

STATE OF NEW YORK
 DIVISION OF MILITARY AND NAVAL AFFAIRS
 330 OLD NISKAYUNA ROAD
 LATHAM, NEW YORK 12110

VACANCY ANNOUNCEMENT # 17-55

CLOSING DATE: CONTINUAL UNTIL FILLED

This position is not in the Classified Service of New York State, but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Senior Air Base Security Guard
Locations:	New York State Division of Military and Naval Affairs (DMNA): Stewart Air National Guard Base – number of vacancies - 1
Salary Grade:	SG-15
Salary Range:	Current Start Rate: \$47,631 Job Rate: \$57,697 In addition: Stewart ANGB receives a Mid- Hudson Adjustment of \$1,513 annually.
Duties and Responsibilities:	<p>The Senior Air Base Security Guards (SABSGs) within the Division of Military and Naval Affairs (DMNA/agency) provide security and related services to personnel and resources at various Air National Guard Bases (ANGBs) located within the State of New York.</p> <p>The position performs responsibilities in accordance with National Guard Bureau (NGB) standards, as outlined in the Master Cooperative Agreement (MCA) between NGB and DMNA, and specifically as required under the Security Cooperative Agreement (SCA), Appendix 23, National Guard Regulation (NGR) 5-1, Air Force Instructions (AFI) and all other applicable NGB regulations, as well as agency and labor contract duties and responsibilities - current and as amended.</p> <p>In addition to assisting the Unit Chief of Security Forces (CSF), Senior Security Forces Technician/AGR or other designated supervisor in the Chain of Command, in providing physical protection of the Base perimeter, assigned aircraft and other priority/non-priority resources the Senior Air Base Security Guard must demonstrate leadership, professionalism and organizational skills at a higher level than the Air Base Security Guard. They will provide supervision within the Chain of Command of State Air Base Security Guards and/or an assigned shift. Responsible for assisting with ensuring all military and civilian laws and regulations are maintained and</p>

enforced in accordance with Directives. Performs all duties in accordance with Directives noted above.

Responsibilities to include but not be limited to the following:

- May perform all duties of an Air Base Security Guard as needed.
- Enforces standards of conduct and adherence to applicable laws, regulations and procedures within the Air National Guard Area of Responsibility (AOR).
- Patrols flight line aircraft and other federal equipment on a priority basis to deter criminal activity by means of presence and witness.
- Performs inspections of weapons and ammunition vaults, doors and other portals to ensure that all areas are properly locked and secured. Detect evidence of theft, burglary, vandalism, sabotage, or other hazardous conditions.
- Questions suspicious persons to ascertain the legitimacy of presence in the area and detain unauthorized persons within jurisdictional limits until proper authorities arrive to take control.
- Performs traffic duties, responds to incidents, accidents and other call to assist personnel, secure the scene, investigate circumstances and complete required reports.
- Performs pass and identification duties as required.
- Maintains radio contact with Security Desk and base patrol personnel at all times.
- Makes periodic checks of boiler rooms, security lighting, mess hall freezers and other areas as directed.
- Performs inspections and operator maintenance on all assigned vehicles and equipment in an effective and safe manner when required.
- Receives information on all complaints, taking appropriate action that may be necessary to notify appropriate law enforcement agencies, Fire Department and Base personnel as required.
- Wears appropriate uniform and maintains a clean and neat appearance in accordance with Air Force and Air National Guard Standards.
- Supervisory experience is required.
- Periodic overtime may be required.
- Periodic travel may be required to other facilities; to attend training; or other requirements related to duties as needed.
- Other job duties as assigned.

Minimum Qualifications:

Must have one year of permanent full-time service as an Air Base Security Guard, SG-12.

AND

Must meet all eligibility requirements of an Air Base Security Guard, SG-12.

AND

- Must be a High School Graduate or equivalent (GED).

- **WILL BE REQUIRED TO CARRY FIREARMS.** Must have or be legally eligible to obtain a permit to carry a handgun in New York State.
- At all times must meet requirements to carry firearms in accordance with National Guard Bureau and Air Base specific standards. Firearm requirements are in accordance with the authority of Title 10 United States Code (U.S.C.) 8013, Secretary of the Air Force, Air Force Instruction (AFI) 31-117, and EO 9397 (SSN), current and as amended.
- Must be eligible to obtain a permit to carry a handgun in New York State (NYS). May be required to obtain a NYS permit for base specific requirement. Appointees will be afforded a length of time equal to that of the required probationary period in which to obtain permit, but will not be deemed permanent until proof of permit is provided.
- At the time of hire and annually thereafter, must meet mission specific weapons qualification requirements.
- Individuals convicted of domestic violence are not eligible for hire or retention. Any arrests/convictions related to domestic violence must be reported through the Chain of Command.
- At the time of hire and annually thereafter, must meet and maintain physical fitness and agility standards established in accordance with Agency and NGB policy requirements. Separate entry level and annual maintenance programs will be applied in accordance with Agency and NGB policy requirements.
- At the time of hire and annually thereafter, must meet the medical screening requirements to include drug testing, as established in accordance with Agency and NGB policy requirements.
- At the time of hire and annually thereafter, must meet and maintain all mission specific proficiency training requirements to include, but not limited to, Use of Force, Rules of engagement and Search/Handcuffing; including annual evaluations.
- Must be eligible to be designated as a Peace Officer; training may be required. (Note: this may be a Base specific requirement. Peace Officers are required to maintain residence in the State of New York)
- Ability to push, pull, lift and carry heavy objects and equipment (50+ lbs).
- Ability to work outside in various temperatures and inclement weather for extended periods of time.
- Must have working knowledge of computers to include use of electronic mail (e-mail), MSWord, Excel and experience using database software; additional training may be required to learn software related to the Security Forces program.
- Must obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Dependent on current regulation, this will minimally be a National Agency Check with Inquiry (NACI) but may require a SECRET or CLASSIFIED clearance.
- Must possess and maintain a current driver's license to operate a motor vehicle in New York State. Any changes in driver's license status must be reported to Chain of Command and State Human Resources.

- In accordance with current NGB policies, will be required to obtain and maintain a military driver's license identifying appropriate vehicles authorized for operation – this will include physical evaluation requirements.

In accordance with National Guard Regulations there may be additional Air Base Specific requirements in order to accomplish necessary security protocols to meet and maintain the Base mission. Maintaining all minimum qualifications, and Base authorization to obtain government issued weapons/firearms to perform duties, is a condition of employment.

At all times, the employee MUST maintain minimum standards in accordance with current statutes, Agency requirements and directives. Failure to do so will subject the individual to disciplinary action and/or termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by an incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for current information on minimum requirements for appointment.

How to Apply:

To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note any specific licenses or certifications in a skilled trade.

If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.

Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.

E-mail to: nq.ny.nyarnq.mbx.mnhs-hiring-emo@mail.mil

FAX to: (518) 786-6085

Mail to:

New York State Division of Military and Naval Affairs

State Human Resources Management

330 Old Niskayuna Road

Latham, New York 12110-3514

Attn: Classifications

POSITION WILL BE POSTED UNTIL FILLED.

VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.

	<p>Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.</p>
<p>Subject of Interview:</p>	<p>ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.</p>
<p>POSTED: SEPTEMBER 6, 2017</p>	

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New York State is an Equal Opportunity/Affirmative Action Employer.