

Job Announcement Number

NE-12114616-AR-23-133

Overview

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| Job Title | MANAGEMENT ANALYST | Department | Department of the Army |
| Agency | Army National Guard Units | Hiring Organization | N/A |
| Open & Closing Dates | 09/05/2023 to 10/02/2023 | 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 | Temporary |
| Work Schedule | Full-time | Service | Excepted |
| Promotion Potential | None | Job Family (Series) | 0343 - Management And Program Analysis |
| Supervisory Status | No | Security Clearance | Secret |
| Drug Test | No | Position Sensitivity And Risk | Noncritical-Sensitive (NCS)/Moderate Risk |
| Trust Determination Process | National security | | |

Summary

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This National Guard position is for a MANAGEMENT ANALYST, Position Description Number D2677000 and is part of J3, Nebraska Army National Guard.

INDEFINITE EMPLOYMENT IS TEMPORARY IN NATURE. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT. THIS POSITION MAY CONVERT TO PERMANENT WITHOUT FURTHER COMPETITION.

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

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

This Job Is Open To

Hiring Paths

Federal employees - Excepted service, Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

Nebraska National Guard Area 1, 2 and 3 applicants.

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a MANAGEMENT ANALYST, GS-0343-9, duties include:

1. Assists in the development and coordination of Deliberate Planning, strategic policies, initiatives and concepts related to transformation, federal and state homeland security/homeland defense, interagency coordination, and selected other activities of the State. Assists in the development of local policies, procedures, and guidance for use by managers; documents objectives to implement the strategic plan, process improvement and quality programs. Analyze, interpret, and assess external guidance from The National Defense Strategy, National Military Strategy, Department of Defense (DoD), the Governor, and National Guard Bureau (NGB) to assist in development of corresponding State policy and protocols. Provides researched information to directorates, assist with the conduct of mission analysis, develops concepts of operations, and produce planning guidance. Assists managers in developing and incorporating management views into a positive mission, and vision, which recognizes the requirements of higher headquarters, provides measurable improvements, and effectively deals with customer needs. Assists the supervisor in formulating the State's position on a variety of issues; assists in preparing positions briefs to civilian leaders, Congressional staff, legislators and national associations.
2. Assists with coordination of Security Cooperation/State Partnership Programs and Homeland Defense Cooperation Key Leader Engagements, CONUS/OCONUS training events, country clearances, support requirements, transportation, scheduling, training and educational activities for multiple annual events, and the development of proposed State Partnership and Security Cooperation. Assist in the preparation of current Security Cooperation/State Partnership Program status briefs to the J-5, Army/Air Services, DOJ and the Adjutant General. Assists in budget planning, obligations, execution, and tracking of expenditures for the directorate.
3. Evaluates the organizations program performance against stated goals by compiling, organizing, and analyzing data in the development of trend analysis. Tasks are unique in nature, requiring the development of standalone processes and techniques to formulate decisions or policy. Collects, reviews, and inputs data into computer system and audits output data.
4. Participates in government and non-government seminars, conferences and workshops; coordinates and networks with government and non-government agencies and organizations. Research multiple sources for information and analyzes data in order to develop position, point and information papers as well as briefings. Prepares reports, graphs and charts for presentations and archives. Prepares for and coordinates associated travel to meetings, conferences and planning groups.
5. Research government and private industry strategies/successes; assesses the value of different technology and provides guidance to managers. Interacts with and encourages managers, directors, supervisors and employees to consider, explore, and develop ideas and approaches to improve government products, services and performance. Facilitates, assists, and leads group/work teams in defining and recommending improvements to accomplish specific objectives. Provides guidance and assists teams in developing monitoring processes/systems and measurement criteria.

Performs other duties as assigned.

Requirements

Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.

Males born after 31 December 1959 must be registered for Selective Service.

Must be able to obtain and maintain a Secret security clearance.

This position is covered by the Domestic Violence Misdemeanor Amendment of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.

Direct Deposit is mandatory

Individuals with military incentive bonuses may be subject to recoupment.

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 ARMY NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-7458.

OPEN AREAS OF CONSIDERATION: AREA 1, 2 and 3

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 Army 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: O3/CW3/E8; Minimum: O2/WO1/E6; 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.

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 Personnel Security Manager - kalee.m.boden.mil@army.mil; 402-309-8319.

GENERAL EXPERIENCE: Experience, education, or training 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. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have at least 24 months experience which has provided a working knowledge of the National Guard organizational structures, functions, procedures, and techniques. Experience analyzing, interpreting and developing policies and procedures of local management.

Education

Substitution of Education for specialized experience - Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements.

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](#).

CONDITIONS OF EMPLOYMENT & NOTES:

1. Must be able to obtain and maintain the appropriate security clearance of the position.
2. This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.
3. Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
4. May occasionally be required to work other than normal duty hours; overtime may be required.

5. The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.

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 (Clerical/Technical), Self-Management, and Technical Competence

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12114616>

Required Documents

Required Documents

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
- 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 J3
2433 NW 24th Street
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.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants

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Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/747185500>