

ENLISTED DSG VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD
JOINT FORCES HEADQUARTERS
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514**

ANNOUNCEMENT #: FY 24-HQ-E27

POSTING DATE: 16 Jul 24

CLOSING DATE: UNTIL FILLED

UNIT: Joint Forces Headquarters

AFSC: 3F051/3F551

POSITION TITLE/GRADE:
PERSONNEL/ADMINISTRATION
SSgt (E-5) - MSgt (E-7)

AREA OF CONSIDERATION:
Nationwide, this is a traditional enlisted vacancy.

SPECIALTY SUMMARY

(As outlined in AFECD)

Manages Total Force military human resource programs. Analyzes Air Force policy and provides recommendations to commanders, supervisors, Airmen and Guardians on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions. Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessment products and transaction registers and identifies mismatches.

QUALIFICATIONS AND SELECTION FACTORS

Selection for this position will be made without regard to race, religion, color, creed, gender or national origin. Applications are subject to review by the FSS and as mandatory requirements are met, as outlined in applicable regulations, applicants must meet an Enlisted Screening and Interviewing Board (ESIB). The requirements and qualifications prescribed in this announcement are minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in AFI 36-2005.

KNOWLEDGE:

Knowledge is preferred of: personnel policies and procedures; preparing and maintaining records; assignment, promotion, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

EXPERIENCE:

Personnel, Human Resources, or Administrative experience preferred.

EDUCATION: For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

DUTIES AND RESPONSIBILITIES:

Performs a variety of administrative support roles and manages organizational programs in direct support of commanders, directors, and senior leaders at all levels in the Department of the Air Force, DoD, and Joint organizations. Human Resources, to include administrative functions, administering and managing organizational programs such as evaluations, decorations, supervisory data, in-/out-processing personnel, manpower authorization requests, personnel rosters, project management, program management and official communications support. Executive support for General Officers and Senior Executive Service civilians, such as arranging travel and lodging, coordinating itineraries, preparing trip folders, managing recognition/special ceremonies, coordinating gifts, and managing guest lists. Office management duties, such as managing workflows, preparing and distributing correspondence, tracking suspense, supporting meetings, and maintaining organizational and organizational commander's calendars.

APPLICATION SUBMISSION:

Please email all applications to: TSgt Stephanie J. Lambert-Mittan

Stephanie.j.lambert-mittan.mil@army.mil

*Packages will **NOT** be accepted if they are not in one PDF portfolio with all required documents prior to submission*