



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20020048

OPEN: 12/07/2001

CLOSE: 02/01/2002

POSITION VACANT: Program and Technology Specialist, GS-301-9. Annual salary ranges from \$36,656 to \$47,648.

PROMOTION POTENTIAL: Program and Technology Specialist, GS-301-9.

LOCATION: Directorate for Computer and Information Science and Engineering, Division of Information and Intelligent Systems, 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 VII.

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: This position is that of a Program and Technology Specialist within the Division of Information and Intelligent Systems (IIS), Directorate for Computer and Information Science and Engineering (CISE). This Division supports interdisciplinary research in the context of computer science and engineering. The Division is responsible for increasing scientific understanding of information processes in organisms and machines; to expand the body of scientific knowledge which can be applied in the design of robotic and other intelligent systems, and to strengthen the infrastructure for research in this field.

The Division is comprised of 7 programs, in addition to major collaborative research with NSF cross Directorate-wide programs including Knowledge and Distributed Intelligence in the Information Age (KDI), Digital Libraries (DL), a joint Government-wide program, and Information Technology Research (ITR).

The incumbent has full responsibility for maintaining the Fastlane database to produce a variety of reports relating to the Division's proposals and awards process. The incumbent serves as a supervisor, supervising the IIS Administrative Support Staff. Incumbent:

- Serves as the Division's Fastlane Representative to receive, process and complete grant proposals electronically. Represents the Division with NSF sponsored Computer Information Resources Groups concerning Fastlane and other automated concerns. Communicates broadly with the scientific community via Fastlane.
- Researches electronic databases such as the Program Officers Information System (POIS), Proposal, Awards and Reviewer System (PARS) and the Enterprise Information System (EIS), Fastlane, and other electronic query management systems to develop statistical and narrative reports. Develops, analyzes and organizes scientific and administrative data. Advises principal investigators and other scientific staff regarding Fastlane questions related to proposal review, panel review, panelist travel, proposal preparation, proposal status, project reports system, award and continuation funding status, final project report status, award notification, etc.
- Conducts studies to assess the effectiveness of Fastlane technologies in response to GPRA requirements.
- Serves as the travel coordinator for the Division's panelists, experts, and COV members. Prepares, manages, and completes travel arrangements via Fastlane. Prepares all other Divisional staff travel as well.

- Ensures that all travelers' Electronic Fund Transactions (EFT) data is included in the NSF's travel database. Prepares and maintains an automated financial tracking record concerning the Division's staff travel. Provides financial reports to the Management and Program Analyst, and other Division Staff. Prepares panel meeting notices and serves as the Division's contact for Special Emphasis Panels (SEP) meeting notices.
- Oversees and reviews proposal jackets and ensures completeness and compliance with all NSF regulations.
- Supervises the IIS Administrative Support Staff, with authority to exercise the full range of duties and responsibilities that requires the individual to formulate, determine, or influence the policy of the Division.
- Prepares IIS staff position descriptions. Recommends promotions, awards, and step increases. Develops performance plans and prepares performance ratings, keeping in mind upward mobility, incentive awards, and EEO policies and guidelines. Provides counseling when necessary and consults with supervisor on disciplinary problems.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. **Specialized experience:** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled. **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:

1. Knowledge of Federal grant, proposal and award processes, policies, procedures, and standards to supervise, to process grant and proposal actions, and to make travel arrangements for staff and panel members.
2. Ability to develop, analyze and organize scientific and administrative data to develop statistical and narrative reports.
3. Ability to lead others to effectively supervise a small staff of administrative support employees.
4. Skill in oral and written communication to prepare written documents and to communicate with individuals at all levels.

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 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. Satisfactory completion of a one-year 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 eligibles 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 C20020048. 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