



**ANNOUNCEMENT#**

**NETCOM - 24AUG9EJNCNET0325679**

## **Network Enterprise Technology Command**

# **WE ARE HIRING**



### **POSITION OVERVIEW**

- ▶ **Budget Analyst**
- ▶ Pay Series & Grade: GG-0560-13
- ▶ Salary: \$105,268 - \$143,871 / Per Year
- ▶ Work Category: Professional
- ▶ Work Level: Senior

### **DUTY LOCATION**

- ▶ Fort Huachuca, AZ



**"This position is a DoD Cyber Excepted Service (CES) personnel system position in the Excepted Service under 10 U.S.C. 1599f."**

### **WHO CAN APPLY?**

- ▶ Current permanent competitive and excepted service Army employees

### **MAJOR DUTIES**

- ▶ Serves as senior budget analyst and program manager that provides financial management services for the Army Finance Telecommunications Office (ATFO).
- ▶ Provides financial management services to ensure long-haul telecommunications requirements are managed to the customer's satisfaction.
- ▶ Plans work to be accomplished by team members, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to team members based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees.
- ▶ Directs, develops, and presents current financial information for a basis for program planning and execution. Interacts with NETCOM resource and operations personnel to articulate and defend the Army long-haul telecommunications budget requirements.
- ▶ Finds ways to improve production and increase the quality of work.

# QUALIFICATIONS & SPECIALIZED EXPERIENCE

In order to qualify, you must meet the experience requirements described below. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience.

To qualify based on your experience, your resume must describe at least one year of specialized experience that demonstrates the possession of knowledge, skills, abilities, and competencies necessary for immediate success in the position.

**Specialized Experience: Managing a government budget, such as, identifying and analyzing spending trends, obligations, expenditures and reimbursements; Overseeing the work of others as it relates to budget and policy; Providing financial advisory services and strategies for an organization program and/or budget.**

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you must meet the qualification requirement using experience alone - no substitution of education for experience is permitted.

APPLICANT MUST HAVE DIRECTLY APPLICABLE EXPERIENCE THAT DEMONSTRATES THE POSSESSION OF KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES NECESSARY FOR IMMEDIATE SUCCESS IN THE POSITION. QUALIFYING EXPERIENCE MAY HAVE BEEN ACQUIRED IN ANY PUBLIC OR PRIVATE SECTOR JOB, BUT WILL CLEARLY DEMONSTRATE PAST EXPERIENCE IN THE APPLICATION OF THE PARTICULAR COMPETENCIES OR KNOWLEDGE, SKILLS, AND ABILITIES NECESSARY TO SUCCESSFULLY PERFORM THE DUTIES OF THE POSITION. SUCH EXPERIENCE IS TYPICALLY IN OR DIRECTLY RELATED TO THE WORK OF THE POSITION TO BE FILLED.

## CONDITIONS OF EMPLOYMENT

- Appointment may be subject to suitability or fitness determination, as determined by a completed background investigation.
- Three year trial/probationary period may be required.
- This position requires the incumbent be able to obtain and maintain a determination of eligibility for a Secret security clearance or access for the duration of employment. The IT classification for this position is IT III. This position is designated as Tier 3 sensitive.
- This position has a Temporary Duty (TDY) or business travel requirement of 20% of the time. It may be on very short notice and will be accomplished by commercial and/ or military aircraft as well as other authorized modes of transportation.
- This is a FINANCIAL MANAGEMENT Level 2 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code, section 1599d. Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position. Failure to obtain this certification within the required time may subject the incumbent to adverse action.
- This is a DoD Cyber Excepted Service (CES) personnel system position in the Excepted Service under 10 USC 1599f. Appointment to this position does not confer competitive status.

## ADDITIONAL INFORMATION

- If you are a current federal career/career-conditional employee, you will be placed on an excepted appointment.
- This position is in the Professional Work Category at the Senior Work Level within the CES Occupational Structure.
- Male applicants born after December 31, 1959, must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- Direct Deposit of Pay is required.
- Salary includes applicable locality pay or Local Market Supplement.
- Appointment Type: Permanent.
- Work Schedule: Full-time.
- Promotion Potential: None.
- This position is an Excepted Service position.
- Three year trial/probationary period may be required.
- Career Field - Human Capital and Resources Management
- Permanent Change of Station (PCS) allowances are not authorized.
- This position MAY be authorized for Regular Telework.
- Position Sensitivity and Risk: Non-Critical Sensitive; Trust Determination: National Security
- Permanent Change of Station (PCS) allowances MAY be authorized
- Multiple positions MAY be filled from this announcement

### Required Documents:

**WARNING: DO NOT INCLUDE CLASSIFIED INFORMATION IN YOUR APPLICATION PACKET!** Application packages that contain Classified information WILL NOT receive consideration for this position.

Should you submit a resume or any other document as part of your application package and it is confirmed that any of the information is Classified, in addition to being found ineligible for consideration for this position, your Security Office will be notified to determine if any further action is warranted.

**If you fail to provide the required documents, you will be marked as having an incomplete application package and you will not be considered any further.**

1. **Your resume:** The resume may be submitted in any format and must support the specialized experience described in this announcement. For qualification determinations, the resume **must contain hours worked per week and the dates of employment** (i.e., HRS per week and month/year to month/year to present.) It may not include a photograph or other inappropriate material or content.

2. **Other potential supporting documents:** Cover Letter, SF50 (required for current federal government employees), most recent performance appraisal, DD214, Veterans Administration letter with Disability Rating.

**Proof of Eligibility to Apply:** Your application must include the documents which prove you are eligible to apply for the vacancy.

**NOTE:** Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificated may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

DoD Components with CES positions apply Veterans' Preference to preference eligible candidates, as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures provided in DoD Instruction 1400.25, Volume 3005, "CES Employment and Placement." If you are a veteran claiming veterans' preference, as defined by Section 2108 of Title 5 U.S.C., you must submit documents verifying your eligibility with your application package.

The United States government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service or other non-merit factor.

**YOU CAN VISIT THE OFFICIAL WEBSITE OF NETWORK ENTERPRISE TECHNOLOGY COMMAND FOR MORE INFORMATION ON CAREER OPPORTUNITIES AT <https://www.netcom.army.mil/careers>**

**SEND YOUR RESUME AND SUPPORTING DOCUMENTS, INCLUDING YOUR MOST RECENT SF-50 TO:**

mailto:usarmy.huachuca.netcom.mbx.g1-recruitment-staff@army.mil

**SUBJECT LINE :** NETCOM - 24AUG9EJNCNET0325679