



North Carolina Department of Administration

Job Vacancy Announcements

Human Resources Management Office, Rm. 2074, 116 West Jones St, Raleigh, N.C. 919-807-2480

The Department of Administration is committed to equal employment opportunity for all applicants and employees. Accordingly, the department neither practices nor condones any form of discriminatory behavior against applicants or employees on the basis of race, religion, creed, color, national origin, sex, age or disability.

Vacant positions are posted externally for a period of ten (10) workdays. Each posting includes a closing date for accepting and considering applications for employment. The salary range indicated reflects the minimum and maximum rates of pay for a particular position. Starting salaries are generally limited by the amount budgeted for an individual position and starting salaries above the minimum are based on the selected applicant's relevant experience and training, labor market considerations and the need to maintain internal salary equity.

DATE: January 5, 2010

CONTACT: Bob Schultz

The Department of Administration uses the Merit-Based Recruitment and Selection Plan to fill positions subject to the state personnel act with highly qualified individuals.

All applicants must complete and submit a State application for employment. To receive credit for your work history and credentials, you must list the information on the State PD-107 / PD-107A Application Forms. Any information omitted from the state application form cannot be considered for qualifying credit. Attachments (other than copy of DD-214) and "see resume" on the State application is not acceptable nor will resumes/attachments be accepted in lieu of state application (PD-107 / PD-107A). If interested in applying for more than one position, please submit a separate application for each position. Please indicate on the application the position name and position number you are applying for.

Applicants seeking veteran's preference should submit either a copy of their Form DD-214 or discharge orders. Applicants should make sure all applications are received in the human resources management office by 5:00 pm on the closing date or must make sure the application is postmarked as of the closing date. Job postings and applications may be found at local public libraries, local Employment Security Commissions (ESC), or at <http://www.osp.state.nc.us/jobs/gnrinfo.htm>.

Applications should be sent to:

NC Department of Administration, Human Resources Management Office

Attn: Bob Schultz, Recruitment Specialist, 1322 Mail Service Center, Raleigh, NC 27699-1322.

Phone: 919-807-2487 Fax: 919-715-7669

The Division prefers applications to be mailed, but we do accept hand delivered and faxed applications. The division does not accept e-mailed applications or applications sent by inter-office mail.

It is the policy of the State of North Carolina and the Department of Administration that all employees provide proof of employment eligibility verification (immigration and naturalization) within three (3) working days of employment.

Effective immediately, applicants are asked to document competencies related to the position for which you apply.

A competency is defined as a set of behaviors or duties that reflect skills, knowledge and abilities.

Supervisors will advertise job-related competencies in career-banded vacancies.

*** DEGREES MUST BE RECEIVED FROM APPROPRIATELY ACCREDITED INSTITUTION ***

The following jobs are being posted/announced during this time period (see individual postings):

- 1) **Human Relations Specialist I; Human Relations Commission, position #11935**
- 2) **Veterans Service Officer-Winston Salem, NC; Veterans Affairs, position #07664**
- 3) **Veterans Service Officer-Garner, NC; Veterans Affairs, position #07669**
- 4) **Administrative Officer III ("Television Operations Mgr"); APT, position #11623**
- 5) **Facility Maint Tech-Mechanical Trade ("HVAC Technician"); Facility Mgmt, position #00211 (3 positions)**
- 6) **Facility Maint Tech-Mechanical Trade ("HVAC Technician"); Facility Mgmt, position #00300 (2 positions)**

North Carolina Department of Administration – Job Announcement

**HUMAN RELATIONS SPECIALIST I
POSITION #11935
HUMAN RELATIONS COMMISSION
LOCATION: RALEIGH, NC
POSTING BEGINS: 01/05/10 ENDS: 01/19/10**

**SALARY GRADE: 70
SALARY RANGE: \$38,174-\$61,632
HIRING RANGE: \$38,174-\$49,000
EXTERNAL POSTING**

DESCRIPTION OF WORK: This position is commissioned to enforce the State Fair Housing Act and to work in Community Relations. Duties will include investigating fair housing complaints throughout the State of North Carolina and to investigate crisis situations and hate/violence incidents in accordance with agency guidelines. Position will develop investigative plans; serve complaints on individuals; review and analyze documentary evidence as well as demographic statistics relevant to discrimination cases under investigation. The person in this position will make determinations in discrimination cases applying principles of law, burden of proof and evidence obtained during the investigation. This position will compile data into written findings of fact; develop recommendations for reasonable terms to conciliate cases and conduct compliance reviews to determine if parties have complied with their obligations under signed conciliation agreements. Position will conduct comprehensive analyses of real estate marketing and financial policies and practices to review compliance with civil rights laws. The position will solicit local law enforcement agencies and community organizations to become Hate Violence Information Network (HAVIN) affiliates, and train HAVIN affiliates in accordance with guidelines. Position will also solicit local law enforcement agencies to encourage the adoption of model law enforcement policies and procedures; work with local communities and officials to establish local relations councils, and provide assistance and workshops to local human relation relations councils. The individual in this position will solicit and schedule police community relations training sessions with local law enforcement agencies and give presentations during training sessions. Other duties include conducting investigations of employment and public accommodations cases as assigned; and answer employment telephone inquiries and give referrals to proper agencies. The person in this position will give presentations and/or seminars to the public on fair housing using Microsoft PowerPoint software and will use Microsoft Word and Excel in creating reports. Some travel may be required which may include occasional overnight stays.

KNOWLEDGE, SKILLS, AND ABILITIES: The preferred applicant will have experience and knowledge of the State Fair Housing Act, experience in drafting interrogatories, experience in counseling, experience in interviewing and experience in reviewing and analyzing information. The preferred applicant will have general knowledge of federal and state civil rights and anti-discrimination laws, statues and regulations as well as knowledge of legal research techniques and investigation techniques. The preferred applicant will have skills in negotiation and mediation techniques, and settlement of opposing viewpoints as well as the ability to work effectively under pressure and exercise tact and diplomacy in tense situations. The individual in this position should posses the ability to maintain a fair and impartial attitude in the investigation, analysis, and conciliation of civil rights and human relations complaints and disputes. This position will require an individual who has well-developed interpersonal, communication, analytical, organizational and computer skills; and who is capable of handling controversial situations as well as employment calls from the public in a positive manner. Work is performed on a personal computer in a Windows environment using Microsoft Office software.

TRAINING AND EXPERIENCE: Graduation from a four-year college or university and two years experience in Social Work, Personnel Administration, Rehabilitation Counseling, or a related field which provides an understanding of human relations issues, problems and programs; or an equivalent combination of training and experience.

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If interested in applying for more than one position, please submit a separate application for each position. Please indicate on the application the position name and position number you are applying for. Applicants are required to submit copy of their DD-214 if they wish to obtain veterans preference. Mailed or hand delivered applications are preferred over faxed applications. Other instructions for applying are listed on the front/cover sheet of this Job Vacancy Announcement.

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North Carolina Department of Administration – Job Announcement

VETERANS SERVICE OFFICER

POSITION # 07664

VETERANS AFFAIRS

LOCATION: WINSTON-SALEM, NC

POSTING BEGINS: 01/05/10 ENDS: 01/19/10

SALARY GRADE: 69

SALARY RANGE: \$36,685-\$58,897

HIRING RANGE: \$36,685-\$52,570

EXTERNAL POSTING

DESCRIPTION OF WORK: The North Carolina Department of Administration is seeking applicants for a Veteran’s Service Officer position for our Veterans Affairs Division location in Winston-Salem, North Carolina (Forsyth County). This position assists veterans and their dependents by first assessing their needs, and then taking appropriate action to file all available benefits on their behalf.

Responsibilities include assisting and coordinating with District Service Officers (DSO’s) and County Veterans Service Officers (CVSO’s). This assistance includes working on difficult cases which may include contacting the Department of Social Services, contacting lawyers, doctors, other professionals and the general public in obtaining information needed when working as the claimant’s advocate. Work in this position involves quasi-legal assistance to veterans and their dependents in securing benefits under the laws administered by the US Dept. of Veterans Affairs. Position also requires some travel to counties and districts, to include public appearances, as well as interacting with veteran’s organizations and federal officials. Position is responsible for providing assistance to CVSO’s when needed. Requirements for the position include gathering supporting documentary evidence and presenting claims for benefits before the U.S. Department of Veterans. Work will require extensive knowledge of Title 38 CFR, M-21, and NCGS 165 as well as the ability to act as a veterans advocate.

KNOWLEDGE, SKILLS AND ABILITIES: In filing claims, the Service Officer must possess interviewing skills, interpersonal skills, and the ability to listen to and understand the veterans they are working with. The preferred applicant will have a thorough knowledge of State and Federal laws, rules and regulations pertaining to veteran’s services and benefits and functioning’s of the Veterans Administration; as well as ability to recognize the needs of veterans and their dependents, determine the course of action to be followed, and pursue action to a justifiable conclusion. Preferred applicant will have posses the ability to establish and maintain favorable working relationships with other members of the department, other government agencies, service organization and the general public as well as some knowledge of the human anatomy and the effect of disease and injury to the body and some knowledge of human psychology. Previous experience as a trainer or instructor, and experience as a counselor and/or public speaker is also preferred. Applicant should have favorable interpersonal/customer service skills, supervisory experience and experience working with a personal computer and Microsoft Office software packages.

TRAINING AND EXPERIENCE: Graduation from a 4-year College or University and 2-years experience as a Veteran’s Service Officer Trainee or in related Veterans’ Service work.

NESSESARY SPECIAL REQUIREMENTS: Applicant must be an honorably discharged veteran who served on active duty in the United States Armed Forces during the period specified in Section 101, Title 38, U.S.C. and as required for membership in certain veteran’s organizations. This requirement authorizes veterans service officer employees to examine the veteran military files which are classified confidential and does not imply knowledge and skills needed for performance of work. Year for year veteran’s service experience may only be substituted for education. Candidate must attach a copy of their DD-214 (Member 4) form to the State application form in order to receive Veterans Preference credit. Candidate must present proof of a valid NC Drivers License and proof of an acceptable driving record at time of interview.

All applicants must complete and submit a State application for employment. To receive credit for your work history and credentials, you must list the information on the State PD-107 / PD-107A Application Forms. Any information omitted from the state application form cannot be considered for qualifying credit. Attachments (other than copy of DD-214) and "see resume" on the State application is not acceptable nor will resumes/attachments be accepted in lieu of state application.

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North Carolina Department of Administration – Job Announcement

VETERANS SERVICE OFFICER
POSITION # 07669
VETERANS AFFAIRS
LOCATION: GARNER, NC
POSTING BEGINS: 01/05/10 ENDS: 01/19/10

SALARY GRADE: 69
SALARY RANGE: \$36,685-\$58,897
HIRING RANGE: \$36,685-\$52,570
EXTERNAL POSTING

DESCRIPTION OF WORK: The North Carolina Department of Administration is seeking applicants for a Veteran’s Service Officer position for our Veterans Affairs Division location in Garner, North Carolina (Wake County). This position assists veterans and their dependents by first assessing their needs, and then taking appropriate action to file all available benefits on their behalf.

Responsibilities include assisting and coordinating with District Service Officers (DSO’s) and County Veterans Service Officers (CVSO’s). This assistance includes working on difficult cases which may include contacting the Department of Social Services, contacting lawyers, doctors, other professionals and the general public in obtaining information needed when working as the claimant’s advocate. Work in this position involves quasi-legal assistance to veterans and their dependents in securing benefits under the laws administered by the US Dept. of Veterans Affairs. Position also requires some travel to counties and districts, to include public appearances, as well as interacting with veteran’s organizations and federal officials. Position is responsible for providing assistance to CVSO’s when needed. Requirements for the position include gathering supporting documentary evidence and presenting claims for benefits before the U.S. Department of Veterans. Work will require extensive knowledge of Title 38 CFR, M-21, and NCGS 165 as well as the ability to act as a veterans advocate.

KNOWLEDGE, SKILLS AND ABILITIES: In filing claims, the Service Officer must possess interviewing skills, interpersonal skills, and the ability to listen to and understand the veterans they are working with. The preferred applicant will have a thorough knowledge of State and Federal laws, rules and regulations pertaining to veteran’s services and benefits and functioning’s of the Veterans Administration; as well as ability to recognize the needs of veterans and their dependents, determine the course of action to be followed, and pursue action to a justifiable conclusion. Preferred applicant will have posses the ability to establish and maintain favorable working relationships with other members of the department, other government agencies, service organization and the general public as well as some knowledge of the human anatomy and the effect of disease and injury to the body and some knowledge of human psychology. Previous experience as a trainer or instructor, and experience as a counselor and/or public speaker is also preferred. Applicant should have favorable interpersonal/customer service skills, supervisory experience and experience working with a personal computer and Microsoft Office software packages.

TRAINING AND EXPERIENCE: Graduation from a 4-year College or University and 2-years experience as a Veteran’s Service Officer Trainee or in related Veterans’ Service work.

NESSESARY SPECIAL REQUIREMENTS: Applicant must be an honorably discharged veteran who served on active duty in the United States Armed Forces during the period specified in Section 101, Title 38, U.S.C. and as required for membership in certain veteran’s organizations. This requirement authorizes veterans service officer employees to examine the veteran military files which are classified confidential and does not imply knowledge and skills needed for performance of work. Year for year veteran’s service experience may only be substituted for education. Candidate must attach a copy of their DD-214 (Member 4) form to the State application form in order to receive Veterans Preference credit. Candidate must present proof of a valid NC Drivers License and proof of an acceptable driving record at time of interview.

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North Carolina Department of Administration – Job Announcement

ADMINISTRATIVE OFFICER III

Working Title: Television Operations Mgr.

POSITION # 11623

AGENCY FOR PUBLIC TELECOMMUNICATIONS

POSTING BEGINS: 01/05/10 ENDS: 01/19/10

SALARY GRADE: 72

SALARY RANGE: \$41,173 - \$67,369

HIRING RANGE: \$41,173 - \$64,500

LOCATION: RALEIGH, NC

EXTERNAL POSTING

DESCRIPTION OF WORK: The North Carolina Department of Administration is seeking applicants for an Administrative Officer III (working title: Television Operations Manager) with our Agency for Public Telecommunications (APT) Division. APT serves as a centralized, receipts-based television facility, offering consultation, production and distribution services for public agency clients. APT uses a variety of production and distribution technologies, including HD and SD video cameras, digital non-linear editing, satellite up-and-down links, cable television systems, radio and TV broadcasting, microwave transmissions, fiber connections and the Internet.

This is a managerial and supervisory position. The position provides direction and leadership to a diverse work group of television production, operations, engineering and administration staff, guiding them in providing high quality services to other public agency clients. The position is responsible for keeping a full-scale production facility operating efficiently in the midst of increasing demand for more complex services and rapidly-changing telecommunications technologies. This position may have additional responsibilities for APT's content management of the state's web portal. In addition, the position manages the day to day operations of the office facility. The position is responsible for on-going analysis of the Agency's capital, personnel, space and equipment requirements and for making recommendations to the Executive Director for the Agency's short- and long-term planning and policy development. The position manages the Agency's budget and personnel systems and also performs strategic analysis and planning. This position has a great deal of independence. The position directly supervises operations (both permanent and temporary) and administrative staff. The position must act on behalf of the Executive Director in the Director's absence. The position must encourage creative approaches and solutions to the constant problem of competing demands for the Agency's budget, staff, facility and services. On occasion, the position will serve as production crew. There may be some evening work, but this is a rare occurrence.

KNOWLEDGE, SKILLS, AND ABILITIES: Ability to identify relevant communications technologies and policy trends in order to analyze Agency requirements and make appropriate plans and recommendations. Knowledge of web management. Knowledge of budget and personnel activities. Ability to build consensus; generate and implement or recognize and reward creative, imaginative solutions; and assess and understand Agency clients' needs and give highest priority to client satisfaction. Highly developed organizational and management skills and ability to express ideas effectively in both oral and written forms. Ability to plan, assign and supervise the work of subordinate employees, and to establish and maintain effective working relationships with agency personnel, officials and the general public.

TRAINING AND EXPERIENCE: Graduation from a four-year college or university with a major emphasis on coursework in business or public administration, or a related field and four years of administrative experience involving participation in planning and managing of a business or governmental program; and preferably including experience in the technical area of program field to which assigned; or an equivalent combination of training and experience.

SPECIAL NOTE: The preferred applicant will have experience managing in a television production environment with a thorough, hands-on knowledge of communications technologies used in a broadcast-quality production facility.

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North Carolina Department of Administration – Job Announcement

FACILITY MAINTENANCE TECHNICIAN –Mechanical Trade **SALARY GRADE: NG**
Working Title: HVAC Technician **SALARY RANGE: \$21,383-\$58,896**
POSITION # 00300 **HIRING RANGE: \$21,383-\$52,360**
FACILITY MANAGEMENT **LOCATION: RALEIGH, NC**
POSTING BEGINS: 01/05/10 ENDS: 01/19/10 **EXTERNAL POSTING**

DESCRIPTION OF WORK: The North Carolina Department of Administration / Facility Management Division is seeking applicants for two (2) Facility Maintenance Technician – Mechanical Trade positions (formerly known as a HVAC Technician). These positions will perform the required service to troubleshoot, calibrate, repair, maintain and operate the DDC BAS (Direct Digital Control - Building Automation System) as well as adjust various components and sub-systems of an overall HVAC system. This would include, but is not limited to, electric/electronics speed controllers, pneumatic sensors, electric/pneumatic valves, motors, humidistats, pumps, chillers, condensers, Air Handling Units (AHU's) and miscellaneous control elements. The person in this position will independently review heat or cooling requirements; compare and recommend modifications to achieve better system effectiveness and efficiency and apply knowledge of design and operation of centrifugal and reciprocal compressors. The individual in this position must be available on a rotating basis for emergency call back. Individual should be well versed in the use of a personal computer.

KNOWLEDGE, SKILLS, AND ABILITIES:

Required Competencies: Ability to install and service HVAC equipment; ability to troubleshoot and repair chilled water distribution systems (chillers); ability to troubleshoot and repair automation systems; ability to troubleshoot and repair control systems.

Preferred Competencies: Individual in this position should be able to perform a full range of Advanced level work associated with the construction, maintenance and repair of air conditioning systems and associated air handling, chilled water distribution, and control mechanisms. The preferred applicant should possess the ability to read blueprints; and possess the ability to design, size and install duct systems and VAV boxes. Should possess ability to install and service computer room a/c systems, ability to install and repair VFD's as well as ability to repair pneumatic controllers, actuators and pressure independent valves. Preferred applicant should possess the ability to troubleshoot and repair centrifugal chiller internal problems and ability to remove refrigerant charge from chiller and recharge, as well as the ability to descale chiller tubes and program chiller controls and repair electronic controls. Also preferred is ability to operate DDC automation systems for building controls, ability to diagnose mechanical/electrical problems using DDC system, ability to train others and the ability to diagnose equipment malfunctions and prescribe repair procedures. Division prefers applicants with at least five (5) years of progressive experience in industrial/commercial HVAC work.

By submitting one application to vacancy #4151-0000-0000-300, you will be considered for two of these "HVAC Technician" positions.

TRAINING AND EXPERIENCE: Graduation from high school or equivalent. Experience in the trade(s) areas related to the position's role may be substituted on a year-for-year-basis.

If no qualified applicants are considered for this position at the advertised competency level, applicants will be given consideration at a different competency level at a different rate of pay than advertised here.

NECESSARY SPECIAL QUALIFICATION: Requires current certification by the Environmental Protection Agency (EPA) as type Universal Technician as required by 40 CFR part 82, subpart F. Individual hired must be familiar with building, life and safety codes; capable of strenuous lifting, crawling and working at heights up to sixty-five feet or more as well as confined spaces such as steam tunnels and manholes. Medical certification is required to verify the individual's ability to wear and use a respirator. Employee is required to wear a uniform, use safety equipment and follow safety regulations which are provided by the State. Candidate must present proof of a valid NC Driver's License and proof of an acceptable driving record. **This is a condition of employment.**

COMPETENCY LEVEL: Advanced. For administrative purposes ONLY, during the implementation of career-banding, this job is considered at a Salary Grade 67.

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