



STATE OF IDAHO
invites applications for the position of:

Program Analyst - iEMS

SALARY: \$37.25 - \$48.43 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 12/16/21
CLOSING DATE: 01/03/22 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, ID 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification.

ANNOUNCEMENT NUMBER:	21-106-N
AREA OF CONSIDERATION:	Open to all applications
POSITION TITLE:	Program Analyst - iEMS
PAY GRADE:	NGA-12
POSITION CONTROL NUMBER:	5166
CLASS CODE:	20279
SALARY:	\$37.25 to \$48.43 hourly (\$77,488 to \$100,739 annually)
FLSA CODE:	Administrative Exempt
DUTY LOCATION:	Military Division, Idaho Air National Guard, the Integrated Engineering Management System (iEMS) Program Office, 124th Mission Support Group (124 MSG), Gowen Field, Boise, ID
TYPE OF POSITION:	Civilian Nonclassified; Limited Service Appointment (<i>This position is funded by a Federal/State Cooperative Agreement.</i>)
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: PROGRAM ANALYST – IEMS
POSITION CONTROL NUMBER: 5166
CLASS CODE NUMBER: 20279
SALARY GRADE: NGA-12

INTRODUCTION: This position is assigned to the Integrated Engineering Management System (iEMS) Program Office, 124th Mission Support Group (124 MSG), Idaho Air National Guard (IDANG), functioning within the State of Idaho – Military Division. The primary purpose of this position is to develop, field and support an automated system for tracking federal and state funds associated with all appendices to NGR 5-1/ANGI 63-101, Grants and Cooperative Agreements.

Development is accomplished using the latest database technology that is consistent with Air and Army National Guard automation architecture plans. Incumbent manages all aspects of program resources and controls the financial assets in the design and construction of these projects.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Provides on-going research and participates with the development of a database to be used as a model for standardizing Facilities Operations and Maintenance Activities (FOMA) requirements throughout the Air National Guard.
2. Provides regulatory risk analysis of the iEMS financial modules by estimating the significances of risk, assessing the likelihood of its occurrence, and considering what actions and controls need to be taken to manage it. Maintains communications with the Air Force Account Agency (AFAA) to keep them informed of programmatic changes that require reviews by audit staff for continuance of the systems Chief Financial Officers Act (CFOA) compliance.
3. Ensures FOMA tracking system is consistent with program goals from the U.S. Congress as defined in the "Chief Financial Officer's Act" of 1990. Ensures software system is flexible and adaptable to changes within Air Force and Air National Guard directives. Ensures the software system meets state and federal audit requirements.
4. Ensures system documentation is current and covers the system development and actual operations IAW the Joint Financial Management Improvement Program (JFMIP).
5. Ensures iEMS documentation maintained and current on administration of system design and operations and readily available on the iEMS website for managers, engineers and users. Maintains adequate audit documentation such as tests to validate the accuracy of computations within iEMS IAW JFMIP requirements. Maintains adequate documentation to verify that program office personnel evaluate whether computation algorithms use appropriate data to achieve intended results.
6. Manages and directs the operation of national FOMA tracking system technical center. Manages FOMA technical center web site. Manages FOMA tracking system operation for Idaho Military Division. May serve as a Training Manager for directing training programs for FOMA tracking and reporting systems throughout the Air National Guard. Identifies and monitors training needs in the organization. Designs, plans, and implements training programs, policies, and procedures to fulfill those needs with an emphasis on virtualized training.
7. **Supervisory Duties (if assigned).** Provides leadership and supervision to assigned personnel in the conduct of iEMS Help Desk functions and programs. Requests and manages authorized resources to include personnel, equipment and supplies necessary to carry out work. Performs the full range of supervisory functions. Provides general guidance on policy and administrative matters as to scope and priorities of work/projects; determines time-frames and possible shifts in priorities. Approves leave, work schedules and timesheets. Sets employee performance standards and appraises and reviews performance. Provides written and verbal performance feedback, coaching and counseling. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Requests personnel and position actions when appropriate. Reviews and approves/disapproves or elevates recommendations for requested

personnel actions of assigned staff. Advises employees regarding policies, procedures, and directives of management. Hears and resolves employee complaints and elevates serious unresolved complaints to higher level management or the Human Resources Office. Advises supervisor regarding the allocation/reallocation of full-time position (FTP) and resources and temporary personnel to best meet current and projected requirements. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

8. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Works under general supervision of the iEMS Program Office Manager. Work assignments involve long term, continuing responsibility for independently performing duties. The supervisor establishes the overall objectives and policies. Employee and supervisor develop the internal organizational deadlines, submission of reports, conduct of long-range analytical projects, and areas of emphases of the work. Employee exercises own initiative and is given relative autonomy to completing the workload. Details are to be accepted as technically sound. Findings, recommendations, conclusions and solutions for NGB internal issues should be readily accepted by ANGRC Civil Engineering Directorate and supervisor as the ANGRC position.

PERSONAL WORK CONTACTS: Personal contacts include employees in the National Guard but outside the immediate organization. Persons contacted generally are engaged in different functions, missions and other kinds of work or are representatives from various levels within the National Guard Bureau (NGB).

WORKING CONDITIONS / PHYSICAL EFFORT: The work environment involves normal safety precautions typical of offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work is adequately lighted, heated and ventilated. The work requires some physical exertion and long periods of standing when testing the computer equipment. It also may require some lifting of moderately heavy items such as computer equipment or peripherals up to 50 pounds. Considerable travel is required for training and job performance, including overnight stays for moderate periods.

FLSA Overtime Code: A (Administrative Exempt; straight time)

EEOC: B02 (Professional)

WCC: 8810

DECEMBER 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment)

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- 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.)*
- Must be able and willing to travel by all modes of transportation and stay at destinations for moderate to extended periods (generally not to exceed 2-weeks).

- Must be able and willing to travel by all modes of transportation and stay at destinations for moderate periods of time.
- Must be able and willing to work nights and weekends, if required, to support after hours scheduling of disruptive changes and other emergencies or major network outages.
- Must have experience with planning and conducting detailed training sessions for budgetary and data automation topics.

Knowledge, Skills and Abilities (KSAs)

Applicants must have 36-months of specialized education, training and experience performing related duties as specified below.

- Comprehensive and detailed knowledge and understanding of budgetary methods, practices, procedures, regulations, precedent decisions and policies of the organization, the major command and the agency.
- Comprehensive and detailed knowledge of database design and application. Knowledge of standard automation tools in use by Air National Guard and Air Force such as Microsoft Access, and SQL.
- Ability to analyze, gather, and prepare strategy for presenting, explaining and documenting FOMA automation process.
- Knowledge of the organizational structures, functions, work processes of the iEMS program, as well as a high degree of analytical ability to gather, assemble and analyze facts, draw conclusions and devise solutions to problems which will increase the effectiveness of the iEMS business processes.
- Knowledge of the principles and theories of strategic planning, program assessment, business management and process aligned organization models.

CONDITIONS OF EMPLOYMENT:

- 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.
- Refer to the position description for the Mandatory Requirements for this position.
- The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

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.

Gloria A. Duncan
 Supervisory Human Resource
 Specialist
 Military Division – State Personnel
 Branch

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

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-106-N
PROGRAM ANALYST - IEMS
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Program Analyst - iEMS Supplemental Questionnaire

- * 1. **Mandatory Requirement (condition of employment)**: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain). DO NOT provide license info here.

- * 2. **Mandatory Requirement (condition of employment)**: 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.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 3. **Mandatory Requirement (condition of employment)**: Must be able and willing to travel by all modes of transportation and stay at destinations for moderate periods of time.

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 4. **Mandatory Requirement (condition of employment)**: Must be able and willing to work nights and weekends, if required, to support after hours scheduling of disruptive changes and other emergencies or major network outages.

Provide written response regarding your willingness and ability to meet this condition of employment.

- * 5. **Mandatory Requirement (condition of employment)**: Must have experience with planning and conducting detailed training sessions for budgetary and data automation topics.

Provide written response describing your experience.

- * 6. KSA: **Comprehensive and detailed knowledge and understanding of budgetary methods, practices, procedures, regulations, precedent decisions and policies of the organization, the major command and the agency.**

Provide detailed written response describing your specialized education, training and experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Comprehensive and detailed knowledge of database design and application. Knowledge of standard automation tools in use by Air National Guard and Air Force such as Microsoft Access, and SQL.**

Provide detailed written response describing your specialized education, training and experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Ability to analyze, gather, and prepare strategy for presenting, explaining and documenting FOMA automation process.**

Provide detailed written response describing your specialized education, training and experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Knowledge of the organizational structures, functions, work processes of the iEMS program (or similar program/software), as well as a high degree of analytical ability to gather, assemble and analyze facts, draw conclusions and devise solutions to problems which will increase the effectiveness of the business processes.**

Provide detailed written response describing your specialized education, training and experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. KSA: **Knowledge of the principles and theories of strategic planning, program assessment, business management and process aligned organization models.**

Provide detailed written response describing your specialized education, training and experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 11. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?
 Yes No

- * 12. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)
 Yes No

- * Required Question