

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

VACANCY ANNOUNCEMENT #25-63

CLOSING DATE: NOVEMBER 14, 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:	Plans and Operations Officer (J3)
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters Directorate of Military Support
Salary Grade:	MC
Salary Range:	Anticipated Salary: \$86,773
Duties and Responsibilities:	The Plans and Operations Officer assists the organization and operation of the New York National Guard (NYNG) support to New York State (NYS) under the supervision of the NYNG J3 - Plans Section. This includes methods of operation and providing staff level planning and assistance to ensure that required training and readiness objectives are achieved. Assists the NYNG Joint Staff to conduct research, coordination and planning in support and execution of operations. Develops specific military support plans/projects and contingency plans pertaining to natural disaster, civil disturbance, domestic security and key asset protection. Ensures the Domestic Emergency Standard Operating Procedures (DESOP) other contingency plans are current and available in accordance with Department of Defense, National Guard Bureau (NGB), and NYS, guidance. Closely coordinates with Leadership, Joint Staff, and Force Providers to ensure DMNA's readiness to conduct Civil Support requirements. The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and supporting regulations. The position may report to state and/or federal supervisory personnel. This position is management/confidential and is not covered under labor contract provisions within the DMNA.

The duties and responsibilities of this position may include, but are not limited to the following:

- Assists with the administration of the Citizen Preparedness Coordination (CPC) mission, Cyber Support missions, NYNG Protection Program, NYNG Training and exercises, and other programs in support of NYS as required.
- Synchronizes operational plans and emergency preparedness with New York State (NYS) and/or federal agencies and other partners.
- Attends conferences and meetings with other agencies to coordinate and develop military and civil support plans.
- Prepares operational orders, after-action reports, and provides recommendations for the improvements.
- Provides assistance for Personnel Security, Physical Security, Operations Security, and Serious Incident Reporting programs.

JOB REQUIREMENTS

- Must be highly proficient in computer utilization such as Microsoft Office programs.
- Ability to perform tasks independently without supervision; and work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction.
- Ability to interact well with different groups of people, including co-workers and executive level management comprised of Federal, State, civilian, and military personnel.
- Knowledge of agency programs, policies, and procedures.
- Knowledge of state legislative practices and procedures.
- Knowledge of Federal, State and local agency emergency response operations and policies.
- Knowledge of New York Military Forces, National Guard, and United States military operations in support of civil authorities.
- Must have strong organizational skills.
- Strong written and verbal communication skills.
- May train and supervise subordinates as needed.
- Demonstrate reliability and trustworthiness.
- Must complete, attend and/or conduct training as required.
- Ability to travel to meet job requirements – in-state and out-of-state.
- Travel may occur using various modes of transportation to include driving, train and/or flying.
- May require schedule adjustments and additional hours, especially during state active-duty activations.
- Additional duties as assigned.

Minimum
Qualifications:

Bachelor's Degree from a regionally accredited college or university, plus three (3) years of full-time experience in emergency and/or national security operations or related fields.

OR

Associate's Degree from a regionally accredited college or university, plus two (2) years of full-time experience and three (3) years of full-time experience in emergency and/or national security operations or related fields.

OR

Four (4) years of full-time specialized experience plus three (3) years of full-time experience in emergency and/or national security operations or related fields

AND

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 and State Human Resources.

Must be able to read and write in English.

Must be highly proficient in and able to independently use Microsoft Office Suite software.

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as Statewide Financial System (SFS), Statewide Learning Management System (SLMS), National Incident Management System (NIMS) as related to duty assignments.

* Other combinations of education and work experience, including military, may be considered with totaling six years; four (4) years of full-time specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

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 or other clearance may be required.

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

At all times, employees 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: nq.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 <u>what position and location you are applying to</u>. Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position. Be sure to include any specific licenses and/or certification in a skilled trade. <u>Vagueness and omissions will not be resolved in your favor.</u> For questions, please reach out to State Human Resources at (518) 786-4830 This vacancy announcement will be posted until NOVEMBER 14, 2025.
Subject of Interview:	ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. 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: OCTOBER 30, 2025	

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