



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20040038

OPEN: 02/13/04

CLOSE: 03/05/04

THIS IS A PERMANENT POSITION.

POSITION VACANT: Head, Investigative Legal & Outreach, AD-905-3/4. Annual salary ranges from \$70,519 to \$129,864.

LOCATION: Office of Inspector General, Office of Investigations, National Science Foundation, Arlington, VA.

PROMOTIONAL POTENTIAL: Head Investigative, Legal & Outreach, AD-905-4.

TRAVEL: THIS POSITION REQUIRES TRAVEL APPROXIMATELY 6 TIMES A YEAR

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

AREA OF CONSIDERATION: All Sources.

RELOCATION: Expenses will not be paid.

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.

DUTIES AND RESPONSIBILITIES: You will serve as the Head, Investigative Legal & Outreach. In this position, you will have three co-equal responsibilities: 1) you will be responsible for advising the Associate Inspector General for Investigations; 2) you will supervise and advise the Investigative Legal & Outreach staff; and 3) you will provide advice to the entire Investigations' team, with focus primarily through your co-supervisors, the Head, Administrative Investigations, and the Special Agent in Charge, and participate as a member of the investigative team. You will keep an eye out for issues that might affect the entire office, or just a portion of the office, and make certain that those issues are addressed appropriately.

Your typical duties are:

- Provides analysis of factual and legal issues arising in particular investigations and special projects involving scientific, civil and criminal issues and/or allegations of research misconduct; explains the application of legal principles and precedents to lawyers and non-lawyers; provides ongoing recommendations; along with other investigative heads determine whether to recommend that Federal, state, or local prosecutors take legal action, or that NSF make a finding or debar a person; along with other investigative heads ensure that reports and memoranda provide an accurate, thorough, and fair basis for action.
- Coordinates work between Investigative Legal & Outreach staff and other Investigations' staff to ensure collegial, effective teamwork, reflecting an understanding of the responsibilities and contributions of multi-disciplinary investigators to the investigative process.

- Supervises and directs Investigative Legal and Outreach staff, including planning and reviewing staff work. Sets staff priorities and goals, establishes deadlines, and ensures timely completion of work assignments; assigns work according to complexity and capability of employees; and recommends and discusses needed changes in work priorities and operations; assist in planning of investigations. Writes position descriptions for staff, employee performance plans, and evaluations. Discusses, provides advice, and resolves work-related problems that arise.
- Provides direction for and oversees the implementation of Investigations' Outreach program. In cooperation with the AIGI, sets goals for Outreach program. Reviews Outreach schedules and products to ensure program goals are met. Coordinates joint Education and Outreach efforts.
- Presents at conferences, symposia, and to grantees to justify, defend, or negotiate regarding Investigations' programs, and to gain compliance with established policies, regulations, and contracts. Actively participates in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance to the program or program segments managed.
- Oversees administration of Investigations' Freedom of Information Act (FOIA) and Privacy Act (PA) response system. Assigns staff to develop responses and collect information. Reviews response letters and redaction of OIG records in response to FOIA and PA requests.
- Prepares portions of the IG's Semiannual report to the NSB and the Congress and evaluates remaining portions to keep senior government officials informed of OIG findings and recommendations.

QUALIFICATIONS REQUIRED: All applicants must, by the time they begin work have successfully completed a full course of study in a school of law accredited by the American Bar Association; have experience working in the investigative environment have a professional law degree (JD, LL.B); be a member in good standing admitted to practice law before the highest court of a state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

Additional qualifications, depending on level:

For AD-905-3:

- at least four years of attorney or law clerk experience that includes experience providing expert legal advice and services on investigative, regulatory, administrative, or litigation matters, or
- an LL.M. and at least two years of attorney or law clerk experience that includes experience providing expert legal advice and services on investigative, regulatory, administrative, or litigation matters.

For AD-905-4:

- at least six years of attorney or law clerk experience, including at least three years experience providing expert legal advice and services on investigative, regulatory, administrative, or litigation matters.
- an LL.M. and at least four years of attorney or law clerk experience that includes experience providing expert legal advice and services on investigative, regulatory, administrative, or litigation matters

QUALITY RANKING FACTORS:

1. Ability to draw conclusions about facts based on appropriate investigative effort and legal research to provide sound and comprehensible advice to lawyers and non-lawyers regarding criminal, civil, and/or administrative investigations.
2. Ability to negotiate, lead, supervise, or otherwise persuade and work with others.
3. Ability to communicate orally and in writing, including ability to speak effectively before a variety of audiences.
4. Interest in and knowledge of the principles underlying public policy or scientific research.

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. This office is particularly interested in candidates with an interest or background in science or engineering.

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 E20040038. 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 Myra Loyd, on (703) 292-4363. For technical information, contact Peggy Fisher, Associate Inspector General for Investigations, Office of Inspector General at (703) 292-4889. 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: 7/31/2005

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
(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. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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

7. 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.

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FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER