



**VIRGIN ISLANDS NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4031 LA GRANDE PRINCESSE, LOT 1B
CHRISTIANSTED, VI 00820-4353**



TECHNICIAN VACANCY ANNOUNCEMENT # 12-007

Position Title: IT Specialist (SYSADMIN)
Open Date: 20 December 2011
Closing Date: 23 January 2012
Series/Grade: GS-2210-09/11
Salary Range: GS-09: \$57,956 to \$75,336; GS-11: \$63,583 to \$82,655 (plus Cola of 17.23%)
Type of Appointment: Excepted
Military Grade Required: WO: W-1 to W-2; ENL: E-4 to E-7
Compatible MOS: WO: 250N, 251A, 254A; ENL: 25B/U/Y/Z
Duty Location: USPFO Building
Selecting Official: CW2 Aveland Macedon
Area of Consideration: Virgin Islands Army and Air National Guard Members

Virgin Islands Air National Guard member must be eligible to acquire membership in the Virgin Islands Army National Guard in an available and compatible military grade for the excepted technician position.

Position Duties

This position is located in the Data Processing Installation at the United States Property and Fiscal Office building. The purpose of the position is to serve as a systems administrator on one or more of the systems maintained/administered throughout the organization. The systems administered involve multiple computers that use multiple operating systems. The incumbent is responsible for installing and testing the system security configuration and monitoring, operating, troubleshooting and maintaining server hardware and software. Develops, modifies, and tests overall system backup and recovery strategies for assigned systems. Serves as a technical focal point for the installation and configuration of hardware and software on personal computers and for personal data assistants associated with assigned systems. Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs. Serves as a technical focal point on multiple operating systems and computer platforms. Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation/use of assigned C4 systems, services, and activities. Implements systems software changes, operating system releases and maintains the operational status of systems. Performs security management in accordance with National Guard Bureau (NGB) regulations and state policies. Implements state policy relating to systems storage requirements. Provides input to the state Continuity of Operation Plan (COOP) procedures for system disaster recovery. Troubleshoots problems and implements changes on multiple computer platforms. Plans and schedules the installation of new or modified hardware, operating systems, and software applications. Performs other duties as assigned.

Qualification Requirements

General Experience: 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 Experience: 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.

Knowledge, Skills and Abilities (KSAs): Applicants who meet the eligibility requirements will be further evaluated by the Selecting Official based on the following KSAs considered essential to perform the duties and responsibilities of this position:

- Knowledge of a variety of operating systems (ex. Windows NT, Windows 2000, Windows XP, Unix etc.) on desktop and server.
- Knowledge of project management techniques and tools sufficient to provide technical guidance on the implementation of emerging technologies.
- Ability to lead team members assigned to one or more locations in the state.
- Knowledge of the principles and methods used for planning and managing the implementation, update, and integration of information system components.
- Skill in troubleshooting problems and implementing changes on multifaceted and interdependent computer platforms.
- Skill in modifying application code and devising software patches or workarounds, documenting problems and advising the responsible party on support issues.
- Knowledge of and skill in applying system design techniques, programming languages and hardware capabilities to analyze requests for new and modified applications.
- Knowledge of and skill in applying storage management practices, assignment of resources, and file management techniques.
- Skill in using performance tuning tools and techniques that are used to optimize systems functionality in order to meet installation systems requirements.
- Knowledge of the techniques and practices necessary to implement fault tolerance on a diverse number of complex systems and applications in order to optimize functionality and service to the customer base.
- Knowledge of system diagnostic tools and structured techniques for the recovery of failed systems and data access.
- Knowledge of analysis and design techniques to develop system software modifications, systems administration policy and procedures for use across the organization.

THE VIRGIN ISLANDS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for appointment without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, or any other non-job related factor.

- Knowledge of the overall architecture of the systems administered in order to install and maintain software and hardware configurations.
- Knowledge of state-of-art system software technology and related computer equipment to perform studies and to evaluate system changes.
- Knowledge of the provisions and state-of-art hardware, software, and various approaches to networking and interfaces, as well as existing C4 infrastructure, to determine the applicability and susceptibility for use within the state.
- Knowledge of a wide range of IT standards, principles, concepts, methods, policies, and authorized approaches.
- Knowledge of agency applications, operating systems and components, protocols, and various hardware and software used throughout the state in order to conduct system administration functions.
- Knowledge of agency security principles and methods.

Condition of Employment

1. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).
2. Wear of military uniform.
3. Security clearance must be obtainable if required.
4. Enrollment in Electric Fund Transfer (EFT).
5. Failure to complete NGB prescribed course at the National Guard Professional Education Center (PEC) within the first year of employment as required by this position may be cause for reassignment to another full-time position or termination unless there are extenuating circumstances that preclude the full-time member from course attendance.

Application Instructions

Describe in detail your military and civilian experience (paid or unpaid), training and education to include degrees and transcripts. Include job titles, starting and ending dates of related experience which should include a month and year (e.g. January 2008-Present). You should also include your military grade, unit of assignment, and MOS.

Your application package **must** have these documents to be considered:

Optional Form 612 **or** Resume
Non-flagging Memorandum

Deliver or mail your complete application to:

Virgin Islands National Guard
Joint Force Headquarters
ATTN: HRO - SSG Zera J. Louis
4031 La Grande Princess Lot 1B
Christiansted, VI 00820-4353

Application package must be delivered or post marked by the closing date of this announcement to be considered. Business hours are Monday to Friday, 0800 to 1700 hours. All applications will be retained for our records. No binders please.



KAI A. SCHIANG

LTC, GS

Human Resources Officer

INSTRUCTIONS FOR COMPLETING A RESUME

The Federal government does not require a standard application form for most jobs, but need certain information to evaluate your qualifications. Your application or resume speaks for you. You will lose consideration for a job if your resume or application form does not provide ALL the information requested. The following is mandatory information that must be provided in order for agencies to make employment decisions.

A. JOB INFORMATION

- (1) Announcement number, title, and grade of the job you are applying for.

B. PERSONAL INFORMATION

- (1) Full name, mailing address and a telephone number.

C. EDUCATION

- (1) High School – where and when (date) you earned diploma or GED.
- (2) College – where, when (date), majors and if no degree show credit hours earned indicating if semester or quarter hours.

D. WORK EXPERIENCE – Give the following for each paid or non-paid work experience related to the job your are applying for (do not submit job descriptions).

- (1) Job title, series, and grade if you occupy a Federal job.
- (2) Duties to include additional duties and accomplishments.
- (3) Employers name and address.
- (4) Supervisor's name and telephone number.
- (5) Starting and ending dates including month and year.
- (6) Hours worked per week and salary.
- (7) Indicate if we may contact your current supervisor.

E. OTHER QUALIFICATIONS

- (1) Job related skills, for example, computer software/hardware, tools, machinery, other languages, typing speed.
- (2) Current job related licenses.
- (3) Job related honors, awards, and special accomplishments, for example publications, memberships in professional or honorary societies, public speaking, leadership, activities, and performance awards (give dates, but do not send copies).
- (4) Job related training courses (title and dates).

F. CERTIFICATION:

- (1) **Applicants must sign their resume certifying to the accuracy of all information provided.**