

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

## VACANCY ANNOUNCEMENT #25-06

**PREVIOUS APPLICANTS TO VACANCY #24-52B DO NOT NEED TO REAPPLY FOR CONSIDERATION**

**CLOSING DATE: CONTINUAL UNTIL FILLED**  
**VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE**

**UPDATED LOCATIONS: MARCH 18, 2025**

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:	<p>New York State Division of Military and Naval Affairs (DMNA):</p> <p>Air National Guard Base (ANGB):</p> <ul style="list-style-type: none"> <li>• <b>Stratton</b> – 109<sup>th</sup> – Scotia, NY – (1 vacancy)           <ul style="list-style-type: none"> <li>○ (Estimated Start Date in June 2025)</li> </ul> </li> </ul> <p>New York State Armory:</p> <ul style="list-style-type: none"> <li>• <b>Western Region</b>              With a home station to be determined at one of the following:             <ul style="list-style-type: none"> <li>○ Auburn, Connecticut St. (Buffalo), Geneseo, Geneva, Lockport, Masten Ave (Buffalo), or Rochester.</li> </ul> </li> <li>• <b>New York City / Long Island Region</b>              With a home station to be determined at one of the following:             <ul style="list-style-type: none"> <li>○ 5<sup>th</sup> Ave, Bronx, Jamaica, Orangeburg, Peekskill, Ronkonkoma, Staten Island, Whitestone, or Yonkers.</li> </ul> </li> </ul>
Salary Grade:	SG-18
Salary Range:	<p>Current Start Rate: \$70,543*            Job Rate: \$85,138</p> <p>(*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)</p> <p>In addition: Orangeburg, Peekskill, Yonkers, Ronkonkoma, and 5<sup>th</sup> Avenue locations will receive a Downstate Adjustment of \$3,400 annually.</p>

Duties and Responsibilities:

Under the supervision of the Electronic Security System (ESS) Program Manager, or appropriate facilities supervisor, the Electronic Alarms Specialist (EAS) 2 performs preventative maintenance checks and services on each system at least semi-annually on all aspects of ESS installations, operations, and maintenance. The EAS 2 hired under NY Army National Guard (NYARNG) funding must perform duties and maintain job requirements in accordance with Appendix 1004, "ARNG ELECTRONIC SECURITY SYSTEM (ESS), MANAGEMENT, INSTALLATION, OPERATION AND MAINTENANCE (MIO&M)" and all duties and performance requirements are performed in accordance with ARNG-IES ESS Program Office guidelines, processes, procedures, standards, criteria and other documented requirements.

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.

Specifically, the Electronic Alarms Specialist 2 duties and responsibilities include, but are not limited to:

- 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.
- 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.
- 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.\
- Demonstrated reliability and trustworthiness
- Will complete and attend training as required.
- Periodic travel will be required (in-state and out-of-state) to other facilities; to perform work duties, attend training; or meet other requirements related to duties as needed. Travel will utilize various modes of transportation.
- Periodic overtime may be required; at times with short notice.
- Performs other job duties as assigned.

**JOB REQUIREMENTS: Technical Abilities (not limited to):**

- 1) High proficiency using latest version of Microsoft (MS) Office Suite: MS Word, MS Excel, MS PowerPoint, and MS Outlook.
- 2) Understanding of basic electronics
- 3) Understanding of basic Cellular Technology principles
- 4) Troubleshoot systems using equipment/device wiring and block diagrams.
- 5) Identify basic system and electronic components
- 6) Understand system equipment installation, operation, and maintenance
- 7) Use of common and manufacturer specific hand tools
- 8) Use of hammer drills, drivers, and mechanical lifts
- 9) Use of soldering iron to perform basic soldering, tinning, and splicing of wires and terminals
- 10) Proper mechanical/crimp termination of wiring terminals and connectors
- 11) Digital multi-meters to identify voltage, resistance, and continuity within a circuit
- 12) Troubleshoot systems/wiring using digital multi-meters
- 13) Proper selection and mounting of infrastructure equipment (conduit, boxes, fittings, etc.)
- 14) Understanding of, and able to direct, high voltage (120VAC) requirements for supplying power to ESS equipment components
- 15) Use of telecom testing equipment

**Other Requirements:**

- Ability to present materials to supervisors and Executive Management in a professional and articulate manner.
- Ability to prepare written material in a clear and concise fashion.
- Ability to read and write in English.
- Demonstrated reliability and trustworthiness.
- Attend and complete additional training as required.
- Travel will be required.
- Overtime will be required as needed.
- Performs other job duties as assigned.

Minimum Qualifications:

Minimum three (3) years full-time, professional level work experience in electronic security systems or electrical field.

**OR**

An Associate degree or higher 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 one (1) year of full time, professional level work experience in the electronic alarm or electrical 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. \*\*

NYARNG required to have or successfully complete during probation period (IAW AR190-13, Para 3-4-c and Appendix 1004, Section 405-a-4-c):

1) Attend required ARNG-IES ESS IDS Certification Training conducted on Camp J.T. Robinson in Building 0358 (ARNG-IES ESS Training Facility) (ATTRS: 964-ARNG-CFMO-110)

2) Attend ARNG-IES ESS Supervisor-Lead Technician Course (ATTRS: 964-ARNG-CFMO-111)

3) Attend ARNG-IES ESS Advance (ACS and CCTV) Courses (ATTRS: 964-ARNG-CFMO-113)

4) Attend ESS standardized equipment manufacturer training as required

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 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 three (3) years of credits and experience. Must be able to demonstrate knowledge and skills comparable to a professional level in electronic security systems or electrical field.

\*\* Should related systems, regulations, procedures and requirements change, additional training and/or certifications may be required.

At all times, the employee MUST 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.

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.

How to Apply:

To be considered for an interview, please submit your cover letter and resume to one of the following:

**BY E-MAIL (PREFERRED METHOD):**

Send to: [ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil](mailto:ng.ny.nyarnq.mbx.mnhs-job-posting@army.mil)

Subject line to say: Job Title and Location

**BY MAIL:**

New York State Division of Military and Naval Affairs  
State Human Resources Management  
330 Old Niskayuna Road  
Latham, New York 12110-3514  
Attn: Classifications

**BY FAX:**

(518) 786-6085

Fax Cover sheet to say: Job Title and Location

In your submission, please be sure to indicate **what position and location you are apply to**. Ensure to **CLEARLY note how you meet the minimum qualifications** for the position. Be sure to include any specific licenses and/or certification in a skilled trade.

**Vagueness and omissions will not be resolved in your favor.**

For questions, please reach out to Sate Human Resources at (518) 786-4830

**This vacancy announcement will be posted until filled.**

**Vacancy announcements can be closed 15 days after the original posting date listed below.**

Subject of Interview:

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.

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: JANUARY 16, 2025 UPDATED LOCATIONS: MARCH 18, 2025

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