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| **ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****174TH ATTACK WING****6001 EAST MOLLOY ROAD****SYRACUSE, NEW YORK 13211-7099** | **ANNOUNCEMENT #:** FY 24-01 |
| **DATE: 12 March 2024** |
| **CLOSING DATE: UNTIL FILLED** |
| **UNIT:** 174th Maintenance Operations Flight | **AFSC:** 2R251**RANK:** SSgt |
| **POSITION TITLE:** **Maintenance Management Analysis**  | **AREA OF CONSIDERATION: NATIONWIDE**All members who meet the qualifications for these positions**Anyone Eligible To Join The Air National Guard** |
| **SPECIALTY SUMMARY**(As outlined in AFECD, 31 OCT 2021)Monitors, collects, assembles, and audits data for reports and briefings. Initiates special studies and investigations, and performs statistical analysis. Reports findings to managers with recommendations. Informs managers of significant factors affecting the mission. Manages and operates maintenance management information systems (MIS), and performs functional system administrator (FSA) duties. |
| **DUTIES AND RESPONSIBILITIES****Duties and Responsibilities.** 1. Retrieve and analyze maintenance data, present results to management. Interprets findings from maintenance data and the use of statistical techniques. Identifies trends and significant deviations from plans, schedules, and workload estimates. Analyzes deficiencies in areas such as material consumption and training, workload, scheduling, management, and maintenance resources use. Analyzes impact on the maintenance mission and the results of corrective actions. Prepares written reports of analyses and studies. 2. Controls, manages and maintains the Maintenance Information System(s) (MIS). Develops policies and procedures for MIS application within maintenance activities. Oversees the identification and correction of file errors within the database. Controls, develops and coordinates maintenance data systems and requirements. Determines data processing requirements and relates functional aspects to specific hardware and software capabilities. Controls automated management product retrieval and advises maintenance supervision on automated information use. Identifies data system problems, coordinating with data automation monitors, and submits system deficiency reports. Identifies new information requirements, submits information system requirement documents, and coordinates with data system development services for implementing new programs. 3. Analyzes performance data to determine manpower, equipment, and facilities maintenance capabilities. Provides in-depth analysis of maintenance manning and equipment, material and facility limitations to determine the impact each has on unit and mission effectiveness. Isolates trends and determines material and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and programming procedures to ensure optimum use of maintenance resources. |
| **CLEARANCE**Secret, as a minimum. (SEE REVERSED) |
| **INQUIRIES ABOUT POSITIONS****Please Contact The Recruiting Office @ 1800-883-4484 For Qualification and Eligibility Questions.****(This number rings on all recruiting phones)** |