

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

VACANCY ANNOUNCEMENT #24-23

PREVIOUS APPLICANTS TO VA #23-27 DO NOT NEED TO REAPPLY FOR CONSIDERATION

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:	Electronic Alarms Specialist 2
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters – (1 vacancy)
Salary Grade:	SG-18
Salary Range:	Current Start Rate: \$68,488* Job Rate: \$82,656 (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	<p>Under the supervision of the Electronic Security System (ESS) Program Manager, the Electronic Alarms Specialist 2 performs preventative maintenance checks and services on each system at least semi-annually on all aspects of ESS installations, operations and maintenance.</p> <p>The position performs responsibilities in accordance with National Guard Bureau (NGB) standards, specifically those requirements of the Master Cooperative Agreement (MCA) between NGB and DMNA, as well as statutory, agency and labor contract duties and responsibilities – current and as amended. The position may report to state and/or federal supervisory personnel.</p> <p>Specifically, the Electronic Alarms Specialist 2 duties and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none">• Performs duties in accordance with Army or Air National Guard program guidelines, processes, procedures, standards, criteria and all other requirements.• Serves as the assistant to the ESS Program Manager.

	<ul style="list-style-type: none"> • Primary supervision of armory mechanics when making repairs, installing, or maintaining ESS at armories and other facilities. • May be required to inspect, maintain, troubleshoot, repair and install fire alarm detection, monitoring and transmitting systems (to include aircraft fire fighting foam and high expansion foam aircraft fire suppression systems at Air Base locations). • Supervises contractor personnel when installing or repairing ESS. • Serves as an expert on the installation, repair, and maintenance of highly technical and sensitive ESS equipment, electronic camera surveillance equipment (CCTV), and security locking devices. • Assists in the development of ESS specifications, and associated bidding documents. • Maintains ESS records to include budgetary expenses, equipment utilization, and repair part inventory. • Must have in depth knowledge of electronics and electrical circuitry. • Must have understanding of Cellular Technology principles • Ability to use common and manufactured specific hand tools, hammer drills, drivers, mechanical lifts, and soldering iron. • Must be able to determine proper selection, routing, and bending of conduit. • Will be required to utilize computer software and databases to maintain facility operations information – minimally Microsoft Word and Excel, the Statewide Financial System (SFS) and the Statewide Learning Management Systems (SLMS). • Must successfully complete training for any required state and federal specific software and data systems such as SFS and SLMS. • Ability to understand and carry out written and verbal instructions. • Will complete and attend training as required. • Periodic overtime may be required • Periodic travel may be required using various modes of transportation to attend training or other requirements related to duties. • Performs other job duties as assigned.
Minimum Qualifications:	<p>Two (2) years of State service in a permanent position or represented traineeship or training program in which duties included work in the areas of electronic alarms or the electrical fields; with a minimum four (4) years full time work experience at the journeyman level in the electrical or electronic alarm fields.</p> <p style="text-align: center;">OR</p> <p>An Associate's degree from a regionally accredited college in the electrical fields or electronic studies (training from a trade program at a school or institute may be substituted for the above on a year-for-year basis); with a minimum four (4) years of full time work experience at the journeyman level in the electrical or electronic alarm fields.</p> <p style="text-align: center;">OR</p>

A Bachelor's Degree from a regionally accredited college or university in the electrical fields, electronic studies or a similar field of study; with a minimum of two (2) years of full time work experience at the journeyman level in the electrical or electronic alarm fields.

AND

Must be at least 18 years of age and have a high school diploma or GED.

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command.

Must be comfortable working at heights such as climbing ladders, working on scaffolds, platforms and lifts.

Must be able to push, pull, lift and carry heavy objects and equipment (50+ lbs).

Must be able to work outside in various temperatures and inclement weather for extended periods of time.

Must be able to work in confined spaces in accordance with training and duty requirements.

Must be able to read and write in English.

Must be proficient in, and able to independently use Microsoft Office software – MS Word and Excel. Ability to use PowerPoint and/or Access also preferred. **

Required to have or successfully complete within 90 days of receiving computer access all Statewide Financial System (SFS), Statewide Learning Management System (SLMS) and other required training as related to job assignments. **

In accordance with NGB standards, will be required to 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. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required.

At the time of hire, must have any and all New York State or federal certification/license requirements; must provide proof of current certifications and demonstrate job knowledge to perform position related duties and responsibilities. Individual is responsible for ensuring all required certifications/licenses remain current at all times during employment.

* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate direct relevance to the job duties and abilities noted above and combine total of at least six (6) years of

	<p>credits and experience. Note: must be able to demonstrate knowledge and skills comparable to a journeyman level.</p> <p>** Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required.</p> <p>At all times, the employee <u>MUST</u> maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination.</p> <p>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 the 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 any further information regarding the position requirements.</p>
How to Apply:	<p>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.</p> <p>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.</p> <p>Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.</p> <p>E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil FAX to: (518) 786-6085 For Questions: 518-786-4830</p> <p>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</p> <p>POSITION WILL BE POSTED UNTIL FILLED.</p> <p>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</p>
Subject of Interview:	<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>

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