

# Adjutant General's Department

4/23/2014

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

*Open to:*            1-Present State employees of TAG Dept            2-All State employees'            3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Wichita	1,2,3	Unclassified Full-time	<b>NEW Electrician</b> Wichita, KS <a href="https://www.da.ks.gov/ps/pub/reqinfo.asp?id=177351">https://www.da.ks.gov/ps/pub/reqinfo.asp?id=177351</a>	184 <sup>th</sup> CE Topeka	Til Filled
Topeka	1,2,3	Unclassified 999'r	<b>NEW Administrative Assistant</b> Topeka, KS <a href="https://www.da.ks.gov/ps/pub/reqinfo.asp?id=177349">https://www.da.ks.gov/ps/pub/reqinfo.asp?id=177349</a>	CFMO Topeka	May 9, 2014
Topeka	1,2,3	Unclassified Full-time	<b>Planner II-KDEM</b> Topeka, KS <a href="https://www.da.ks.gov/ps/pub/reqinfo.asp?id=177285">https://www.da.ks.gov/ps/pub/reqinfo.asp?id=177285</a>	Planning & Mitigation Topeka	May 8, 2014
Ft Riley	1,2,3	Unclassified Full-time	<b>Equipment Body Mechanic</b> Ft Riley, KS <a href="https://www.da.ks.gov/ps/pub/reqinfo.asp?id=177278">https://www.da.ks.gov/ps/pub/reqinfo.asp?id=177278</a>	RSMS Ft Riley	May 4, 2014
Topeka	1,2,3	Unclassified Full-time	<b>Industrial Mechanical Technician</b> Public Works, Topeka, KS <a href="https://www.da.ks.gov/ps/pub/reqinfo.asp?id=177118">https://www.da.ks.gov/ps/pub/reqinfo.asp?id=177118</a>	DPW Topeka	April 27, 2014
Topeka	1,2,3	Unclassified Full-time	<b>Re-Opened Application Developer II</b> Topeka, KS <a href="https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176515">https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176515</a>	DOIT Topeka	Until Filled
Topeka	1,2,3	Unclassified Full-time	<b>RE-POSTING Engineer Tech (GIS)</b> Topeka, KS <a href="https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176667">https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176667</a>	Public Works Topeka	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1,2,3.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) OR contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
Stephanie Burdett: 785-274-1460

**NOTE:** On-line application and listing of other State Vacancies are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

**HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT**

The application process has **4 STEPS**.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

**MEETING MINIMUM QUALIFICATIONS:** In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**REQUIRED DOCUMENTS:** The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil).

**Administrative Assistant - Energy  
Construction Facilities Maintenance Office  
Topeka, KS**

**Requisition # 177349 - Closes May 9, 2014 - Job Summary:** Unclassified, part-time, 999 hours per year, \$12.35 - \$13.29 per hour. Hours 8:30 am to 12:00 pm Monday through Friday. No Benefits offered with this position.

**Job Description:** The primary responsibility will be Data Entry: Processes utility invoices (Electricity, natural gas [transport], propane, water, sewer and refuse) which includes coding the correct facilities in UM Pro, the Utility Manager database for the KSARNG. Utility invoices will then be filed into the corresponding facility files. Monitors incoming information to correspond with the FISP, to include but not limited to: new facilities, square footage changes, funding codes, funding sources, etc.

**How will I be screened? (Required Qualifications):** High School Diploma or equivalent, Experience or training in the tracking, analysis and reporting of energy bills; skills in accounting and/or database management. Microsoft Excel competency **REQUIRED**. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

**Preferred Applicants:** Bachelor's Degree in Science, Technology or Energy preferred

**Electrician  
184th Civil Engineering Squadron  
Wichita, KS**

**Requisition # 177351 - Open til Filled - Job Summary:** Unclassified, Full-Time, 40 hours per week, \$17.80 - 24.03 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours to four and one-half or four days per week. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** Performs electrical systems troubleshooting throughout the base as requested by the customers or as identified by the facilities maintenance staff. This is done in order to repair and/or replace equipment in a timely and cost effective manner. This involves accurately detecting problems, planning repairs in the most efficient manner, making a readable and complete list of materials, performing repairs intended and insuring the work site is left free of debris, tools are put away; the ability to move objects weighing 80 pounds and the ability to safely work at heights up to 100 feet. Electrical systems include, but are not limited to, 12,700 volt primary system, building electrical systems, fire detention/suppression equipment grounding, cathodic protection, lightening protection, external lighting. May be required to return to work or work additional hours on occasion, overtime (FLSA as defined by K.A.R. 1-5-25 applies).

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> **OR**  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**How will I be screened? (Required Qualifications):** At least one year of vocational electrical training, 4 years electrical experience, Requires diagnostic and repair skills. Physical ability to lift and move objects weighing up to 80 pounds is required Physical and mental ability to pass a military driver's test is required. Physical and mental ability to work at heights up to 100 ft is required. Valid Driver's License. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

**Preferred Applicants:** Will possess the projection of a professional and cooperative image, the ability to develop effective working relationships with a variety of persons both internal and external to the base; the ability to communicate in a clear and understandable manner in person, by phone or computer. The incumbent must present a positive image to the customer that excludes negative remarks about fellow employees, etc. He/she may be required to assist in other areas including, but not limited to, mechanical, general maintenance, grounds maintenance, limited carpentry, snow removal. No special skills are required in these areas, however a proactive, flexible attitude toward working outside the incumbent's specialty area to achieve team goals is essential. Includes duties such as grounds trash pick-up, grounds maintenance including mowing, seeding, removing weeds from landscape beds, planting and maintaining trees and shrubs, snow and ice removal, including use of removal equipment, cleaning trucks and equipment, painting and marking equipment, assisting with base supply in material and equipment pick-up and delivery, roadway maintenance, use of computers to read e-mail communication, use the Civil Engineering Work Control computer tracking system.

## **Planner II**

### **Kansas Division of Emergency Management**

### **Topeka, KS**

**Job Summary:** Full time, unclassified with benefits, state position, \$24.48 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 5/8/2014.

**Job Responsibilities:** Carries out a component of the planning mission of the Division which includes:

- Interprets federal guidelines, regulations and policies that impact planning to included: state planning initiatives, County Emergency Operations Plans (CEOPs), mitigation planning, and other hazard specific plans as required.
- Coordinates the planning process and completes plans at the state and local levels.
- Recommends changes to program policies and regulations as related to emergency and mitigation planning.
- Interfaces with local, state and federal staff to review state/federal policies and standards.
- Provides technical assistance to local officials in the development of local mitigation, emergency plans, continuity of operations plans (COOP), and other plans that may be required.
- Develops project management plans using standard industry project management techniques; then employs these plans to manage output and costs on a variety of planning projects.
- Uses management systems and tools (example: web based planning systems) to determine, assign, and recommend approval of plans.
- Develops and delivers training of staff at the state and local levels on new and existing federal guidelines, regulations and policies.
- Meets with county commissioners, county emergency managers, state and federal agencies and other local officials on issues related to planning and projects.
- Functions in various roles during situations requiring response under the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS).

**How will I be screened? Position Requirements**

- Requires three years of experience in planning, implementing and monitoring activities relevant to emergency management and/or hazard mitigation programs. Strong preference will be given to applicants with previous local emergency management experience.
- A degree in emergency management, public administration, or closely related field may be substituted for a MAXIMUM of 2 years' experience (two years education for one year experience). A minimum of one year experience is required.
- Requires a valid driver's license, obtaining and maintaining a secret security clearance and obtaining Emergency Manager Certification within 18 months of hire.
- Desire a background in emergency management, preferably at the county level;
- Effective interpersonal communications and organization skills with ability to work independently; and
- Ability to read and interpret technical materials and make sound assessments.

## **Equipment Body Mechanic I**

### **Readiness Sustainment Maintenance Site, Ft. Riley, KS**

**Job Summary:** Full time, unclassified with benefits, state position, \$15.03 per hour. Standard 40 hour work week scheduled Monday thru Friday between 6:00 a.m. and 3:00 p.m. All application must be received by the closing date of May 4, 2014.

**Job Description:** Measures, marks, cuts and stacks materials for products. Selects stock as per the welder or Equipment Body Mechanics Instructions, and places it in the work area. Employee assists by clamping, holding, lifting or positioning materials for welding or repair. Places welding machines and equipment near the work location. Rolls and unrolls hoses, and cables. Employee performs routing maintenance and repair on equipment as needed. Employee prepares metal surfaces for painting or repairs and uses grinders, sanders, media blast machines and chemical cleaners. Operates spray equipment and cleans after use. Applies primers, preparations and paints various types.

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**Minimum and Preferred Qualifications:** Requires experience and/or training equal to two years in an automotive body or metal shop. School in welding or body work may be substituted for experience. 90 clock hours or two (2) semester hours may be substituted for one (1) month experience, maximum substitution of 1 year experience.

## **Industrial Mechanical Technician Construction Facilities Maintenance Office, Topeka, KS**

**Job Summary:** Full time, unclassified with benefits, state position, \$16.56 to \$21.13 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 4/27/2014.

**Job Description:** Employee will perform general maintenance in but not limited to the following categories:

- Interior/exterior finish work with paint, plaster, stains, tints or wall coverings
- Carpentry and masonry repairs to match existing structure
- Wall system construction/repair
- Architectural hardware installation/repair to include combination lock setting via PDA
- Grounds maintenance/tree and shrubbery care and mechanical repair of mowing systems
- Window replacements to include proper trim and molding
- Concrete placement/finishing
- Electrical wiring, trouble shooting and repair
- Replace, repair or install plumbing fixtures, faucets, valves, water heaters and related equipment
- Install, test and calibrates HVAC controls (pneumatic and electronic) for valves, dampers, etc.
- Make field modifications to sheet metal products when necessary
- Service, repair and replace electrical appliances, motors, fuses, switches and outlets
- Troubleshoot, maintain, repair and alter existing secondary circuits, electrical system, fire suppression systems and install breaker panels, race ways, branch conduit and circuitry
- Facility alterations with ability to read and interpret blueprints and drawings
- Perform preventive maintenance tasks as assigned to include but not limited to roof inspections, wire rope cable inspection, checking hoists and cranes and other structural requirements

**Minimum and Preferred Qualifications:** Requires a high school diploma or equivalent and five (5) years' experience in mechanical and/or building trades. Physical ability to lift and move objects weighing up to 80 pounds is required. Physical and mental ability to work at heights up to 100 ft. is required.

## **Applications Developer II JFHQ – DOIT - Topeka, KS**

**Requisition # 176515 - Job Summary:** Unclassified, Full-Time, 40 hours per week. \$23.31 per hour. State benefits eligible.

**Job Description:** Position is primarily responsible for response to the needs of internal and external users across the state. May be required to work during emergency situations for extended periods of time.

- Other tasks include:
- Independently modifying, coding, testing debugging and/or integrating applications. Preparing systems designs; developing web applications, with an emphasis on tying web page front ends to databases; and developing new applications and embedded applications. Involves application of JAVA, ASP, PHP and .net languages
- Working with staff from software provider and internal and external customers.
- Training on applications.

**How will I be screened? (Required Qualifications):** Two years of experience in web development with XML and HTML and one year of experience in coding, testing, debugging and documenting application programs. Closely related education and/or certifications may substitute for all but one year of the web development experience. Valid driver's license is also required. Must be able to obtain and maintain favorable FBI and SAC checks and any other security background checks as may be deemed appropriate. Must have solid communications skills to effectively work with both technical and non-technical individuals and establish valuable working relationships. Must be able to work effectively under stressful conditions for extended periods of time. Must be able to work independently and have strong organization skills.

**Preferred Applicants:** Will possess an Associate's Degree in computer science or related field or 24 hours in computer sciences and/or 2 years' experience coding, testing and debugging, and documenting application programs preferred. 2 years' experience in XML, JAVA, ASP, PHP, .NET languages, HTML, Access and MS SQL.

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## Engineering Technician JFHQ - Public Works - Topeka, KS

**Requisition# 176667 – Open Until Filled - Job Summary:** Unclassified, Full-time, 40 hours per week, \$15.75 - \$21.26 per hour. This position is eligible for all benefits offered to State of Kansas employees.

**Job Description:** The primary responsibility of the Engineering Technician is: Data Entry, Mining and Management;

- Support the GIS program
- Support the energy Utility Data Program
- Assist the GIS Coordinator with Cartography/ Mapping

**How will I be screened? Required Qualifications:** Three (3) years of education and/or experience in database management, geographical information systems, or digital spatial databases and analysis. Associates degree in geography or computer science or twenty four (24) academic hours in computer science, geography, cartography and/or related math and science. Training in Energy management, database management and/or cartography. Education may be substituted for experience as determined relevant by the agency. All applicants must have good organizational skills, the ability to write in a clear, concise format, the ability to work independently with limited oversight by the supervisor and the ability to finish projects accurately and in a timely manner. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

**Preferred Applicants:** Will possess experience in the physical sciences, including physics, and utility data knowledge/management; Certificates or work experience or training in the energy field, such as Certified Energy Auditor, certificates of ESRI, authorized ArcGIS training or Engineering Technical School with emphasis on GIS and Field Surveying. Proficiency in ESRI, ArcGIS. Familiarity with Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE), experience with mapping grad GPS equipment and post processing software. General knowledge and application of a variety of software, including but not limited to:

- UM Pro (or equivalent)
- AutoCAD
- Microsoft Office (most importantly, EXCEL)
- SQL
- Python programming
- Pathfinder Office
- TerraSync

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