



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20010174

OPEN: 05/04/2001

CLOSE: 05/25/2001

POSITION VACANT: Human Resources Officer, GS-201-15. Annual salary ranges from \$87,864 to \$114,224 per annum.

PROMOTION POTENTIAL: Human Resources Officer, GS-201-15.

LOCATION: National Science Foundation, Office of Information and Resource Management, Division of Human Resource Management, Staffing and Classification, Branch, Arlington, VA.

BARGAINING UNIT STATUS: This position is excluded from the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-500).

AREA OF CONSIDERATION: Government-Wide. Applicants with competitive civil service status or eligibility for reinstatement in the Federal service will be considered, as well as candidates eligible for appointment under special noncompetitive appointing authorities.

DUTIES AND RESPONSIBILITIES: The incumbent plans, coordinates and directs a staffing and classification branch consisting of about 14 employees including supervisors, specialists and support positions. Responsibilities include providing customer services in the areas of position management, classification, recruitment, staffing and pay administration. Provides leadership, coordination, execution and evaluation of a comprehensive and diversified human resources management program in staffing and classification. The Branch is also responsible for policy and program development in the areas of staffing, position management and classification. The Branch Chief is also responsible for leading the organizational change efforts involved in redefining human resource programs, for streamlining work processes and teaming with the information technology support to manage the development of automated systems to support processes in recruitment, staffing, position classification and pay administration. Provides advisory services to all levels of supervisors and managers relating to human resources policies, regulations, personnel needs, and complex human resources issues. Develops policies and procedures for functional areas that effectively serve the special problems and requirements of the Agency and ensures that regulatory requirements are met. Determines short and long-range human resources services needed, evaluates program goals and objectives and recommends changes needed to improve human resources operations. Responsible for assigning work and setting priorities, evaluating performance and identifying developmental and training needs of staff. Administers human resources programs subject to Title 5 as well as programs exempt from Title 5. Manages complex and unique human resources programs such as Intergovernmental Personnel Act and rotational program for scientist and engineers that require development of individual personnel policies and procedures. Must be knowledgeable in policies and regulations pertaining to EEO and affirmative action.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED.

Specialized experience: Must have at least one year of specialized experience equivalent to the GS-14 level in a variety of Federal human resources management functions, e.g., position classification and management, organizational management, recruitment and staffing, performance management, pay and leave administration, analysis and development of human resources policies and regulations, reengineer performance management and determining training needs for staff. The applicant's background in human resources management must clearly demonstrate a mastery of the applicable laws, regulations, and practices governing Federal civilian personnel management issues; written and oral skills required to coordinate and

direct a comprehensive and diversified human resources programs needed to successfully perform the duties of the position.

Time-in-Grade Requirement: Completion of one year of service in a position at the next lower grade level in the normal line of promotion progression for this occupation.

QUALITY RANKING FACTORS:

- Ability to lead people in the design and implementation of Human Resource Management strategies that meet the organization's mission, strategic vision, and goals, while achieving the maximum potential of all subordinate employees in a fair and equitable manner.
- Ability to lead a comprehensive Federal human resource management program in the areas of position management, classification; recruitment and staffing (including merit promotion and placement subject to Title 5 as well as programs exempt from Title 5) and human resource information systems that meet both business needs and administrative/human resource requirements.
- Broad knowledge and understanding of human resources management programs and the development of policies, regulations and procedures sufficient to recognize the impact and effect of human resources programs on the organization, and to apply that knowledge to develop solutions to a variety of human resource management issues.
- Knowledge in the areas of business process reengineering, organizational performance measurement, change management and workforce planning.
- Ability to explain, advocate, and express facts, ideas and new programs in a convincing manner, and negotiate with individuals and groups internally and externally.

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 Quality Ranking Factors.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year supervisory probationary period may also be required.

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 - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement, which specifically addresses how your background and experience relate to each Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. • 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 annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • 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.**

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly indicate specific eligibility and provide proof with application. Otherwise, the application will be considered under competitive procedures.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, *Notification of Personnel Action* (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality-ranking factor.

Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, *Application for 10-Point Veteran's Preference* (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20010174. 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 RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Fred Person on (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

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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.)

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|---|---|
| 01 - Newspaper (specify) | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(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
(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