

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

VACANCY ANNOUNCEMENT #24-60

**CONTINUAL UNTIL FILLED
 (RESUME REVIEW TO BEGIN SEPTEMBER 26, 2024)**

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:	Plans and Programming Assistant
Location:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters <ul style="list-style-type: none"> • Directorate of Facilities Management and Engineering – (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 Plans and Programming Manager, or other appropriate supervision the Plans and Programming Assistant supports the Plans and Programming section assists in the administration of all real property for the New York Army National Guard (NYARNG). Their responsibilities include maintaining the agencies database of record, the Planning Resource Infrastructure Development and Evaluation (PRIDE) web site with all asset information for the NYARNG, the Installation Status Report-Infrastructure (ISR-I) database, the completion of reports and the preparation of presentations for use by other staff, directorates and General Officer Commands. They perform audits of real property comparing real property shown in the databases to actual assets on site; ensuring information provided to the National Guard Bureau is a true representation of resources available.</p> <p>The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel.</p>

Duties may include but are not limited to the following:

- Assists in the execution of updates to the State Real Property Development Plan (RPDP).
- Administers ISR-I program data and prepares quarterly reports.
- Coordinates with Facility Focus team leader to integrate ISR-I data in to Facility Focus database.
- Maintains Facility Inventory and Support Plan (FISP), Army Stationing and Inventory Plan (ASIP) and other real property inventories.
- Researches and provides requested information to the Construction Facilities Management Officer – New York (CFMO-NY).
- Assists with the update of various state master plans.
- Assists the Plans and Programs Branch Chief with the production of the tabulation of existing facilities and LRCP from PRIDE and other sources for approval by the Adjutant general and Facilities Management and Engineering Staff.
- Provides master planning support in conjunction with real property inventory database updates.
- Updates PRIDE real property inventory and conducts inventories to verify and update the FISP.
- Prepares reports from PRIDE and for management and higher headquarters.
- Coordinates with Real Property Planning and Analysis System (RPLANS) editor to coordinate PRIDE real property information with RPLANS data and confirms accuracy of assigned units and assets.
- Acts as the primary Point of Contact (POC) for the synchronization of PRIDE data with various other real property databases and facility focus.
- Prepares and conducts annual presentations to Officers in Charge and Control (OIC&Cs) of all NYARNG facilities.
- Provides instruction on ISR-I and other OIC&C duties related to real property.
- Maintains Facility Information Folders (FIF) for each facility in the NYARNG.
- May be required to supervise staff.
- Will complete and attend training as required.
- Periodic overtime may be required.
- Periodic travel will be required using various modes of transportation.
- Performs other duties as assigned.

JOB REQUIREMENTS

- General knowledge of civil engineering and architecture concepts and practices, facilities management requirements of various types of facilities and principles of database management.
- General knowledge of Federal, State and local agency operations and policies.
- Must be proficient in Microsoft Office Suite.
- Must have strong organizational skills.

- Ability to perform tasks with minimal supervision.
- Experience in multi-tasking and prioritizing multiple deadlines.
- Strong written and verbal communication skills.
- Ability to prepare written material in a clear and concise form.
- Ability to train and provide instruction other staff.
- Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction.
- Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel and the public.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.

Minimum Qualifications:

Associate's degree from a regionally accredited college or university in Applied Science with a focus in facilities management/planning, civil engineering, architecture or similar.

AND

One (1) year of professional experience in architecture, architectural engineering, facilities management, logistics management, military construction or a related field of which must have included utilizing and linking comprehensive databases and the use of Microsoft products.*

Must be proficient in Microsoft Office Suite.

Must be able to read and write in English.

Must possess and maintain a valid driver's license to operate a motor vehicle in the State of New York. Must report any changes to supervisory chain and State Human Resources (MNHS).

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS, GFEBS and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments. Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

In accordance with NGB standards, will be minimally 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 (NAC) or National Agency Check with Inquiries (NACI) will be completed. Currently SECRET clearance is required for any positions requiring flight line access.

*A combination of work experience in architecture, architectural engineering, facilities management, logistics management, or military construction which provided the same kind, amount and level of knowledge acquired in the

	<p>required education, may be substituted on a year-for-year basis for the associate’s degree. A bachelor’s degree or master’s degree from a regionally accredited college or university in a field related to the work assignment may be substituted for the associate’s degree.</p> <p>At all times, employees <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>
<p>How to Apply:</p>	<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. <u>Ensure to clearly note how you meet the minimum qualifications for the position.</u> Please be certain to note your specific license or certification to meet requirements.</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. ENSURE TO COPY E-MAIL ADDRESS EXACTLY.</p> <p>E-mail to: ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil FAX to: (518) 786-6085 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. (RESUME REVIEW TO BEGIN SEPTEMBER 26, 2024)</p> <p>VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.</p>
<p>Subject of Interview:</p>	<p>ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO</p>

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.

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.

POSTED: SEPTEMBER 11, 2024

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