



District of Columbia National Guard

Accelerated Hiring Announcement

Title 5 Civilian

DC-AHA-AR-24-042



<p style="text-align: center;">APPLICATION MUST BE FORWARDED TO:</p> <p style="text-align: center;">IN ORDER TO RECEIVE CONSIDERATION</p> <p style="text-align: center;">jonathan.h.grabill.mil@army.mil</p>	<p style="text-align: center;">OPENING DATE: 28 Oct 2024</p>	<p style="text-align: center;">CLOSING DATE: 4 Nov 2024</p>
<p>Position Location: DC Armory 2001 E. Capital St SE, Washington, D.C.</p>	<p>Position Title: SUPV IT SPEC (PLCYPLN) Min Grade: N/A Max Grade: N/A GRADE: GS-2210-14 MOS: N/A PD#: T5911900 PIN: Bring N/A</p> <p>AREA OF CONSIDERATION: GROUP I Current on board DCNG Title 32 and Title 5 Federal Employees only</p> <p>NOTE: This position is subject to provisions of the DoD Priority Placement Program.</p>	
<p>INSTRUCTIONS FOR APPLYING: You must send applications electronically to the email addresses listed below.</p> <p style="text-align: center;">REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1. Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience 2. Current SF-50 3. Educational Transcripts (if applicable) 4. Please submit completed packages to: COL Jonathan Grabill jonathan.h.grabill.mil@army.mil (202) 805-4191 		
<p>Individual Occupational Requirements: Degree: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to a Ph.D. or equivalent doctoral degree or Experience must be IT related; the experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT certification), as appropriate</p> <p>Qualifications: Experience, education, and/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 system</p> <p>Specialized Experience: 1-year specialized experience equivalent to at least the next lower grade. Specialized experience includes 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. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.</p>		

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Position: SUPV IT SPEC (PLCYPLN)

Position Description:

1. Plans, organizes, and oversees the activities of the state J-6. Develops goals and objectives that integrate C4 objectives into state short and long term operational plans. Provides C4 program policy guidance and direction to the USPFO-DPI, ANG Communications Flights, the State Military Departments, and tenant organizations within the state. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promotes team building, implements quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Plans work for accomplishment by subordinate units, sets and adjusts short-term priorities, & prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training, & abilities of the staff are effectively utilized to meet organization & customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and structures organization to optimize use of resources and maximize efficiency and effectiveness of the organization. Balances workload and provides overall direction & vision to the subordinate unit chiefs on a wide range of information management and administrative issues. Establishes metric & analysis systems for units managed to assess efficiency, effectiveness, & compliance with regulatory procedures. Evaluates requirements for additional resources submitted by subordinate supervisors, and balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and takes action to implement such changes. Plans & schedules work in such a manner that promotes a smooth flow & even distribution & ensures effective use of organization resources to achieve organization goals and objectives as well as installation customer needs. Establishes review systems for the organization that make certain state, National Guard Bureau (NGB) and homeland security needs are met and validated, and that economy and quality of operations are maintained or improved. Accepts, amends, or rejects work of subordinate supervisors. Reviews work and management techniques of subordinate supervisors and is held accountable for actions taken and advice provided by staff of subordinate units. Makes decisions on work problems presented by subordinate supervisors. Directs self-assessment activities of subordinate supervisors. Reviews training recommended by subordinate supervisors to assure it is proper & promotes effective operation of the organization.

2. Exercises supervisory personnel management responsibilities. Directs, coordinates, & oversees work through subordinate supervisors. Advises staff regarding policies, procedures, & directives of higher-level management or headquarters. Selects candidates for subordinate non-supervisory & supervisory positions taking into consideration skills & qualifications, mission requirements, & EEO and diversity objectives. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted & rating techniques developed by subordinate supervisors. Explains performance expectations to subordinate supervisors & employees directly supervised & provides regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards for non-supervisory personnel and changes in position classification to higher-level managers. Hears and resolves group grievances and employee complaints referred by subordinate supervisors and employees. Initiates action to correct performance or conduct problems of employees directly supervised and reviews and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of subordinate supervisors and non-supervisory employees and makes decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Encourages self-development. Approves leave for subordinate supervisors and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly as well as those by subordinate supervisors promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education & compliance with security directives for employees with access to classified or sensitive material. Recognizes & takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Applies EEO/affirmative employment principles & requirements to all personnel management actions & decisions, & ensures all personnel are treated in a manner free of discrimination. Explains classification determinations to subordinate employees.

3. Represents the command in dealings with a variety of state, state National Guard & functional area organizations. Establishes, develops, and maintains effective working relationships with all serviced organizations and all senior staff members within the state. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolves significant problems that arise. Ensures subordinate units provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency.

--Serves as the primary staff advisor and authoritative expert to the Adjutant General, staff elements, and command officials on matters pertaining to information management/services, i.e., information technology (IT), communications, information assurance, printing, publishing, records management, official mail, e-mail, and visual information, both present and future. Actively participates in the Information Management Council (IMC). Serves as the technical proponent for strategic and tactical communications and IT systems. Develops, interprets, and oversees the administration of state policies, rules, and procedures adapted from policies prescribed by the National Guard Bureau, Department of the Army, Department of the Air Force, Department of Defense, and/or other federal laws or regulations (i.e. Clinger Cohen Act, Government Paperwork Reduction Act and Government Computer Security Act, etc. Provides authoritative advice, information and guidance regarding current and future information systems concepts, doctrine, practices, operations and technologies. Coordinates, presents, and negotiates programs, projects, policies and controversial issues of significant impact on supported systems. Approves/disapproves recommendations for new hardware and software system feasibility and compatibility with existing information technology systems, facilities, equipment, security and the associated long-term effects.

4. Monitors, reviews and analyzes program implementation. Makes decisions for program adjustments to meet state conditions and changing situations, as well as to accommodate programs directed from higher headquarters. Functions as the state Designated Approval Authority (DAA) for matters pertaining to network security. Ensures implementation and administration of all applicable regulations governing the state's Information Management program

--Reviews and analyzes supported state mission plans and operations to determine current and future information systems requirements; i.e., automation, communications, equipment, facilities, supplies, personnel, funds, etc. As a member of the state budgetary council, develops and promulgates short and long-range state information management plans and projects involving the definition, design and maintenance of new and modified systems. Ensures effective integration of plans, programs, and operations encompassing a wide range of information systems/functional components. Determines goals and objectives that need additional emphasis and determines the best approach of solution for resolving these needs

Performs other duties as assigned.