

# Information Technology Specialist (NETWORK)

## AIR NATIONAL GUARD UNITS (TITLE 32)

1 vacancy in the following location: Sioux Falls, SD

Work Schedule is Full Time - Excepted Service Permanent

Opened Tuesday 12/13/2016

Closes Tuesday 1/10/2017

**Salary Range:** \$54,032.00 to \$77,138.00 / Per Year

**Series & Grade:** GS-2210-09/11

**Promotion Potential:** 11

**Supervisory Status:** No

**Who May Apply:** Members of the South Dakota Air National Guard

**Control Number:** 458955000

**Job Announcement Number:** SDANG 33-17 (1867937)

## Job Description

### Job Summary

#### SOUTH DAKOTA NATIONAL GUARD

The South Dakota National Guard has two distinct missions. The State mission is to provide units to assist and support civil authorities in the protection of life and property, preserve peace, order and public safety under the direction of the governor. The Federal mission is to provide combat ready, mission-capable forces throughout the entire spectrum of conflict under the direction of the president.

#### TECHNICIAN VACANCY ANNOUNCEMENT

Location of the Position: Sioux Falls, SD

Position Description Number: D2181P01

#### AREAS OF CONSIDERATION:

1. All career, indefinite and probationary technicians, of the South Dakota Air National Guard. Applicants must presently be a Dual Status employee.
2. All members of the South Dakota Air National Guard.

**\* Note - AGR Employees:** A separate AGR announcement will be released concurrently with the technician vacancy announcement for this position.

### **COMPATIBLE MILITARY ASSIGNMENT:**

Selected individual must be assigned to a compatible military position in the following AFSC series: AFSC 3D0X2 with G64 or a G54 and cyber test 60. The physical profile requirement is H333233. All AFSC requirements are listed in the Air Force Enlisted Classification Directory. Aptitude scores can be checked on the vMPF or at the Customer Service in the Force Support Squadron and physical profile in the medical squadron. Military grade inversion within the full time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

### **Statement of Differences:**

Applicant selected will be appointed in either GS-09 or GS-11 depending on her or his education, training and experience as noted above. If the individual is appointed at the GS-09, the supervisor, employee, and HRDS will initiate a training agreement. When the required training has been successfully completed, the employee may be promoted to the next GS grade up to GS-11 without further competition.

## **Duties**

### **SUMMARY OF DUTIES:**

This position is located in the Operations Flight of a Base Communications Squadron. The purpose of this position is to serve as a base systems administrator to monitor the Local and Wide Area Network (LAN/WAN), including the planning, analysis, acquisition, design, development, implementation, quality assurance, configuration, installation, integration, maintenance testing, operational integrity, and/or management of network systems for the transmission of information in voice, data, and/or video formats.

## **Travel Required**

- Occasional Travel
- 1-3 days per month

## **Relocation Authorized**

- Yes
- per state policy

# **Job Requirements**

## **Key Requirements**

- Resume

## **Qualifications**

### **MINIMUM REQUIREMENTS FOR CONSIDERATION:**

**General:** Experience, education or training that has provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaptation of computer programs and systems.

**Specialized:** At the GS-09 level, must have at least 24 months experience, education, or training in analysis of the interrelationship of pertinent components of the system. Experience planning the sequence of actions necessary to accomplish the assignment. Experience scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency. At the GS-11 level in addition to the GS-09, must have at least 36 months experience, education, or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization. Experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls. Experience that required adaptations of guidelines or precedents to meet the needs of the assignment. Experience preparing documentation on cost/benefit studies where is involved summarizing the material and organizing it in a logical fashion. Substitution of Education: At the GS-9 level, a masters or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree may be substituted for the experience. At the GS-11 level, a Ph.D. or equivalent or 3 years of progressively higher level graduate education leading to such a degree may be substituted for the experience. The education must have been in fields directly related to the type of work of the position to be filled:

Knowledge, Skill, and Abilities (KSAs): Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training. This document will be used to determine the PAY GRADE to which an applicant may qualify.

**GS-09 Level:** 1) Knowledge of IT network systems design principles, methodologies, techniques, and approaches used in developing, testing, installing, operating, managing, and maintaining network services that support base functional IT requirements. 2) Knowledge of network hardware, operating software, network application software, network systems operation functions, communications protocols, and diagnostic tools to analyze network performance in a virtual environment and provide customer assistance. 3) Ability to analyze functional IT network system requirements, translate findings into functional requirements, develop supportable recommendations for enhancement, and apply a wide range of IT methodologies and tools. 4) Knowledge of PC/laptop operating systems and ability to manage, integrate, troubleshoot thereof to meet standard desktop configuration mandates. **GS-11 Level (in addition to GS-09):** 5) Comprehensive knowledge of server hardware, software, virtual network operations junctions, packet switching communications protocols, and diagnostic tools to analyze difficult and complex LAN/WAN systems and end user problems, furnish assistance, and provide a resolution and fully document action. 6) Ability to understand information security and assurance policies and the ability to implement them through technical solutions.

7) Knowledge of the organization's network architecture, topology, and protocols sufficient to plan, design, develop, and integrate network systems and security plans and procedures consistent with existing or planned network infrastructures.

**\* Note:** This position requires a Top Secret security clearance. The applicant must possess or be able to obtain a clearance within one year of appointment.

## Security Clearance

Top Secret

## Additional Information

### What To Expect Next

Once you successfully complete the application process, you will receive a notification of receipt. Your application package will be reviewed to ensure you meet the basic eligibility and qualification requirements, and you will receive a notification. A review will be made of your online questionnaire and the documentation you submitted to support your responses. A list of qualified applicants will be created and sent to the selecting official. All applicant reviewed and/or referred will receive a notification letter. The selecting official may choose to conduct interviews. Once the selection is made, you will receive a notification of decision.

To check the status of your application, please refer to Application Manager at <http://applicationmanager.gov>.

### BENEFITS

### BENEFITS

The federal government offers a number of exceptional benefits to its employees which may include Flexible Spending Accounts, Health Insurance, Annual Leave, Life Insurance, Long Term Care Insurance, and Retirement Program. For additional information about current federal benefits visit web site <http://www.opm.gov>

## Other Information

### EQUAL OPPORTUNITY

The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria.

## How to Apply

To apply for this position, you must provide both of the following parts:

1. Your responses to the Qualifications Questionnaire, and
2. Your résumé and any other documents specified in the Required Documents Section of this Job Announcement.

Use the Online Qualifications Questionnaire for convenience and quickest processing.

(Here is a link for aiding you in building your Résumé and some application tips)

[https://help.usajobs.gov/index.php/Main\\_Page](https://help.usajobs.gov/index.php/Main_Page)

### Option A: Online Qualifications Questionnaire.

To begin your Online Qualifications Questionnaire:

· Sign into your USAJOBS account; you begin the process by clicking the **Apply Online** button. Your Résumé will be attached *only* to the Online Qualifications Questionnaire you complete and *Submit* from this session, not to any Questionnaires you may already have Saved or Submitted.

### Option B: Paper Qualifications Questionnaire.

If it is not practical for you to use the Online Qualifications Questionnaire, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf) or by calling *USAJOBS by Phone* at (703) 724-1850 –after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, résumé, and any supporting documents by fax.

· **By Fax:** If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/usascover.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

Please do not send/fax/courier/email any applications or resumes to the National Guard Human Resources Office, you must apply on-line or fax your application to the fax number listed on this announcement with the prescribed Cover Letter. The Human Resources Office can only process materials received through USA Jobs.

## How You Will Be Evaluated

### EXPERIENCE EVALUATION:

All applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the knowledge, skills and abilities (KSAs) stated in minimum requirements for consideration. The application and Official Personnel Files, when applicable, will be used to gather job-related background data to be used in the KSA evaluation process.

#### **EVALUATION METHODS:**

Each applicant considered to possess the minimum qualification requirements will be further evaluated in accordance with the procedures outlined in SDNG Technician Pamphlet 335-T and subsequent MOAs.

## **Required Documents**

#### **INSTRUCTIONS TO APPLICANTS**

1. Applicants must submit the following mandatory documents. Signatures are not required.

a. Resumes should be written with sufficient experience to qualify for the position. The experience should be related to the job and be in a month and year format. Form (OF) 612, "Optional Application for Federal Employment" is an obsolete form and will not substituted as a resume.

2. Additional supporting documents may include:

a. Knowledge, Skills and Abilities (KSAs) - Applicants are **STRONGLY** encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.

b. Transcripts, to receive credit for education you must submit transcripts to verify the courses completed.

3. All forms and supporting documentation (KSAs, transcripts, etc) **MUST** be submitted by 2359 Eastern Standard Time. Late applications and supporting documentation will be considered ineligible.



**NATIONAL GUARD** 

## **Department of the Air Force**

### **Air National Guard Units (Title 32)**

#### **Contact**

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