



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** EX 00-76

**OPEN:** 9/15/2000

**CLOSE:** 10/16/2000

**THIS IS A PERMANENT POSITION**

**POSITION VACANT:** Biologist (Science Analyst) AD-401-2. Salary ranges from \$42,724 -\$79,155 per annum.

**PROMOTION POTENTIAL:** Biologist (Science Analyst) AD-401-2. Salary ranges from \$42,724 -\$79,155 per annum.

**LOCATION:** Directorate for Biological Sciences, Office of the Assistant Director, Information Automation Resources Unit, Arlington, VA.

**BARGAINING UNIT STATUS:** This position is included in the bargaining unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VIII.

**AREA OF CONSIDERATION:** All Sources.

**THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE**

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive civil service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for temporary appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

**DUTIES AND RESPONSIBILITIES:**

- Utilizes knowledge of biological science disciplines to provide assistance to NSF staff and the research community to support proposal management, information management, and communication. Provides an interface between the research community and NSF administrative requirements.
- Stays continually abreast of new developments in FastLane and corporate client server systems to ensure effective implementation in BIO.
- Participates in the review of BIO program announcements to assure that FastLane proposal preparation and other technical issues (e.g. compliance with Federal, Agency and Directorate policy and regulations) are sufficiently and accurately addressed.
- Prepares analytical reports for the BIO/OAD's presentations and in response to requests from other organizations.
- Communicates broadly with the community via the BIO Home Page and other appropriate mechanisms to ensure efficient and effective utilization of FastLane technologies in the biological sciences. Attends conferences, seminars, and other external meetings to introduce and inform about FastLane policies and procedures, and their implementation in BIO.
- Facilitates the transfer of knowledge of FastLane and other client server systems to BIO staff which includes analyzing recommending transfer methods (e.g., classes or workshops, informal discussions, development of NSF staff help documents), determining the appropriate level of knowledge to be transferred, and participation in the development of the methods.
- Prepares reports and analyses BIO senior staff strategic planning on resource allocation to ensure the most effective use of resources in the achievement of Directorate goals.

## **QUALIFICATIONS REQUIRED:**

Applicants must have Masters degree or equivalent experience in biological, environmental or related sciences, plus two or more years of successful research, research administration and/or managerial experience pertinent to the position; or a Ph.D. or equivalent experience in the biological, environmental or closely related sciences.

## **QUALITY RANKING FACTORS:**

- Broad knowledge and understanding of scientific principles and theories applicable to biology.
- Ability to collect information and prepare analytical reports and to present findings and recommendations in either written or oral form.
- Ability to develop measurable objectives and performance indicators.
- Technical knowledge of the use of new and emerging technologies in information dissemination and web page development.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal or letters of recommendation and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation.

**HOW TO APPLY:** You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice – as long as it contains the necessary information (summarized below). You must submit a current Performance Appraisal or letters of recommendation from professionals who can comment on your capabilities.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also include the following information: •Specify your country of citizenship. •Your Social Security Number. •Information about your education, including your major, and type and year of degree(s). •Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you held various positions with the same employer, describe each separately. •The brochure Applying for a Federal Job provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Submit all application material National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number EX 00-76. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE POSTMARKED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** Inquiries of a technical nature regarding this position may be directed to Peggy Weber, (703) 292-8400. For additional information or a copy of the vacancy announcement call Sybil Smith, on (703) 292-4375. Hearing impaired individuals may call TDD (703) 306-0189.

**NSF IS AN EQUAL OPPORTUNITY COMMITTED TO EMPLOYING A  
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: August 2002

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |   |   |
|---|---|
| 01 - Newspaper (specify)  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify)           | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register  | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify)                         | 15 - Private employment service   |
| 07 - NSF recruitment at school or college   | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral   | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin   | 18 - NSF website  |
|   | 19 - Internet or other website  |
|   | 20 - Other (specify)  |

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
- C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

-----  
**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**