



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20010199

OPEN: 06/15/2001

CLOSE: 07/06/2001

THIS IS A PERMANENT POSITION.

MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT

THIS POSITION IS ALSO BEING ADVERTISED AS A COMPETITIVE SERVICE POSITION. SEE ANNOUNCEMENT C20010189A.

POSITION VACANT: Survey Statistician, AD-1530-3. Annual salary ranges from \$63,211 to \$99,580.

PROMOTION POTENTIAL: Survey Statistician, AD-1530-3.

LOCATION: Directorate for Social, Behavioral and Economic Sciences, Division of Science Resources Studies, Research and Development Statistics Program, 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 service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for 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: This position is located within the Research and Development Statistics Program (RDS) of the Division of Science Resources Studies (SRS), Directorate for Social, Behavioral and Economic Sciences. RDS has responsibility for conducting surveys and special studies of financial and physical resources related to the nation's Research and Development (R&D) enterprise in the academic, government, industrial, and nonprofit sectors. The incumbent of this position:

- Provides expert technical leadership to the RDS program in the area of statistical design of surveys and statistical analysis.
- Applies highly sophisticated principles in the fields of survey methodology, statistics, and/or the social sciences to design, conduct, and analyze complex surveys related to science and engineering.

- Provides guidance in statistical areas to RDS staff engaged in designing or redesigning the major surveys conducted within SRS. Works with appropriate SRS personnel to identify the objectives of the survey which impact on the statistical design, and identifying appropriate survey and statistical techniques for optimally meeting these objectives.
- Initiates, plans, and directs the methodological and developmental aspects of R&D surveys; develops milestones, state-of-the-art concepts, and solutions to the quantitative and qualitative aspects of the complete survey process. Formulates recommendations to improve statistical surveys and to enhance R&D data collection activities.
- Develops and nourishes ongoing partnership arrangements with customers to create project implementation and quality assessment strategies, and to assure customer needs are reflected in studies and activities. Adapts study designs and plans to changing needs of customers.
- Leads (or serves as key member) of quality improvement teams within the RDS program. Identifies appropriate survey, statistical, analytical, or database management techniques to address problems or issues. Delivers products on schedule and within budget guidelines. Conducts dissemination activities to facilitate and improve RDS system designs and surveys efforts.
- Anticipates and resolves potential statistical and methodological difficulties and those associated with planning and conducting multi-year contracts that must meet multiple objectives of data users or project funders.
- Develops Requests for Proposals (RFPs), evaluates project proposals, and serves as Contracting Officer's Technical Representative for selected RDS contracts.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent experience in statistics (or in mathematics and statistics, provided at least 6 semester hours were in statistics), and 9 additional semester hours in the physical or biological sciences or in the social sciences, plus four or more years of research, research administration, and/or managerial experience pertinent to the position.

QUALITY RANKING FACTORS:

1. Comprehensive skills in identifying, analyzing, assessing and resolving complex problems in R&D survey and data collection programs, which have national and international significance.
2. Professional knowledge of research methods to plan, develop, and oversee methodological research designed to advance the state-of-the-art in survey planning, design, and development.
3. Ability to develop creative applied research programs, including the design and analysis of methodological tests, as well as survey design and analysis
4. Ability to provide leadership, advice, and consultation to serve as an advisor to senior officials to address critical and complex issues affecting R&D surveys and programs.
5. Effective skill in oral and written communications to provide advice, guidance and direction, negotiate agreements, prepare and present survey results, and coordinate activities.

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. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial 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). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. 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 they are 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.**

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.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20010199. 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 is 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