



STATE OF IDAHO
invites applications for the position of:

Installation Status Report (ISR) State Program Specialist

SALARY: \$25.69 - \$33.40 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 05/27/21
CLOSING DATE: 06/18/21 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) 801-4273/4272

STATE VACANCY ANNOUNCEMENT

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

ANNOUNCEMENT NUMBER:	21-52-MN
AREA OF CONSIDERATION:	Open to current members (federally recognized Commissioned Officers (O-3 and below), Warrant Officers and enlisted members) of the Idaho National Guard.
POSITION TITLE:	Installation Status Report (ISR) State Program Specialist
PAY GRADE:	NGA-9
POSITION CONTROL NUMBER:	1184
CLASS CODE:	22786
SALARY:	\$25.69 to \$33.40 Hourly (\$53,433 to \$69,462 annually)
FLSA CODE:	Administrative Exempt
DUTY LOCATION:	Military Division, Idaho Army National Guard, Construction and Facilities Management Office (CFMO), Gowen Field, Boise, ID
TYPE OF POSITION:	Military Nonclassified; Army or Air; Officer; Warrant; Enlisted
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: INSTALLATION STATUS REPORT (ISR) STATE PROGRAM SPECIALIST
POSITION CONTROL NUMBER: 1184
CLASS CODE NUMBER: 22786
SALARY GRADE: NGA-9

INTRODUCTION: The position is located in the Construction and Facilities Management Office (CFMO), Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of this position is to provide technical assistance to the Installation Status Report (ISR) State Program Manager in the development and execution of technical and administrative functions relating to the State ISR Program to include ISR Infrastructure, ISR Services, Services Cost Data and ISR Mission Capacity. Incumbent is responsible for assisting with program functions to include improving the state's data collection and reporting within ISR modules to National Guard Bureau (NGB), U.S. Army Assistant Chief of Staff for Installation Management (ACSIM), Headquarters Department of the Army (HQDA) and the Department of Defense (DoD). Some modules of the ISR are used to establish requirements, while some justify other program requirements.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Assists in management of the IDARNG ISR Program as directed by the ISR State Program Manager. Establishes and improves systems for data collection, data capture, quality control compliance and program management. Responsibilities exist from the inception of each fiscal year to completion of quarterly reporting, close out of that year, and preparation for the next cycle. Incumbent is responsible for the accuracy, quality and timeliness of the ISR Report submission. Recommends policy changes to improve and enhance the ISR process and reporting.
2. Provides support to each IDARNG Office/Section/Directorate in the state with system management of the ISR Program. Coordinates input into the ISR from each appropriate Directorate. Supervises and assists efforts at IDARNG Training Sites to conduct facility infrastructure inspections and to report services performance data, pacing measures, full-time equivalents (FTEs) and resources.
3. Serves as the link to the subject matter experts (SMEs) in the state. Maintains line of communication with NGB ISR points of contact (POCs) and disseminates new or revised requirements; offers expertise in interpretation and implementation. When no SME is available within the state, the incumbent coordinates with NGB to insure accurate data input.
4. Incumbent is responsible for evaluating quality assurance and collection for all reporting, including inspection of facilities, and all data being submitted for all ISR submissions in accordance with AR 210-14. Reviews data input for accuracy and completeness, and interacts with SMEs and Directorates for reporting management. Reviews report comments offered by Directorates and provides technical guidance and suggestions for improvement to ensure comments are comprehensive, and to adequately justify and/or explain the status being reported.
5. Creates ISR reports and briefings for the IDARNG Chief of Staff (CoS) and/or the Adjutant General (TAG) and Directorates, to include quality and quantity status of facilities, ISR services performed, and resources required. Reviews information to provide products, reports, and graphical representation to compare competing entities and multi-years.
6. Prepares and performs training for IDARNG Directorates, SMEs and unit personnel, as required. Includes technical and procedural training via on-site presentations and briefings, e-mail, telephone support and participation in other forums where ISR expertise on ARNG processes and procedures is required.
7. Attendance at various seminars, conferences and training sessions out-of-state is required given the technical nature of the position, to include Annual Department of the Army (DA) sponsored ISR Training Course, Construction and Facilities Management University (CFMO-U), and quarterly training events sponsored by NGB. In-state travel is required for the purpose of conducting coordination and training, providing technical support, and obtaining inspections and data required for ISR reporting.
8. Incumbent is responsible for continued and effective management of assigned program functions. Reviews processes and procedures to determine effectiveness, efficiency and productivity of assigned

reporting requirements. Recommends actions resulting in efficiency for administration, operations, and maintenance without compromising required standards of accuracy.

10. As directed by the Installation Status Report (ISR) State Program Manager, represents the IDARNG in regard to ISR Program meetings, briefings and presentations internal to the agency or with external entities. Conducts studies and research; and prepares and reviews documents and/or multi-media resources to be utilized for presentations or briefings.

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

SUPERVISORY CONTROLS: Incumbent works under general supervision of the ISR State Program Manager who makes assignments in terms of objectives and priorities, and indicates possible problems areas. Plans and carries out assignments with considerable independence within established policies, procedures and regulatory guidelines. The supervisor is available for guidance on unusual problems and controversial situations. Completed work is subject to spot-check for technical accuracy of decisions, feasibility of recommendations made, and compliance with established policies, procedures and regulations. Guidelines include DoD, Army and National Guard Regulations in Facility Management, Energy Management, Installations and Reporting.

PERSONAL WORK CONTACTS: Contacts include State, Federal and military personnel of the Idaho Military Division/Idaho National Guard; supported IDARNG Directorates, Directorate SMEs, CFMO staff, United States Property and Fiscal Office/Officer (USPFO), Budget Analysts, State Accounting/Resource Office and NGB.

WORKING CONDITIONS / PHYSICAL EFFORT: The majority of work is sedentary and performed indoors.

Work may require occasional lifting of moderately heavy items such as office equipment or supplies up to 50 pounds. Visits to facilities may require walking, standing, and bending to view meters and collect data.

Incumbent must be able to work from heights to include ladders, and may be required to work in weather extremes. Must be able to read and understand regulations, policies and directives, and obtain and maintain certification requirements, if required. Incumbent is required to travel, via all means of transportation, for work related training, data gathering and to conduct infrastructure inspections. Travel may require overnight stays for moderate periods. 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.

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

EEOC: EEOC: B02 (Professional)

WCC: 9410

JANUARY 2020

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment).

- Must be a current member of the Idaho National Guard (O-3 or below, Any Warrant, Any enlisted)
- 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.)*

Knowledge, Skills and Abilities (KSAs)

Applicants must have 24-months of specialized experience performing related duties as specified

below.

- Broad knowledge and understanding of the entire Idaho Army National Guard (IDARNG) organization.
- Knowledge of electronic databases and how to input and retrieve data through prepared reports. Experience with the system administration, user accounts, and process management for a data collection system with multiple tier groups and users. Must possess the ability to teach and train software applications, business process applications and general administration with a military organizational focus. Incumbent must articulate and assist others with a decentralized ISR application process down to users of a facility or process owners at performance measure level.
- Ability to explain complex issues in a manner easily understood by personnel not familiar with ISR. Must have technical experience in developing and managing a program, and in designing the education/outreach portion of a program involving multiple government, public, and private stakeholders.
- Proficient ability in personal computer skills and the MS Office suite of programs.
- Ability to plan and organize a project or event to produce a specific capability, result or outcome.
- Demonstrated ability to effectively communicate verbally and in writing; and to present formal briefings to senior level military and officials. Ability to take vision, intent, and guidance and accurately represent the Idaho Army National Guard during professional interactions, or through correspondence with organizations, officials, and individuals.

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 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 a current 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, 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.

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.

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

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273/4272 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>

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Position #21-52-MN
INSTALLATION STATUS REPORT (ISR) STATE PROGRAM
SPECIALIST
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