the various tiers of the architecture. Investigates amount of storage space consumed, access time statistics and frequency of use for a given RDBMS. Reviews RDBMS accounting information and takes action to improve efficiency.

- Reviews system documentation, users manuals and training guides. Develops local state modifications to these documents to fit local operating procedures and to include instructions relative to locally developed supplemental applications. Provides training on implementation, including classroom instruction and Computer Based Training (CBT) development.
- Troubleshoots problems involved in the input, retrieval or modification of database information and the general operation and maintenance pertinent to any of the organizations data system elements or sub-elements.
- Tests new DBMS software and implements updates and changes.
- Ensures resolution of DBMS inconsistencies across the installation in coordination with other information technology specialists and systems administrators.
- Develops system backup and recovery plans assigned RDBMS applications.
- Makes recommendations on alternatives involving major projects.
- Analyzes DBMS inconsistencies with other system administrators and devises recovery plans for failure resolution. Resolves a wide variety of system problems, which are caused by data errors, operator errors, hardware malfunctions and program errors. Traces and isolates causes of problems in hardware and software.
- Provides technical assistance to personnel involved in developing system design, programming, specifications and adapting commercially available software.
- Participates in the analysis of requests for new and modified applications. Determines equipment demands, number and kind of records, required files, data communication needs, procedures needed to obtain and organize information, and interfaces with other systems. Identifies relationships, sequences and search strategies to be used.
- Provides DBMS maintenance of a data dictionary, listing the kinds of data in databases and how to access them.
- Coordinates and integrates data elements for a variety of projects in a number of dissimilar areas.
- Performs other duties as assigned.

a. INTRODUCTION

This position is located in an information management organization. Its purpose is to serve as the technical expert and project leader for database administration in the state. Administers multiple relational database management systems (RDBMS) and software packages residing on multiple hardware and software platforms. Incumbent performs duties with broad technical latitude.

This position requires military membership. It is designated for Warrant Officer & Enlisted incumbent only. In accordance with DA Pamphlet 611-21, 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

--Incumbent serves as the organization's senior database representative at state and NGB/agency meetings and seminars designed to arrive at solutions to mutual database application problems encountered and to provide knowledge and information concerning emerging technologies.

--Reviews existing and anticipated future database systems including current automated systems, current data shortcomings, data requirements of the organization/function, the intricacies and provisions of available standardized systems, special organizational/functional data requirements/situations that don't conform to the provisions of existing standardized systems, and higher authority database system plans. Serves as the lead on teams assigned to study and resolve broad-based data management problems. Continuously coordinates studies and plans with organization managers as well as administrative and technical personnel at all levels. Recommends conversion to automated systems/databases where none currently exist or recommends modifications or workarounds to facilitate the satisfaction of organizational and functional needs within the overall provisions of standardized systems. Develops strategies to accommodate managers' data needs, prepares drafts for their review by the using organization(s), and incorporates their review comments and concerns. Prepares study summaries for comparison of alternatives pertinent to the economic justification of costs, time and equipment usage and generates complex queries and reports. Develops recommendations concerning major project ramifications and to offset adverse impacts. Develops work plans, program logic, special instructions, detailed process flow charts and data management needs. Monitors program development and tests and debugs programs. Develops and implements database management strategies for the backup and recovery of database information resulting from system operational and performance problems.

D1627000

--Assigns studies or portions of studies and program development to team members or analysts hired under contract. Technically reviews completed work projects and provides technical assistance and guidance as required. Manages contracts with private computer firms concerning data systems application studies. Prepares scopes of work and cost estimates for the work to be contracted. Ensures that the contractors' progress complies with contract terms. Certifies work accomplishment, reviews and approves requests for payments. Ensures compliance with the terms and provisions of contracts and compliance with specifications. Recommends approval or disapproval of completed contractor work and takes necessary action to resolve problematic issues. Accomplishes all contract administration functions related to data management contracts including the review and signature of appropriate payment documents.

--Provides assistance, advice and guidance to organizational users, both in the administrative and technical areas, concerning the use of the multiple database management systems available for use. Coordinates with specialists and managers at higher National Guard Bureau levels to obtain information to interface with systems at those levels to facilitate the acquisition and exchange of database information. Serves as the state's data management representative at meetings and seminars both at the local and national level designed to arrive at solutions to mutual database management problems encountered and to provide knowledge and information concerning state-of-the-art techniques, software, and equipment.

--Interfaces with personnel within the same organization, local users, NGB, other agencies, and vendors in resolution of problems, recommendation of database application changes and system upgrading or enhancements. Provides interpretations of limited and/or conflicting regulations and guidance concerning database management and coordinates with appropriate personnel concerning the resolution of problem areas encountered. Interacts nationally with peers, vendors and other information systems (IS) sources to resolve database hardware/software problems.

--Using software-engineering techniques, designs new applications that enhance existing systems. Closely coordinates with the applications' owning agency personnel to ensure NGB and state compatibility and to recommend priorities for systems development and implementation.

--Ensures project coordination for the administration of all RDBMS software products (e.g. Oracle, Informix, SyBase, MS-Access, etc.) in support of required functions. Responsible for the introduction of new applications and ensures and establishes required users access and security procedures. Ensures compliance with plans, policies, standards, infrastructures, and architectures of RDBMS. Coordinates with other project leaders and managers at higher levels to obtain information to interface with systems at those levels to facilitate the acquisition and exchange of RDBMS information. Reviews and recommends operational procedures and software usage for the generation of alternate site file copy of essential Agency data files for continuity of operations.

--Responsible for the management oversight of quality assurance and system efficiency of all RDBMS systems by enforcing the prescribed RDBMS.

--Reviews and manages the implementation of RDBMS security provisions to ensure authorized access and integrity of the RDBMS. Ensures the application of information security/information assurance policies, principles, and practices in the conduct and oversight of RDBMS, policy, and planning functions. Establishes policy for the use of the data and any access constraints applying to exclusive or shared file usage (in which system deadlock might occur). Develops and reviews the administration of file membership roles, file purge roles, file back-up procedures, and audit procedures.

--Serves as the technical expert for the definition and allocation of storage capacity requirements for the design of RDBMS. Performs oversight for design and modification of the storage structure and correlation between databases. Reviews the optimization of RDBMS configurations.

--Provides technical advice and coordinates the monitoring and tuning requirements for RDBMS optimization of performance. Performs high-level analysis of RDBMS operations to identify bottlenecks and takes action to resolve problems and ensure consistency. Manages the flow of data between the various tiers of the architecture. Investigates amount of storage space consumed, access time statistics and frequency of use for a given RDBMS. Reviews RDBMS accounting information and takes action to improve efficiency. Reviews report designs and authorizes the implementation of reports to analyze file statistics such as individual file size, usage counts, data last referenced, etc., in order to formulate better file management policy.

--Serves as the reviewing authority for the development and documentation of internal Standard Operating Procedures (SOPs) for RDBMS development. Has oversight for the creation of new guidelines and recommends Engineering Change Proposal – Software (ECP-S) through proponent activity. Reviews written documentation to include user manuals, help files, and installation guides. Coordinates the demonstration of new and enhanced user applications to customers and management. Provides training on implementation, including classroom instruction and Computer Based Training (CBT) development.

--Troubleshoots problems involved in the input, retrieval or modification of database information and the general operation and maintenance pertinent to any of the organizations data system elements or sub-elements.

--Tests new DBMS software and implements updates and changes.

--Ensures resolution of DBMS inconsistencies across the installation in coordination with other information technology specialists and systems.

D1627000

--Develops system backup and recovery plans for all maintained RDBMS applications.

--Performs other duties as assigned.

a. INTRODUCTION

This position is located in an information management organization. The position also serves as a member of a team of database managers receiving guidance from the team leader.

This position requires military membership. It is designated for Warrant Officer & Enlisted incumbent only. In accordance with DA Pamphlet 611-21, 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 the storage structure and correlation between databases.

--Assists in administering multiple DBMS software designs (e.g., Oracle, Informix, SyBase, and MS-Access) in support of required functions.

--Optimizes the DBMS configuration by adding, removing, or relocating files and structures.

--Analyzes DBMS operations to identify bottlenecks and takes action to resolve problems and ensure consistency.

--Provides DBMS support on personnel computers, mini computers or mainframe.

--Reviews DBMS accounting information and recommends changes in utilization to improve efficiency.

--Monitors the amount of storage space consumed, accesses time statistics and frequency of use a specific DBMS program receives.

--Provides assistance to higher graded personnel in the testing of new DBMS software applications.

--Installs new applications and establishes user access. Recommends updates and changes to new and/or existing DBMS applications.

--Evaluates installation procedures and implements alternatives that are routine in nature.

--Recommends solutions for DBMS inconsistencies and assists in developing backup and recovery plans for failure situations.

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- Resolves a wide variety of system problems caused by data errors, user errors, hardware malfunctions and program errors.
- Traces and isolates hardware and/or software problems.
- Initiates necessary action to restore operations after coordinating with functional users and vendor personnel.
- Reports unresolved hardware and DBMS software problems to the Team Leader.
- Reviews security protocols to ensure authorized access and integrity of the DBMS.
- Provides technical assistance to personnel involved in systems design, programming, hardware selection and adaptation of commercially available software.
- Participates in the analysis of requests for new and modified applications.
- Assists in determining equipment demands, number and kinds of records, tables, communication needs, procedures to obtain and organize information and interfaces with other systems.
- Reports findings to the team leader.
- Provides technical guidance in the use of DBMS query languages.
- Assures the quality and efficiency of multiple DBMS systems by enforcing the prescribed DBMS standards.
- Performs other duties as assigned.