

REE

Human Resources Operations Handbook

Senior Scientific Research Service

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(Part I: Human Resources Processing)

<To be added later.>

(Part II: Sample Vacancy Announcement)

RESEARCH, EDUCATION, AND ECONOMICS

**AGRICULTURAL RESEARCH SERVICE
ECONOMIC RESEARCH SERVICE**

VACANCY ANNOUNCEMENT

Announcement Number: REE-SSRS-05-01

Senior Scientific Research Service

Position/Title/Series/Grade:

Chief Scientist, Carnivorous Worms Project Office
RS-0401-00 (Permanent/Full time)

Location of Position: USDA, ARS, Henry A.
Wallace Beltsville Agricultural Research Center
Beltsville, MD

Who Can Apply: ALL QUALIFIED PERSONS

Opening Date: 09/01/2005

Closing Date: 11/01/2005

For additional information regarding
Employment opportunities, please visit
<http://www.afm.ars.usda.gov/divisions/hrd/homepage/apply.htm>.

Human Resources Specialist

Ms. Jill Smith
(301) 504-1408

**DC Relay Service:
202-855-1234 (TDD)**

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
REE Policy Branch
ATTN: Ms. Jill Smith
5601 Sunnyside Avenue
Beltsville, MD 20705-5106

Fax: 301-504-1587

E-mail: scirecruit@ars.usda.gov

Applications must be received, e-mailed, or faxed by the closing date of the announcement. Applications sent in Government envelopes will not be considered.

About the organization: The Carnivorous Worms Project Office has been established to study and mitigate the spread of carnivorous worms throughout the U.S. agricultural system. The Office will collaborate closely with other research organizations within the Agricultural Research Service, the Department of Agriculture, other Federal agencies, and research organizations organic to state governments and elements in the private sector.

Major Duties:

- Plans, develops, and directs research involving emergent strains of carnivorous worms;
- Interprets, synthesizes, and communicates significant research findings which impact national policy, the needs of agriculture, industry, and the public safety; and provides counsel to the ARS Program Staff, the ARS Administrator, the Secretary of Agriculture, and the heads of other Federal agencies;
- Leads, directs, and conducts research to 1) track the origin, development, and spread of new species of carnivorous worms; 2) develop new technologies to stem the spread of, and eradicate, these species; 3) consult with scientists in other countries to promote international efforts to study and control the negative aspects of these species.

Qualification Requirements:

-Must meet the basic qualification requirements for GS-15 of the Federal service General Schedule, in the field of helminthology;

-Have been conferred a doctoral level degree in the field of helminthology;

-Be actively engaged in outstanding, peer-reviewed research or evaluation and translation of research in the field of helminthology;

-National or international recognition within the scientific community as an authority in the agricultural aspects of helminthology as demonstrated by invited manuscripts, presentations, and consultations; receipt of honors and awards; or the number and quality of original contributions to the literature;

-Knowledge of and experience working on large and highly complex studies that are based on current theory, science, and state-of-the-art practice;

-Experience that indicates the ability to collaborate effectively with high-level governmental officials, the scientific and academic communities, national or international scientific organizations, diverse community and non-governmental groups, and the public at large.

In addition to the above, candidates who are interviewed for the position should expect to address the following characteristics:

1. Ability to lead and accomplish work through others (i.e., team building, conflict management, cultural awareness, strategic thinking, decisiveness, technology management, and political savvy.
2. Ability to communicate with individuals or groups from diverse backgrounds in a variety of situations.

Evaluation Methods:

Applicants must meet the qualification requirements as outlined above to be eligible for further consideration, and must provide detailed evidence of the experience, knowledge, skill, ability, and other personal characteristic requirements and show how and when they were used. This evidence must include clear, concise examples that show level of accomplishments and degree of responsibility. Qualification determinations will be based on the information supplied by the applicant.

Required Forms:

Applicants may submit Curriculum Vitae or resume. In addition, applications must include the following:

- announcement number and title of the job for which applying;
- full name, mailing address with zip code, and day and evening telephone numbers (including area codes);
- job title for each position held, duties and accomplishments; employer's name and address, supervisor's name and telephone number; starting and ending dates; and annual salary;
- proof of doctoral level degree in the applicable field, by the granting institution;
- SSRS Professional Recognition Documentation form (may be obtained at the address and telephone number listed below).

Applications from candidates being considered for inclusion in the Senior Scientific Research Service (SSRS) will be reviewed and evaluated by a panel of senior scientists and scientific managers. Finalists will be asked to provide names of references for evaluation of contributions.

How to Apply:

Submit all forms and attachments, described above, to:

USDA, Agricultural Research Service
Human Resources Division
REE Policy Branch (ATTN: J. Smith)
5601 Sunnyside Avenue
Beltsville, MD 20705-5106

FAX applications to 301-504-1587

Veterans Preference:

Applicants who served on active duty in the United States military and were separated under honorable conditions may be eligible for veterans' preference. To claim such preference, attach a DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. For further details, call the U.S. Office of Personnel Management (OPM) at 912-757-3000. Select "Federal Employment topics", then "Veterans," or visit OPM's VetGuide website at www.opm.gov/employ/html/vetguide.htm.

EEO Statement:

USDA prohibits discrimination in all of its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice or TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). **USDA is an equal opportunity provider and employer.**

Contact:

For a copy of this vacancy announcement, application forms, or further information, call Ms. Jill Smith at (301) 504-1408.

(Part III)

Senior Scientific Research Service Professional Recognition Documentation Form

Name of Applicant: _____ Date: _____

Criterion 1: List honors and awards received from major national or international organizations for accomplishments.

Criterion 2: List recent instances in which you have been sought as an advisor and consultant on scientific and technological programs or problems well beyond your field.

Criterion 3: List evidence of your having served as a recruiting attraction for recent graduates or visiting researchers.

Criterion 4: Describe how your recent research accomplishments have had an impact on domestic or international programs, policy, practices, or funding in the public or private sectors.

(Part IV)

**REE GUIDE FOR ASSESSMENT OF CANDIDATES
FOR THE
USDA SENIOR SCIENTIFIC RESEARCH SERVICE (SSRS)**

April 2003

Guide for Assessment of Candidates for the USDA Senior Scientific Research Service (SSRS)

This guide is a statement of approach and criteria for use in assessing candidates for SSRS.

Objectives

This guide has the following objectives;

- C Provide guidance in the systematic assessment of SSRS candidates.
- C Ensure the qualification, achievements, and professional stature of the candidates is fully considered.
- C Facilitate qualifications determinations and candidate selection.

Factors for SSRS positions

FACTOR 1: Qualifications, achievements, and professional stature of the candidate

This factor is concerned with the knowledge, abilities, personal qualities, professional stature, continuing growth, contributions, active engagement in research, creative achievements, productivity, and attainments of the candidate.

The candidate must have conducted outstanding research in the field of agriculture or forestry and have earned a doctoral level degree at an institution of higher education.

The candidate must demonstrate outstanding achievement that has shaped and impacted the course of the area of research. The complexity and precedent-setting evaluation of issues must be apparent as well as the impact on the scientific community.

Examples of this level of attainment include:

- C Accomplishments and attainments in the field or fields of endeavor include theories or concepts evolved, techniques and methods developed, inventions, patents and developments accomplished, technical criteria developed, projects conceived and/or executed. The general impact or influence of the work is defined as outstanding and impacts the state of the art.
- C Publications in professional journals and books, considering the quality, recency, and impact of these as evidenced by reviews, citations, and further developments in the field. This further includes a steady and current record of highly cited publications in peer-reviewed journals of high stature. (Undue weight should not be accorded to mere number of publications.)
- C Recognition and general reputation in professional, academic, and government communities as a leader and authority, including the extent sought as a consultant and advisor by peers; the reliance placed on the candidate's advice and recommendations; and major awards and honors received from national, or international organizations or institutions. (This further includes invitations to

Speak or to chair major international meetings and symposia; membership on scientific/professional committees with international impact; editorship of peer-reviewed journals of high stature; and/or elected membership in professional societies of high stature.

- C The candidate is a nationally or internationally recognized authority and leader in a broad or narrow but intensely specialized field of widespread interest. The candidate will typically have authored fundamental papers which are widely used and cited and will have received one or more major honors and/or awards from major national/international organizations for accomplishments and contributions. The candidate serves as advisor and consultant on highly complex problems, which will extend beyond the area of specialty. The reputation of the candidate serves as a recruiting attraction.
- C Reputation as a scientific leader is such that the candidate serves as a recruiting attraction for promising recent graduates.
- C The candidate has created a new level of capability in an area of science and technology through mastery of the field and personal creative contributions such that, in the judgment of knowledgeable scientific authorities, the accomplishments warrant recognition as noted above.

FACTOR 2: Work Situation

This factor is concerned with the nature and effect of studies undertaken, consultative and advisory services, and participation in program planning, coordination and evaluation. Incorporated are the scope and importance of programs affected by the candidate's recommendations and advice, and the role and significance of the candidate's contributions.

Examples of this level would include:

- C Responsibility for formulating and guiding a broad-scale attack on problems in frontier areas which are of critical importance to major national issues, or are subject to widespread public and Congressional concern and scrutiny.
- C Responsibility for attacking problems of such novelty, importance and extraordinary difficulty that (1) there have been numerous attempts to explore area and gain fundamental understanding of the processes and phenomena; (2) new hypotheses, concepts and techniques must be developed for attack, analysis, and interpretation; and (3) the successful performance of the work will lead to new theory, major modification of current theory, or a new level of scientific or technological capability.
- C Extensive use as a consultant by the professional community and other entities for critical evaluation and advice on proposed new projects, new approaches, and complex problems on a broad or intensely specialized area of investigation at the frontiers of science and technology.

Overall Assessment

Candidates must fully meet the criteria in Factor 1 **and** Factor 2 to be eligible for appointment in the SSRS.

(Part V)

Disciplinary/Removal Procedures for SSRS

<To be added at a later date.>