



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

INDEFINITE

ANNOUNCEMENT #11-10

MANAGEMENT AND PROGRAM ANALYST (TQM)

Opening Date: 15 March 2010 30 March 2010

Position: MANAGEMENT AND PROGRAM ANALYST (TQM)

Series/Grade: GS-0343- 12

Salary Range: GS-12-\$63,119.00-\$82,053.00
Plus 20.94% COLA
4.72 % Locality Payment

Military Requirements: OFF: O1-O4
OFF: BR Immaterial

Position Description# 70054000

Location: MANAGEMENT AND
PROGRAM ANALYST (TQM)
JFHQ

Type of Appointment: EXCEPTED

Selecting Official: MG Renaldo Rivera, TAG

Area of Consideration:

All technicians in the Virgin Islands National Guard. This position will be available for at least one year. It can be terminated at any time and will be terminated upon return of Deployed technician*

BRIEF DESCRIPTION OF DUTIES

This position is located in the. Office of the Adjutant General (TAG) and reports to the TAG or designated position. The incumbent serves as the quality program analyst for the statewide National Guard program and provides assistance to each entity that comprises the National Guard in support of the statewide mission for implementation of their quality program. This requires the incumbent to administer equally to the Army and Air National Guard. The purpose of this position is to provide management, direction, implementation, and operation of the Total Quality Management (TQM) systems and processes throughout all areas of statewide National Guard operations. The incumbent provides expert guidance to top management in regards to TQM by identifying

organizational needs for improving quality and directing the methodology to accomplish the strategic goals. Incumbent provides advice, guidance, direction, and oversight to the Adjutant General (TAG) and other senior staff members on all facets of the quality management systems and processes. Receives and interprets directives/guidance from National Guard Bureau (NGB). Advises staff and organizational managers concerning possible areas of quality improvement, providing ideas from industry, other organizations, and/or other states. Continuously reviews and evaluates the execution of the quality management systems and processes throughout the state. Develops and maintains the quality management strategic plan for the state with input from top management officials and members of the quality steering group. Represents the TAG at quality management seminars and conferences. Serves as the TQM liaison with NGB and all other outside quality management agencies. Develops a management infrastructure for the execution of TQM education and training. Identifies available TQM educational resources, both internally and externally. Within budgetary constraints, directs the establishment of a TQM Information Center. Performs other related duties as assigned.

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.

QUALIFICATIONS

General Experience

Experience, in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

Specialized Experience

Applicant must have thirty six (36) months of specialized experience to qualify for the GS-12 position, which demonstrates the knowledge, skills and abilities (KSAs) required for the position.

APPLICANTS WHO MEET THE ELIGIBILITY REQUIREMENTS WILL BE FURTHER EVALUATED BASED ON THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES (KSAs) WHICH ARE CONSIDERED ESSENTIAL TO PERFORM THE DUTIES AND RESPONSIBILITIES OF THIS POSITION. Applicant must address each KSA on a separate sheet of paper. Stating when, where and how obtained each; either through experience, education or training. Failure to submit this information may affect your ranking for referral for this position.

Knowledge Comprehensive knowledge of NGB's mission, objectives, procedures, regulatory limitations, and relationship of quality to the state's assigned mission.

Skill in applying knowledge, experience, and problem solving techniques to complex systems and quality problems existing throughout state operations with emphasis in maintenance and administrative areas.

Knowledge of Skill in identifying and analyzing system, program, and product areas which may require process improvement and applying original and innovative approaches or methods to enhance quality.

Ability to Skill in briefing and reporting findings of investigations, studies, and evaluations.

Knowledge and skills are utilized to develop and implement a quality program throughout the statewide National Guard mission, to determine skills as well as short falls at every organization level, and make specific recommendations.

Highly developed communication skills, both oral and written, and a demonstrated capability for working with people at all organizational levels.

BRIEF DESCRIPTION OF WORK

Describe in detail your work experiences (paid or unpaid), training, education, and /or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frame, for which you are applying. If you describe more than one type of work, write the approximate time period in each. Please enter the month, and year for each period. Omission of these requirements can result in disqualification of your application. List your military grade, unit of assignment, and MOS. List your National Guard (weekend duties) separately from your other job experiences. List your position, military Supervisor, phone numbers, dates you have held each position and detailed duty description. If you have completed any college courses, include copies of your college transcript with the application.

TO APPLY: Deliver Optional Form 612, or Resume to Joint Forces Headquarters, ATTN: HRO (SSG WILLIAMS) 4031 La Grande Princesse, Lot 1B, Christiansted, VI 00820-4353. Applications must include all necessary information required on the vacancy announcement. MOS/SSI and rank must be indicated on application. Verification on non-flagging action MUST be included. Applications post marked or hand delivered to the HRO after the closing date will not be considered. Business hours are 0800-1700, Monday thru Friday. All applications will be retained for our records.

CONDITION OF EMPLOYMENT AND MILITARY REQUIREMENTS

1. Wearing of military uniform is a requirement. Acceptance of this position constitutes concurrence with this requirement and is a condition of continuation of employment.
2. As a condition of employment, selectee must be able to acquire security clearance, as required.
3. Failure to complete NGB prescribed courses at the National Guard Professional Education Center (PEC) within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance.
4. Selectee must enroll in electronic fund transfer (EFT) upon appointment.
5. **If applicant's record is flagged, individual will be barred from favorable personnel action. Verification of non-flagging action must be included with package.**
6. This position requires a compatible military assignment as follows: OFF: O1-O4
OFF: BR Immaterial.

7 Permanent Change of Station (PCS) is not authorized for this position.

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, appearing to read 'K.A. Schjang', with a large, stylized flourish extending to the right.

KAI A. SCHJANG
LTC, GS
Human Resources Officer

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

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

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Social Security Number

Country of citizenship (Most Federal jobs required United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

EDUCATION

High school:

Name, city, and State (ZIP Code if known)

Date of diploma or GED

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type and year of any degrees received

(If no degree, show total credits and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying:

(Do not send job descriptions)

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year).

Job related skills, for example, other languages, computer software/hardware tools, machinery, typing speed.

Job related certificates and licenses.

(current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)

Verification of non-flagging action from unit.

Selective Service verification form.