

# Health Technician

## ARMY NATIONAL GUARD UNITS (TITLE 32)

1 vacancy in the following location: Rapid City, SD

Work Schedule is Full Time - Excepted Service **NTE 30 SEPT 2017**

**Opened** Friday 12/9/2016

**Closes** Friday 1/13/2017

**Salary Range:** \$40,033.00 to \$52,043.00 / Per Year

**Series & Grade:** GS-0640-07/07

**Promotion Potential:** 07

**Supervisory Status:** No

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

**Control Number:** 459133900

**Job Announcement Number:** SDARNG 34-17 (1869808)

## 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:** Rapid City, SD

**Position Description Number:** D2061P17

#### AREAS OF CONSIDERATION:

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

**\*\*This is a Temporary Appointment. If an On-Board Technician is selected for this position they will receive one of the following Personnel Actions: Temporary Promotion, Temporary Reassignment, Position Change, or a Change to Lower Grade. The initial action will have a Not-to-Exceed Date of 365 days or less. The On-Board Technician selected will maintain their Permanent status. Upon termination of this temporary appointment, the selected individual will be returned to their permanent position or be permanently assigned to this position.**

**\*\*Duration of this appointment will not exceed 30 September 2017.**

## **COMPATIBLE MILITARY ASSIGNMENT:**

Selected individual must be assigned to a compatible military position in the following MOS/AOC within 90 days of effective date of hire: Enlisted: EMOS: 68S, 68W. 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.

## **Duties**

### **SUMMARY OF DUTIES:**

This position is located at Joint Forces Headquarters, Surgeon General's Office in the Army National Guard (ARNG). The purpose of this position is to accomplish work in the area of personnel medical readiness management and reporting.

## **Travel Required**

- Not Required

## **Relocation Authorized**

- No

## **Job Requirements**

### **Key Requirements**

- Resume

## **Qualifications**

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

**General:** All series personnel must be certified at the next higher level before being eligible for that level and must have a minimum of one year on-the-job experience in a career skill competency level immediately below the next higher level. Must have validated understanding of the basic principles and concepts of the occupational series and grade.

### **Specialized:**

Must have at least 12 months experience, education, or training which provided a working knowledge of missions, organizations, programs and requirements of health care delivery systems. Experience involved in performing or assisting with a varied range of health or bioenvironmental activities. Experience interpreting various policies and procedures used in the state medical programs. One full year of graduate education meets the requirements for GS-07.

**Knowledge, Skill, and Abilities (KSAs):** In your application and/or resume please address the following factors in detail, giving dates of the experience and training. Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.

### **GS-07**

- Ability in the use of computer systems and software, including MODS (Medical Operation Data System) and MedChart (Medical Electronic Data for Care History and Readiness Tracking).
- Skill in oral and written communication.
- Skill at gathering information, data and preparing reports.

- Ability to assist in basic budgetary support including assisting with Purchasing and Contracting process.
- Knowledge of Periodic Health Assessment (PHA) process and planning.

## Security Clearance

Not Applicable

# 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 and cannot discriminate against an employee or applicant with respect to the terms, conditions or privileges of employment on the basis of race, color, religion, sex (includes gender or sexual harassment), sexual orientation, national origin, age, disability (including pregnancy), marital status or political affiliation. Applicants or employees may contact the South Dakota National Guard Equal Employment Office at 605-737-6635 if they believe they have been the victim of unlawful discrimination.

# 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.
  - c. SDNG Form 335-1-R, "Statement of Military History".

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.



## Department of the Army

### Army National Guard Units (Title 32)

#### Contact

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