



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20050041

OPEN: 1-31-05

CLOSE: 2-22-05

THIS IS A PERMANENT POSITION.

POSITION VACANT: Staff Associate for Science Policy, Budget, & Planning, AD-301-3, salary ranges from \$74,782 to \$117,809 per annum or Staff Associate for Science Policy, Budget, & Planning, AD-301-4, salary ranges from \$88,369 to \$137,713 per annum.

PROMOTION POTENTIAL: Staff Associate for Science Policy, Budget, and Planning, AD-301-4.

LOCATION: Directorate for Computer and Information Science and Engineering (CISE), Office of the Assistant Director, 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: 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.

The Directorate for Computer and Information Science and Engineering (CISE) has three goals:

- To enable the U.S. to uphold a position of world leadership in computing, communications, and information science and engineering
- To promote understanding of the principles and uses of advanced computing, communications and information systems in service to society
- To contribute to universal, transparent and affordable participation in an information-based society.

To achieve these, CISE supports investigator initiated research in all areas of computer and information science and engineering, helps develop and maintain cutting-edge national computing and information infrastructure for research and education generally, and contributes to the education and training of the next generation of computer scientists and engineers.

DUTIES AND RESPONSIBILITIES: The CISE Staff Associate for Science Policy, Budget, and Planning is located in the Office of the Assistant Director (OAD) and serves as a principal advisor to the Assistant Director and Deputy Assistant Director for CISE. The incumbent is the Directorate's focal point for budget planning, formulation, and resource allocation to support CISE strategic goals and objectives and for articulating the intent, impact and promise of CISE'S investments in the context of the Directorate's strategic goals and core strategies.

The incumbent of this position will be responsible for the following:

- Serve as a member of the CISE/OAD leadership team, participating in strategic planning for the CISE organization, building broad organizational consensus and effectively communicating policies and plans.
- Serves as the CISE liaison with the Office of the Director and staff Offices such as Budget Finance & Award Management (BFA), the Office of the General Counsel (OGC), and the Office of Legislative and Public Affairs (OLPA) in matters regarding the Directorate's program objectives, policy implications of scientific priorities identified and methodology of approach, and budget-related activities.
- Collaborates closely with the CISE Divisions and BFA to ensure that CISE scientific and budget plans are in alignment. Participates in the Directorate's annual budget development, formulation and execution process. This involves close coordination with the CISE Divisions in the establishment of scientific priorities and initiatives, development of issue papers, budget projections and justifications, and long-range estimates.
- Prepares well-written materials that are consistent with NSF and CISE strategic goals and core strategies and that inform CISE stakeholders, including the Administration, the Congress, the national science and engineering community, and the public, of the intent, impact and promise of CISE programmatic investments.
- Represents CISE in NSF-wide and government-wide committees and deliberations. Works effectively and collaboratively with other members in these groups to advance NSF's or CISE's goals.
- Provides coordination and oversight for development of materials for presentation of new programs and major awards to the Director's Review Board (DRB) and National Science Board (NSB) for review and approval.
- Prepares background papers on science policy issues; identifying trends, analyses, and issues meriting attention; and conducting reviews of relevant publications.
- Provides advice to Assistant Director and Deputy Assistant Director on policy development and strategic planning for CISE.
- Analyses external reports to identify and assess issues of importance to NSF and CISE. Provides advice to the CISE management group on coordination of CISE activities in response to Congressional and Administration priorities. Assesses long and short-term scientific and budgetary impacts of such priorities on CISE programs and activities.
- Performs other duties as assigned by the Deputy Assistant Director and Assistant Director encompassing activities anywhere within the Directorate.

QUALIFICATIONS REQUIRED: **For the AD-3 level:** Applicants must have a Ph.D. or equivalent experience in computer science, computer engineering, communication, information science or computational science, plus four or more years of successful research, research administration, and/or substantial management experience in academe, industry or government. **For the AD-4 level:** Applicants must have Ph.D. or equivalent experience in computer science, computer engineering, communication, information science or computational science, plus six or more years of successful research, research administration, and/or substantial management experience in academe, industry, or government .

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 is required.

QUALITY RANKING FACTORS: Final ranking is based upon job-related experience, training, education, awards, performance appraisals or letters of recommendation, and the following knowledge, skills, and abilities:

- Advanced analytical capabilities to synthesize multiple levels of information and develop original policy, procedures, and recommendations from that information.
- Ability to prepare clear and concise analytical reports, formatted for decision makers.
- Knowledge of and skill in computer-based technologies for the management of information.
- Ability to anticipate, design, plan, coordinate, and manage complex policy related tasks to achieve organizational objectives.
- Ability to communicate effectively verbally and in writing, to effectively present and advocate priorities, policies and plans to peer groups and high-level decision-making and policy groups within and outside the agency.

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 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 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). * 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 E20050041. 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 information of a technical nature, please contact Dr. Crawford on (703) 292-8900. Hearing impaired individuals may call TDD (703) 292-8044.

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

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER