

**STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, Idaho 83705-8112
Telephone: (208) 801-4271/4272**

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies.

OPENING DATE:	27 September 2019
ANNOUNCEMENT NUMBER:	19-69-MN
AREA OF CONSIDERATION:	Open to current enlisted members (E-7 and below) of the Idaho National Guard
POSITION TITLE:	Security Patrol Specialist - OCTC
PAY GRADE:	NGA-6
POSITION CONTROL NUMBER:	1127
CLASS CODE:	29002
SALARY:	\$18.19 to \$23.65 hourly (\$37,843 to \$49,200 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Army National Guard, G3 Directorate – Operations, Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Enlisted; Limited Service Appointment not to exceed 03/07/2020
COMPATIBLE MILITARY FIELD:	Not Applicable
CLOSING DATE:	15 October 2019

1. HOW TO APPLY: Application forms and announcements are available at the Human Resources Office (HRO), 4794 General Manning Avenue, Building 442, Gowen Field, Boise, Idaho, 83705-8112 and at Internet address <http://inghro.idaho.gov/Jobs.htm> and <http://inghro.idaho.gov/hr/forms/forms.htm>. Submit application packets to the above listed street address no later than 4:30 p.m. of the announcement closing date. Applications may be faxed to (208) 422-3348 (Attn: HRO State Personnel Branch).

Applications will not be accepted via e-mail except from deployed Service members, DOD Civilians, and DOD Contractors serving overseas in support of contingency operations.

Applicants are responsible for contacting the HRO State Personnel Branch to confirm receipt of faxed or e-mailed applications.

Civilian applicants who want to hand-deliver an application to HRO, but do not possess a military ID card (issued to military service members, retirees and dependents) must contact HRO at (208) 801-4271/4272 to schedule access to Gowen Field. Failure to pre-arrange sponsorship may result in denial of entry onto Gowen Field.

The HRO State Personnel Branch will not forward incomplete application packets for consideration.

YOUR APPLICATION PACKET MUST INCLUDE:

Employment Application (SPB-1) – Complete, sign and date. You must provide a YES or NO response to each of the three questions above your signature, and provide additional information if required (felony offense).

Mandatory Requirements – Attach sheet(s) of paper with your individual responses to each of the Mandatory Requirements listed on page 2 of this announcement under QUALIFICATION REQUIREMENTS.

Knowledge, Skills and Abilities (KSAs) – Attach sheet(s) of paper with your individual responses to each KSA beginning on page 3 of this announcement under QUALIFICATION REQUIREMENTS.

Documentation identified as a Mandatory Requirement – When required, attach copies of educational diplomas, transcripts, or training certificates; or professional licenses, certifications or registrations.

Optional: Attach a resume and/or other supplemental documentation to support your qualifications.

Optional: War Era Veterans Preference Form (SPB-1A) – Complete, sign and date. Attach supporting documentation demonstrating your eligibility (e.g., VA Disability Letter, DD Form 214, etc.).

Optional: Equal Employment Opportunity Worksheet (SPB-1B) – The Military Division monitors recruitment and selection programs in order to assure equal employment opportunity. We appreciate your cooperation by voluntarily furnishing us with your completed SPB-1B.

IMPORTANT REMINDER BEFORE SUBMITTING YOUR APPLICATION:

- Handwritten applications are discouraged. Applicants are strongly encouraged to submit typed application forms available on our website: <http://inghro.idaho.gov/hr/forms/forms.htm>. *If our forms are not compatible with your computer, contact the Human Resources Office for alternate format forms.*
- Make sure your Forms SPB-1 and SPB-1A are complete (blocks checked), signed and dated.
- Provide detailed, relevant, KSA responses. Elaborate on your past education, training and experience as it specifically relates to the desired KSAs. Well-written KSA responses increase the likelihood of referral to the Hiring Official for interview.
- Secure your application with a single staple or clip. Presentation folders and binding are discouraged; applications will be unbound and stapled prior to referral for consideration.

2. QUALIFICATION REQUIREMENTS – Mandatory Requirements and Knowledge, Skills and Abilities (KSAs).

a. Applicants must meet the following Mandatory Requirements (conditions of employment). Provide your individual responses on paper addressing each (1-10) separately.

(1) Must be an enlisted member (E-7 or below) of the Idaho National Guard. Provide your military grade, job title, MOS/AFSC, and unit of assignment.

(2) Must have and maintain a valid and unrestricted state issued driver's license (from any state). Provide your driver's license number, issuing state, license expiration date, and the full name specified on the license. (*Do not provide a copy of your driver's license.*)

(3) Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. (*At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.*)

(4) Must be capable of operating a manual transmission four-wheel drive vehicle, up to ¾-ton capacity pick-up truck.

(5) Must have graduated from a Department of Defense/Armed Forces Military Police Academy and have attained the corresponding military occupational specialty, or the Idaho POST Academy (Reserve level II or higher), or have sufficient civilian related police/security experience commensurate with the requirements of the position for which they are being considered.

(6) This is a Drug Testing Designated Position. Must successfully pass a pre-employment drug test. The incumbent will be subject to random drug testing.

(7) As a condition of employment, incumbent may be required to take and pass polygraph examinations whenever reasonable suspicion exists that the employee has acted or failed to act in ways which could endanger security, persons or property located thereon, or could constitute a crime. Passing a polygraph examination means obtaining a positive report of truthfulness on all relevant issues.

(8) Must have previous credible training in weapons safety and be capable of maintaining qualifications in the use of any weapon or force continuum tool required in the performance of duties.

(9) Must have no prior convictions (including domestic violence) by civilian or military court, except for minor traffic violations or similar infractions.

(10) Must undergo (at government expense) or have completed (within the prior year) a medical evaluation in accordance with AR 190-56, Appendix C to certify whether the individual is medically fit to perform essential job functions.

(11) Must submit to and pass a physical fitness/agility test to be eligible to conduct an interview. Incumbent must agree to periodic retesting.

***Note:** *During the Physical Fitness/Agility Test, applicants must pass all of the following activities to the minimum standard: 19 push-ups within one minute or less, 19 sit-ups within one minute or less; 1.5 mile run in 17 min 30 sec or less; and shuttle/agility run in 24 sec or less.*

***For periodic retesting only:** *If the employee provides documentation from a physician demonstrating that they are medically unable to perform the run, an alternate 2-mile walk in 30 min or less event can be taken in lieu of the 1.5-mile run.*

(12) Must complete, sign and date, and attach to your application the following three forms located at the end of this announcement:

- Arduous Work Capacity Test Health Screening Questionnaire
- Release and Hold Harmless Agreement releasing the Idaho Army National Guard and the State of Idaho from liability in the event of any injury or death
- Informed Consent Form

b. Applicants must have 6-months of specialized experience performing related duties as specified below. Provide your individual responses on paper addressing each (1-5) separately.

In your responses describe your civilian and military education, training, and work experience as it relates to the following KSAs. KSA responses assist in determining the best-qualified applicants.

(1) Describe your experience conducting security/law enforcement duties including emergency response, detainment and apprehension, force continuum, search and seizure, force protection (physical security) measures, basic investigations, preservation of evidence and crime prevention.

(2) Describe your demonstrated knowledge and experience in:

- Communicating at the organizational level, to include the delivery of oral briefings and situational reports.
- Preparing legible written reports demonstrating logic, focus, and clarity.
- Tactfully interacting with the general public and effectively communicating with a wide range of personnel.

(3) Describe your demonstrated experience and ability to monitor card reader systems, camera/video security systems, intrusion detection systems and communication systems.

(4) Describe your experience and ability to use the Microsoft Office Suite (Word, Excel and PowerPoint) and your ability to work with MS Outlook Express (e-mail correspondence).

(5) Describe your ability to independently handle stress, deal with unexpected situations and make sound independent decisions.

3. SUMMARY OF DUTIES: Refer to the attached position description.

4. CONDITIONS OF EMPLOYMENT:

a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.

b. Refer to the attached position description for the Mandatory Requirements for this position.

c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.

d. Incumbent must be an enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.

e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap or age which does not interfere with job accomplishment. Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

5. PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Paula R. Edmiston
Human Resource Manager
Military Division – State Personnel Branch

JOB TITLE: SECURITY PATROL SPECIALIST - OCTC
POSITION CONTROL NUMBER: 1126-1131*, 5511, 5512, 5514, 5516-5522 & 8007-8009
CLASS CODE NUMBER: 29002
SALARY GRADE: NGA-6

INTRODUCTION: These positions are assigned to the G3 Directorate – Operations, Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of these positions is to provide security, monitoring and protection of all IDARNG assets within Gowen Field, the Orchard Combat Training Center (OCTC)—including the Mobilization and Training Equipment Site (MATES) and the Ammunition Supply Point (ASP)—and numerous remote sites throughout the state.

DUTIES AND RESPONSIBILITIES:

1. Conducts vehicle and foot security patrols on ranges, facilities, the Mobilization and Training Equipment Site (MATES), the Ammunition Supply Point (ASP) and all other designated areas within the Orchard Combat Training Center (OCTC), deterring unauthorized access to restricted areas and facilities while protecting designated government assets from theft, vandalism, fire, espionage or any other damage. Reports physical and operational security compliance or non-compliance, vulnerabilities and trends within areas of responsibility.
2. Complies with and enforces all applicable laws, regulations and policies within the OCTC. Serves as a liaison and conduit between the IDARNG and local, state and federal law enforcement officers operating within the OCTC. Applies a broad knowledge of legal jurisdiction, civil rights and applicable laws in dealing with incidents involving active military personnel, reservists, national guardsman, contractors and civilians. Tactfully interfaces and works courteously with all civilians, military members, law enforcement agencies and co-workers.
3. Responds to security, emergency or safety related incidents within the OCTC and takes immediate action to preserve the welfare of those individuals involved, while protecting and securing government assets and crime scenes. Responds to reports of crime within the OCTC and conducts preliminary and follow-up investigations relating to those criminal acts. When necessary, safely detains individuals for subsequent custody by local law enforcement agencies and establishes/maintains a chain of custody on any evidence or seized property.
4. Conducts traffic stops on civilian vehicles that present a safety hazard within the OCTC and conducts traffic enforcement on military vehicles operating within the OCTC who are in violation of posted signage or pose a threat to the physical well-being of themselves or others.
5. Monitors card reader systems, camera/video security systems, intrusion detection systems and communications systems employed within the Security Operations Center (SOC). Identifies and reports issues that degrade or disturb the functional and efficient operation of the integrated security system. Identifies alarms, shortfalls and deficiencies within the integrated security system and take responsive steps to secure assets and correct problems.
6. Uses proper radio and telephonic communication procedures and becomes thoroughly familiar with, and performs, (shift) dispatch duties in accordance with departmental policy. Maintains daily accountability of all sensitive items and assigned equipment.
7. Strictly adheres to Army Regulation 190-14, Chapter 3 (Use of Force), while on duty and when the use of force is warranted. Incumbent must be thoroughly familiar with the employment of deadly force and all restrictions on the use of deadly force, and must comply with Idaho Military Division Standing Rules of Engagement (SROE) and Standing Rules on Use of Force (SRUF) while in a duty status.
8. Maintains a yearly qualification with the assigned duty weapon (firearm), the expandable baton and Oleoresin Capsicum (Pepper Spray). Must be physically capable of performing defensive tactics and physical apprehension/restraining techniques.
9. Prepares clear and concise verbal or written reports in a timely manner on incidents and accidents that occur within the OCTC.

10. Meets physical, grooming and uniform standards in accordance with departmental policy and projects a professional and positive appearance at all times while on duty. Maintains high standards of conduct, morality and integrity. Avoids situations on or off duty that could discredit the Idaho Military Division/Idaho National Guard. Arrives at the appointed place of duty in a timely manner with no blood alcohol content and never possesses, uses or maintains illegal drugs.

11. Performs all other related duties or tasks designated by Shift Supervisors or Security Patrol Activities (SPA) Supervisor as necessary or assigned.

SUPERVISORY CONTROLS: The incumbent works under the general supervision of a Shift Supervisor and the Security Patrol Activities Supervisor. Guidelines include policies of the Adjutant General/Commanding General and applicable state and federal regulations, directives and policies. May work independently and must display initiative, tact and good judgment. Incumbent must be capable of resolving most conflicts that arise, while keeping Supervisor(s) informed of actions, progress, controversial issues and conditions with far-reaching implications.

PERSONAL WORK CONTACTS: Contacts include managers, supervisors, members and employees of the Idaho National Guard/Idaho Military Division, civil authorities, fire departments, federal agencies, contracted agencies and other armed forces and civilian personnel.

WORKING CONDITIONS / PHYSICAL EFFORT: Patrol duties are conducted outdoors and in all kinds of weather conditions. Dispatcher and monitor duties are performed in an office environment that is adequately lighted, heated and ventilated. Work will require lifting items, such as equipment or supplies, weighing up to 50 pounds. Prolonged standing may be expected. Incumbent is expected to maintain sufficient physical condition to enable running, jumping or other physical acts which may be necessary during training, emergency responses, crisis intervention or detention of suspects. Approximately 70% of work is performed outdoors in all types of weather conditions. Incumbent may be exposed to dangers associated with live firing of ammunition on ranges and an arid desert environment. The incumbent must be willing to work weekends, varying shifts (days, swings, nights) and be willing to respond to emergencies when needed. Incumbent must submit to and pass initial and periodic security/background checks, and must submit to and pass periodic drug testing.

MANDATORY REQUIREMENTS / REQUIRED EXPERIENCE: As stated in the State Vacancy Announcement.
FLSA Overtime Code: C (Covered; time and one-half)

EEOC: I05 (Protective Services)

WCC: 7720

SEPTEMBER 2019

Physical Fitness/Agility Test (PAT)

Health Screening Questionnaire

Candidates and employees are required to answer the following questions truthfully in order to identify those may be at risk of harm from taking the PAT. The HSQ is not a medical examination, nor meant to provide medical advice. A “Yes” answer to any question may mean that you are at a higher risk for medical problems. Prior to participating in the PAT you will be required to present a determination from your personal physician stating that you are able to participate. Check ‘Yes’ or ‘No’ in response to the following questions:

- ☐ YES ☐ NO During the past 12 months have you at any time (during physical activity or while resting) experienced pain, discomfort or pressure in your chest?
- ☐ YES ☐ NO During the past 12 months have you experienced difficulty breathing or shortness of breath, dizziness, fainting, or blackout?
- ☐ YES ☐ NO Do you have a blood pressure with systolic (top #) greater than 140 or diastolic (bottom #) greater than 90?
- ☐ YES ☐ NO Have you ever been diagnosed or treated for any heart disease, heart murmur, chest pain (angina), palpitations (irregular beat), or heart attack?
- ☐ YES ☐ NO Have you ever had heart surgery, angioplasty, or a pace maker, valve replacement, or heart transplant?
- ☐ YES ☐ NO Do you have a resting pulse greater than 100 beats per minute?
- ☐ YES ☐ NO Do you have any arthritis, back trouble, hip /knee/joint /pain, or any other bone or joint condition that could be aggravated or made worse by the Physical Fitness/Agility Test?
- ☐ YES ☐ NO Do you have personal experience or doctor’s advice of any other medical or physical reason that would prohibit you from taking the Physical Fitness/Agility Test?
- ☐ YES ☐ NO Has your personal physician recommended against taking the Physical Fitness/Agility Test because of asthma, diabetes, epilepsy or elevated cholesterol or a hernia?
- ☐ YES ☐ NO Are you over the age of 40 and unaccustomed to vigorous exercise?
- ☐ YES ☐ NO Do you know of any other medical or physical reasons you should not take the Physical Fitness/Agility Test?
- ☐ YES ☐ NO Do you have any allergies we should know about in case of an emergency?
If yes, please explain: _____
- ☐ YES ☐ NO Do you have any medical alerts/history we should know about in case of an emergency?
If yes, please explain: _____
- ☐ YES ☐ NO Do you have any other comments (include any special medical or personal information you would want an emergency care provider to know – or special emergency contact information)?
Please explain: _____

ACKNOWLEDGEMENT (Initial by each statement, and sign below)

- ____ The information on this HSQ above, is both correct and complete, and that providing false or misleading information will result in immediate dismissal.
- ____ I acknowledge that the HSQ is not a medical examination, nor meant to provide medical advice.
- ____ I understand that any concerns should be reviewed with my personal physician prior to taking the Physical Fitness/Agility Test.
- ____ I understand that I must meet and maintain the fitness requirement at all times..
- ____ I understand that I must submit to and pass the “Physical Fitness/Agility Test” prior to, and as a condition of employment.

Employee/Candidate
Signature:

Employee/Candidate
Printed Name:

Date:

RE-VERIFICATION (To be completed at time of testing)

I acknowledge that the information on this Informed Consent, is both correct and complete, and has at no period of time since originally signed changed.

Initials:	Date:	Initials:	Date:	Initials:	Date:	Initials:	Date:
Initials:	Date:	Initials:	Date:	Initials:	Date:	Initials:	Date:

Physical Fitness/Agility Test (PAT)

Informed Consent & Emergency Contact

The Physical Fitness/Agility Test consists of 19 push-ups within one minute or less, 19 sit-ups within one minute or less; 1.5 mile run in 17 min 30 sec or less; and shuttle/agility run in 24 sec or less.

☐ YES ☐ NO I understand that is risk of injury (blisters, sore legs, sprained ankles) especially for those who have not practiced the test. To reduce risk of more serious consequences (such as respiratory or heart problems), you should engage in several weeks of specific training before you take the test.

☐ YES ☐ NO **I understand that providing false or misleading information on the HSQ Form will result in immediate dismissal. I have read, understood, and truthfully answered the HSQ.**

☐ YES ☐ NO I understand that I am responsible for informing persons if I have a medical condition that may require immediate first aid or medical care. It is my decision and responsibility to inform others if I believe it necessary for my health and safety.

☐ YES ☐ NO **(Candidates Only)** I have voluntarily provided the below contact information and authorize the Idaho Military Division and its representatives to contact any of the above on my behalf in the event of an emergency.

Name: _____ Phone#: (_____) _____ - _____

Relationship: _____

☐ YES ☐ NO I believe I have the ability to complete the test and carry out the assigned duties of the position (e.g., Security Patrol Specialist).

☐ YES ☐ NO I have read the information on this form and understand the purpose, instructions, and risks of the job related to Physical Fitness/Agility Test.

ACKNOWLEDGEMENT (Initial by each statement, and sign below)

____ The information on this Informed Consent, is both correct and complete, and that providing false or misleading information will result in immediate dismissal.

____ I acknowledge that the HSQ is not a medical examination, nor meant to provide medical advice.

____ I understand that any concerns should be reviewed with my personal physician prior to taking the Physical Fitness/Agility Test.

____ I understand that I must meet and maintain the fitness requirement at all times.

____ I understand that I must submit to and pass the "Physical Fitness/Agility Test" prior to, and as a condition of employment.

Employee/Candidate
Signature:

Employee/Candidate
Printed Name:

Date:

RE-VERIFICATION (To be completed at time of testing)

I acknowledge that the information on this Informed Consent, is both correct and complete, and has at no period of time since originally signed changed.

Initials:	Date:	Initials:	Date:	Initials:	Date:	Initials:	Date:
Initials:	Date:	Initials:	Date:	Initials:	Date:	Initials:	Date:

Physical Fitness/Agility Test (PAT)

Release and Hold Harmless Agreement

(Candidate Only: Does not apply to employees)

The Idaho Military Division, in full agreement with and in consideration of the following promises, does hereby grant, permit and give license to (print name) _____, an candidate, for the purpose of employment as Security Police Specialist, to perform and/or participate in the following activity:

To participate in an employment job interview process. The process will include an “Physical Fitness/Agility Test” requiring the employee/candidate to participate in a test consisting of: 19 push-ups within one minute or less; 19 sit-ups within one minute or less; 1.5 mile run in 17 min 30 sec or less; and shuttle/agility run in 24 sec or less in order to meet employment standards. Safety is paramount.

The Individual (“Job candidate,”) certifies that they are at least 18-years old and does hereby agree as follows:

- ☐ YES ☐ NO To release forever the United States, the State of Idaho, their agencies, officers, agents and employees from every liability arising out of the activity without regard to whether the activity is performed properly.
- ☐ YES ☐ NO To hold the United States, The State of Idaho, their agencies, officers, agents, and employees harmless for any consequences of the activity rendered pursuant to this agreement without regard to whether the activity is performed properly.
- ☐ YES ☐ NO To indemnify the United States, the State of Idaho, Their agencies, officers, agents, and employees for any cost incurred as a result of claims or civil actions brought by any third person as a result of the activity requested and to pay all cost of settlement or litigation.
- ☐ YES ☐ NO To file no claim for administrative settlement with any Federal or State agency, nor institute any type of action or suit for money damages in any court of the United States for injury to or loss of property, or for personal injury or death, caused by an act or omission of any officer, agent or employee of the United States or Idaho committed while such officer, agent or employee is engaged in performing the activity pursuant to this agreement.
- ☐ YES ☐ NO This release and hold harmless agreement shall also bind the heirs, successors and assigns of the participant and shall be fully enforceable against them.
- ☐ YES ☐ NO I Understand that the interview and Physical Fitness/Agility Test are evaluation processes and that participation does not assure an offer of employment.

ACKNOWLEDGEMENT (Initial by each statement, and sign below)

___ NOTICE: Job candidate specifically assumes sole, full, and complete liability for any and all personal injury, the loss or injury to self, and all other private, personal property during this activity.

___ NOTICE: Job candidate is on express notice that accidental injury or death that may occur while participating in authorized pre-employment physical assessments may **NOT** be covered by private life and/or health insurance. Benefits are based on the terms of existing personal insurance policies and job candidates are advised to consult and review their personal insurance policies prior to participating in the pre-employment evaluation process.

Employee/Candidate
Signature:

Employee/Candidate
Printed Name:

Date:

RE-VERIFICATION TO BE COMPLETED AT TIME OF TEST: I acknowledge that the information on this Informed Consent, is both correct and complete, and has at no period of time since originally signed changed. Initials: _____ Date: _____