

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #24-126**

OPENING DATE: 06 MAY 24 CLOSING DATE: 20 MAY 24 AGENCY: 5709 PINS: 36

POSITION: Special Projects Officer

STARTING SALARY: \$ 36,692.59

LOCATION OF POSITION: 186th Air Refueling Wing, Key Field ANG Base, 6225 M. Street, Meridian, MS 39307

TELEPHONE INQUIRIES: Rhonda Cole (601) 313-6243 DSN: 293-6243

**APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: rcole@mil.ms.gov; Or Hand Delivered to: STREET ADDRESS: 1410 Riverside Drive, Jackson, MS 39202-1237; Or Mailed to: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE CLOSING DATE.**

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS:

1. Graduation from a standard high school or equivalent GED, and four (4) years' experience in human relations or administrative services, personnel management, public administrative services. Education beyond high school in personnel management, public administration, or communication may substitute on a year basis up to two years.
2. Knowledge of State of Mississippi Personnel regulations is desirable.
3. Must be proficient in administrative computer systems and processes.
4. Possess a valid state driver's license and if authorized to operate a government vehicle, have the ability to obtain and maintain a US Government motor vehicle operator's ID card. **PROOF OF A DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Manages the RPS/Contractor personnel program for personnel belonging to the Security Forces area. Processes at base level all personnel actions, handles requests regarding benefits, coordinates with HRO of the MS Military Department; and prepares necessary paperwork for hiring and retiring employees. Assists with the selection of new hires or promotional transfers and ensures packets are complete. Performs all processing, filing, and other administrative functions related to mission operations and manning.
2. Interprets laws, rules, and regulations to include time and attendance, Fair Labor Standards Act, Family Medical Leave Act and any other applicable areas for department employees, and supervisors regarding personnel needs or issues.
3. Responsible for requesting the announcements of vacant positions, compiling necessary paperwork and information for interview, and scheduling interviews, submitting the request for approval of selection, an assisting in the verification of proper procedures of the selection process. Make decisions based on NGMS policy and procedures on a daily basis.
4. Assists State Resource Advisor with pay range reassignments, realignments, and promotions, performance assessments, etc. Investigates and corrects payroll errors for employees via coordination with the State HRO.
5. Performs timekeeper duties and inputs payroll data into appropriate systems for State Employees. Maintains leave records for state employees with supporting documentation. Coordinates worker's compensation claims and maintains appropriate records.
6. Performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES:

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

RESUMES WILL NOT BE ACCEPTED. Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 05/22)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: www.ms.ng.gov, or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE OF APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

THE SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.

Military membership is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.