**ARMY TECHNICIAN VACANCY ANNOUNCEMENT**

**IDAHO NATIONAL GUARD**

**HUMAN RESOURCE OFFICE**

**4794 GEN MANNING AVE., BLDG 442**

**BOISE, IDAHO 83705-8112**

**IDAHO ARMY NATIONAL GUARD TECHNICIAN VACANCY**

<http://inghro.idaho.gov>

**ANNOUNCEMENT NUMBER: 15-110**

**OPENING DATE: 01 MAY 2015**

**CLOSING DATE: 01 JUNE 2015**

**\*\*\*APPLICATIONS MUST BE RECEIVED NLT 11:59 PM (MST)** **ON THE CLOSING DATE\*\*\***

**POSITION: BUDGET OFFICER**

**TENURE: INDEFINITE - MAY CONVERT TO PERMANENT STATUS WITHOUT FURTHER COMPETITION IF POSITION BECOMES AVAILABLE**

**IF SELECTED, CURRENT TECHNICIAN’S TENURE WILL TRANSFER WITH MEMBER TO THIS POSITION**

**UNIT/LOCATION: USPFO - BOISE, IDAHO**

**AREA OF CONSIDERATION: CURRENT MEMBERS OF THE IDAHO ARMY NATIONAL GUARD TO INCLUDE ONBOARD NON DUAL STATUS TECHNICIANS**

**MILITARY REQUIREMENTS: OFFICER**

**MOS: 36A**

**PAYPLAN: GS-0560-12**

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**ELIGIBILITY REQUIREMENTS:**

**\*Candidates will have to obtain and maintain a Secret Security Clearance\***

**\*PCS is not authorized\***

**MEMBERSHIP IN THE ARMY NATIONAL GUARD IS REQUIRED FOR MEMBERS OF THE IDAHO ARMY NATIONAL GUARD WHO ARE NOT CURRENT NON DUAL STATUS TECHNICIANS:**  This is an Excepted Service position that requires membership in the Idaho Army National Guard as a condition of employment.  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.  Loss of military membership will result in immediate loss of your full-time military technician position.

**In accordance with the Labor Management Agreement, Article 18, Promotions:**

**Area of Consideration**

**The area of consideration for all Idaho National Guard bargaining unit positions will be as follows:**

**(1)   Bargaining unit members**

**(2)   All other individuals**

**This does not preclude management from selecting either Section (1) or Section (2) applications after Section (1) applicants have been considered.**

**We are currently not accepting on-line applications.  Please use the following information to submit your application:**

**- By Mail or Hand Deliver to:**

Idaho National Guard

  Human Resource Office/Staffing

  4794 Gen Manning Ave,  Bldg 442

  Boise, Idaho   83705-8112

- Email or Fax requires prior approval from the HR Staffing Specialist for each application submitted. Generally, you must be deployed or otherwise unable to mail or hand deliver due to unusual circumstances to gain approval.

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**HOW TO APPLY:**

**To apply for this position, you must provide a complete Application Package, which includes the following required documents. Failure to provide complete information will result in your not receiving consideration for this position.**

**1.  Current signed Resume. PLEASE ANNOTATE THE JOB ANNOUNCEMENT NUMBER ON YOUR RESUME**

**2.  ALL DD214s or memorandum stating why you do not have any DD214s (FOR DUAL STATUS TECHNICIANS)**

**3.  Explanation of Specialized experience**

**4.  Transcript (if using education to substitute for experience, you must submit a transcript). A copy of a diploma DOES NOT constitute a transcript**

**5.  Job related certificates and licenses (optional)**

**WHAT TO EXPECT NEXT:**

After the position closing date, your application will be reviewed in full.  If qualified your application will be forwarded to the hiring official.  If further evaluation or interview is required you will be contacted.

**DUTIES AND RESPONSIBILITIES:**

The primary purpose of this position is to provide management oversight and guidance to budget formulation and execution processes. The incumbent is recognized as a technical authority regarding fiscal and budgetary policy, law, and regulatory guidelines for the organization. This position accomplishes budget functions in support of organizational and Federal National Guard operations, training, and readiness missions and maintains staff responsibility over complex annual budgets.

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--Serves as a technical expert regarding all phases of budget functions including the interpretation, application and implementation of budgetary principles, procedures and guidelines. Provides executive direction and review of budgetary operations.

--Serves as principal staff advisor to the senior leadership and top management personnel regarding maintaining a balance in the efficiency and economy of operations in accomplishing programmed objectives. Directs the review and oversight of budget formulation, justification and execution, requiring the frequent contact with top management personnel. Develops, prepares and presents analyses and summaries of budget performance for management through such forums as resource advisory committee briefings, presentations, conferences and inspections. Participates in policy development and program planning for National Guard activities, including recommending major reprogramming of funds to the senior leadership to ensure a fund balance is maintained and resources are efficiently used.

--Interprets guideline materials and instructions issued by Office of Management and Budget (OMB), Congress, Department of Defense (DoD), National Guard Bureau (NGB), etc. Issues supplementary guidance. Ensures policy conforms to existing precedents, practices and policies issued by higher authority. Reviews, consolidates, approves, modifies or disapproves budgetary data and reports submitted for consistency with guidelines, reasonableness and accuracy. Presents budgetary briefings with supporting statistical data to senior leadership who use the data to defend budget and manpower requirements before making decisions. Presents the command position and defends budget requirements to visitors and budget examiners.

--Oversees budgetary operations. Monitors the current year’s budget operations through monthly management indicators and staff visits. Inspects budgetary operations to determine the adequacy of staffing based on current and forecasted workloads, recommending changes as appropriate. Investigates general efficiency and performance, assuring compliance with prescribed procedures and functions. Furnishes advice and assistance in problem areas and attempts on-the-spot corrections, recommending improvements where warranted. Reports findings to the Financial Manager and discusses recommended actions to improve the operation of the budget function. Prepares written reports regarding findings and recommends required corrective actions. Continually furnishes advice and assistance by telephone or through correspondence to management personnel and directs corrective actions on budgetary problems. Provides guidance and participates in policy and program development.

--Performs special studies and selective reviews of budgetary programs and procedures. Analyzes, evaluates, and identifies the areas and types of corrective/improvement actions needed. Develops data required for examining various options or scenarios related to budgetary issues that may adversely affect the organizational. Presents data in a readily usable form by developing special automated spreadsheets, charts and reports.

--Serves as a primary technical expert on the treatment of budgetary data on forms, schedules, requests, and reports for use by the financial/budget organization or for use by organizational personnel.

-- Formulates and justifies budget requests for the organizational in consideration of historical costs up to five years, the current period of execution, and the effects of multi-year procurement and military construction appropriations. Prepares and submits these budgets in support of budget requests for military personnel, operation and maintenance (to include minor construction), emergency, and revolving fund appropriations. Reviews all subordinate budget requests submitted by organization managers for compliance with budgetary guidelines, reasonableness, accuracy, valid assumptions and consistency with past performance.

--Issues calls for budget to staff and resource managers and provides guidance, as needed. Reviews and consolidates responses, and presents them to advisory committees. Recommends major reprogramming of funds to senior leadership. Briefs funds availability, staff requirements, historical trends, and straw man budget recommendations, including suggested decrements and/or alternate methods of funding. Briefs the senior leadership, key management, and program managers on the formal operating budget. Prepares, reviews and submits the organizational budget. As necessary, defends the leadership’s position and budget requirements to visiting higher headquarters and outside audit personnel.

--Monitors the execution of the annual operating budget. Establishes and executes funds control procedures by developing apportionment requirements and schedules for obligations and expenditures, and issuing cost limitations for various elements of expenses. Reviews all obligation, commitment and manpower authorization documents to ensure charges are in accordance with laws and regulations and within the operating budget.

--Reviews and analyzes operations to determine causes of variances from budgets, time-phased schedules and cost limitations. Holds quarterly, or more frequently if required, budget meetings to review budget execution, reprogram funds or determine requirements for revocation or request for supplemental funding needed for the best use of funds. Develops strategies for solving funding problems including using alternative methods, sources and timing of funding or deferring or canceling requirements when supplemental funding cannot be secured. Submits supplemental funds requests for unfinanced requirements when a shortfall develops, often accompanied by unique algorithms to support amounts requested.

--Manages time-phased schedules of obligations and expenditures for applicable organizational budgets. Develops monthly expenditure and obligation plans; secures, reviews, and analyzes monthly obligation plans; submits consolidated schedules of obligations and expenditures, compares actual obligations and expenditures against plans on a monthly basis, and determines the reasons for any deviations outside an acceptable range.

--Provides initial, continuation and update training for Resource Advisors.

--Performs other duties as assigned.

**QUALIFICATIONS REQUIRED:**

**GENERAL EXPERIENCE:**

Work involves performing, advising, or supervising work in any of the phases of budget administration when work requires applying budget-related laws, regulations, policies, precedents, methods, and techniques.

Experience in administrative, professional, technical, or other responsible work that utilizes knowledge of management principles and practices. Experience analyzing problems, drawing logical conclusions, and communicating effectively with others. Experience using computer and automation systems.

**SPECIALIZED EXPERIENCE:**

**Within your application package, you must explain how you gained the specialized experience required for this position.**  Applicants applying at the GS-12  level must have at least 36 months experience, education, or training involving complex knowledge and understanding of governing budgetary policies, precedent setting decisions, procedures and regulations. Experience in identifying, analyzing and resolving budgetary problems. Experience interpreting comptroller decisions and providing regulatory information. Experience in briefing senior level management on budget related issues.

**EDUCATION REQUIREMENTS:**

**No special education requirements are needed for this position.**

**HOW YOU WILL BE EVALUATED:**

**SUBSTITUTION EDUCATION FOR SPECIALIZED EXPERIENCE:**

Successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience.

**(Proof of education must be submitted with application package)**

**SPECIAL INFORMATION:**

**Idaho National Guard Mission Statement:**

The incredible versatility of the National Guard enables its troops to respond to domestic emergencies, combat missions, counterdrug efforts, reconstruction missions and more—all with equal speed, strength and efficiency.

Whether the call is coming from the Governor of the State of Idaho or directly from the President of the United States, Guard Soldiers and Airman are always ready and always there.

Selectee will be required to participate in the Direct Deposit Funds Transfer Program.

**FOR CURRENT DUAL STATUS TECHNICIANS: This is a dual-status position and membership in the Idaho Army National Guard is required.  By submitting this application you are affirming to the validity of the information you have provided.**

**All male applicants born after 31 December 1959 will be required to furnish a statement of Selective Service registration status prior to appointment. (5 U.S.C. 3328)**

**Acceptance of any military technician position over 179 days will cause termination of entitlement and eligibility for all bonuses and student loan repayments effective the date of employment.  This does not affect Montgomery GI Bill eligibility.  Payments of Selected Reserve reenlistment bonuses authorized in section 308b of title 37, United States Code, to Military Technicians (Dual Status) who become eligible for reenlistment while serving on active duty in Iraq, Afghanistan or Kuwait in support of Operation Enduring Freedom or Operation Iraqi Freedom (in theater) are excluded from repayment.  Acceptance of any military technician position may affect your incentive bonus.  Check with your incentives manager to see if this applies to the incentive you received.**

 Applicants who feel they have reinstatement/restoration/re-promotion rights to this grade and position should contact the Human Resources Office.

 The Idaho National Guard is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, sex, national origin, physical handicap or age which does not interfere with job accomplishment or National Guard membership. Veteran's Preference does not apply to any National Guard position.

**BENEFITS:**

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The Federal government offers a number of exceptional benefits to its employees.  The following WEB addresses are provided for your reference to explore the major benefits offered to most Federal employees.

**Flexible Spending Accounts:**

The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars.  For additional information, visit:  <https://www.fsafeds.com/fsafeds/index.asp>

**Health Insurance:**

The Federal Employees Health Benefits Program (FEHB) offers over one hundred optional plans.  For additional information visit:  <http://www.opm.gov/insure/health/index.asp>

**Leave:**

Most Federal employees earn both Annual and Sick Leave.  For additional information visit:  <http://www.opm.gov/oca/leave/index.asp>

**Life Insurance:**

The Federal Employees Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit:  <http://www.opm.gov/insure/life/index.asp>

**Long Term Care Insurance:**

The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for federal employees and their parents, parents-in-law, step parents, spouses and adult children.  For additional information visit:  <http://www.ltcfeds.com>

**Retirement Program:**

Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS).  FERS is a three tiered retirement plan.  The three tiers are:  Social Security Benefits, Basic Benefit Plan and the Thrift Savings Plan (TSP).  For additional information visit:  <http://www.opm.gov/retire/index.asp>

**AGENCY CONTACT INFO:**

*YVONNE M. HOWARD  
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*Agency Information:  
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83705-8112  
USA*