

Job Announcement Number

NE-12196744-AF-24-011

Overview

Job Title HR SPEC (INFORMATION SYSTEMS)	Department Department of the Air Force
Agency Air National Guard Units	Hiring Organization N/A
Open & Closing Dates 11/06/2023 to 11/21/2023	Application Count N/A
Salary \$57,118.00 to \$74,250.00 Per Year	Pay Scale & Grade GS-9
Locations Lincoln, Nebraska	Remote Job No
Telework Eligible Yes - as determined by the agency policy.	Travel Required Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed No	Appointment Type Permanent
Work Schedule Full-time	Service Excepted
Promotion Potential None	Job Family (Series) 0201 - Human Resources Management
Supervisory Status No	Security Clearance Secret
Drug Test No	Position Sensitivity And Risk Non-sensitive (NS)/Low Risk
Trust Determination Process National security, Suitability/Fitness	

Summary

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This National Guard position is for a HR SPEC (INFORMATION SYSTEMS), PD Number D1621000 and is part of the 155th FSS, Nebraska Air National Guard, Lincoln, NE.

Learn More About This Agency

Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community

Marketing Link

<https://ne.ng.mil/Pages/Home.aspx>

This Job Is Open To

Hiring Paths

Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

OPEN TO AREAS: 1 and 2 applicants

Videos

Marketing Video Link 1

N/A

Duties

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As a HR SPEC (INFORMATION SYSTEMS), GS-0201-9, duties include:

- 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.
- Performs other duties as assigned.

Requirements

Conditions Of Employment

- Males born after 31 December 1959 must be registered for Selective Service.
- Obtain/maintain the level of security clearance/background check required
- May be required to successfully complete a probationary period.
- Direct Deposit is mandatory
- Drug Testing Required

Qualifications

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is a Title 32 excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA AIR NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-1172.

OPEN AREAS OF CONSIDERATION: AREA 1 and 2

DEFINITION OF AREA(S) OF CONSIDERATION:

AREA 1: Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the Nebraska Military Department who are military members of the Nebraska National Guard.

AREA 2: All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.

AREA 3: Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.

AREA 4: All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the effective date of hire.

MILITARY REQUIREMENTS: **Compatible military grade and assignment required prior to the effective date of placement.** This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Air National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

Military Grades: Maximum: E-7; Minimum: E-4 Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

Military Compatibility: Compatibility will be followed in accordance with 32 USC 709(b) and 10 USC 10216 Compatibility requirements must be met prior to appointment to the position. Selectee has 24 months to become qualified in a compatible military assignment.

Security Clearance/Background Check requirements:

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

Nebraska National Guard Information Security Specialist - jason.l.shroeder4.civ@mail.mil; 402-309-1129.

GENERAL EXPERIENCE:

Experience is 3 years of progressively responsible experience, 1 year of which was equivalent to at least GS-4, that demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

SPECIALIZED EXPERIENCE: 1-year specialized experience must be equivalent to at least the next lower grade. Specialized experience is experience that prepared the applicant to perform the duties of the position. The applicant's educational-degree study program or military or civilian academic courses may substitute for some specialized experience. An applicant must demonstrate the specialized experience competencies (skills, knowledge, abilities and behaviors) to qualify for a position identified by its position grade and career level. Specialized experience factors encompass human resources program's business competencies, familiarity with the subject matter or processes used in human resources programs associated with the Nebraska Air National Guard. Assignments consist of ongoing human resources and computer tasks/studies requiring the gathering of information, and identifying and analyzing issues. Based on existing rules and established methods, the incumbent reviews new requirements, determines what work needs to be accomplished and the proper sequence, and develops recommendations to resolve problems encountered. Individual is responsible for day-to-day and overall accomplishment of information systems assignments. The employee, in concert with supervisor, reconciles conflicting local requirements; schedules system changes, adapts new procedures and techniques, and ensures effective and efficient operations. Analyzes effectiveness and makes recommendations for corrections and improvements. Installs, tests and analyzes a variety of stand-alone human resources systems programs affecting human resources data and research.

Education

N/A

Additional Information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

Benefits Link

<https://www.abc.army.mil/>

How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Customer Service and Technical Competence

NUMERIC CATEGORY:

Applicants who meet the basic qualification requirements will be placed in a numeric group based upon ranking factors such as knowledge, skills, abilities, and behaviors as reflected in their application package.

Numeric category ratings are:

Highly-Qualified: 90-100 points. To be highly-qualified, an applicant substantially exceeds the minimum qualifications of the position, including all selective placement factors and are fully competent to effectively perform all the job requirements in the position almost immediately with minimum training or orientation;

Well-Qualified: 80-89 points. To be well qualified, an applicant meets the minimum qualifications of the position and is proficient in most, but not all, of the requirements of the position. May require some training or orientation to satisfactorily perform the duties of the position;

Qualified: 70-79 points. To be qualified, an applicant meets the minimum qualifications of the position and is proficient in some, but not all, of the position's requirements. Will require extensive training or orientation to satisfactorily perform the duties of the position.

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12196744>.

Required Documents

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To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214
- Other Veterans Document
- SF-50
- Transcript

How To Apply

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To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents

section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

Agency Contact Information

Questions About This job

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.civ@army.mil

Agency Information

NE 155 FSS
2420 W Butler Ave
Lincoln, NE 68524

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Applicants will be referred in the following order:

1. FULLY QUALIFIED AREA 1 APPLICANTS
2. FULLY QUALIFIED AREA 2 APPLICANTS

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/759202100>