



**UNITED STATES PATENT AND TRADEMARK OFFICE**

WASHINGTON, DC 20231  
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FORM CD-260  
REV. 6-86  
DAO 202-335

**MERIT PROGRAM**

Announcement Number: **PTO-04-128**  
Issue Date: **9/27/04**  
Closing Date: **11/05/04**

**VACANCY ANNOUNCEMENT**

**TITLE, SERIES, AND GRADE**

Human Capital Officer/  
Director, Office of Human Resources  
GS-0201-15  
Position is at the full performance level  
One position  
Competitive Service  
Non Bargaining Unit

**VACANCY LOCATION**

U.S. Patent and Trademark Office  
Office of the Chief Financial Officer and  
Chief Administrative Officer  
Office of Human Resources  
Arlington, VA

**AREA OF CONSIDERATION**

PTO Employees with Status  
Current Federal Employees with Status  
Non-Status Applicants  
Reinstatement Eligibles  
DOC Surplus, Displaced Employees in  
local commuting area

**THIS VACANCY IS AMENDED TO EXTEND THE CLOSING DATE TO 11/05/04  
AND TO AMEND EVALUATION FACTOR #1 AS FOLLOWS:**

Comprehensive knowledge of the laws, regulations, policies, and concepts pertaining to human capital management; expert knowledge of personnel operations, including automated personnel systems, in order to evaluate programs, devise strategies, and develop comprehensive and viable plans.



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#### DUTIES:

The United States Patent and Trademark Office (USPTO), a cutting-edge organization dealing with intellectual property issues around the world, is seeking a high performing professional to lead its Office of Human Resources. The USPTO is a fully user fee-funded organization with an annual budget over \$1.3 billion and an overall staff of 6,700 comprised largely of engineers, scientists, and attorneys. The USPTO operates as a performance-based organization, plans to recruit and hire more than 900 employees next year, is quickly transitioning to electronic end-to-end processing of both patent and trademark applications, and by early next year will be fully located at its new state-of-the-art headquarters in Alexandria.

The position serves as the Director, Office of Human Resources (OHR). Duties include managing, through subordinate supervisors and staff, a comprehensive human resources management program, including recruitment and staffing; position classification; compensation and employee benefits; policy development; employee relations; labor relations; and enterprise training. The incumbent is responsible for planning, organizing, and overseeing the activities of the Office of Human Resources; developing goals and objectives that integrate organizational objectives with human resources objectives; and setting and adjusting long- and short-term priorities, including taking the agency lead in developing Human Capital Management policies to implement the USPTO's 21st Century Strategic Plan. The Director also is responsible for managing the OHR budget; overseeing the implementation of automated personnel systems; ensuring accountability and achievement of target goals; and developing methods to measure the achievement of human capital objectives.

The OHR's vision is to deliver world-class, innovative, and results-orientated service. OHR's mission is to design and implement HR strategies to achieve USPTO's business objectives, in consultation with our partners and customers, and to facilitate innovate approaches using integrated systems and technology to sustain a high performing workforce.

#### SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of specialized experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. **Specialized experience** involves serving as a consultant on the most effective alignment of HR systems to support strategic goals and objectives and produce the results that accomplish the agency mission. It involves applying merit system principles to attract, develop, manage, and retain a high quality and diverse workforce. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

**EVALUATION OF QUALIFIED CANDIDATES:** Applicants will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Comprehensive knowledge of the laws, regulations, policies, and concepts pertaining to human capital management; expert knowledge of personnel operations, including automated personnel systems, in order to evaluate programs, devise strategies, and develop comprehensive and viable plans.

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2. Knowledge of management principles, methods, and practices in order to manage a budget; to plan and manage the work of subordinates, to lead others toward goals (including coaching, mentoring, and challenging staff); and to advise and work with agency executives and managers to resolve complex human capital issues.
3. Ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups internally and externally.
4. Ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

**SELECTIVE FACTOR: Candidate must possess the following for consideration:**

In-depth knowledge of two or more of the following areas of human resources management: staffing and recruitment; position management; compensation; benefits; training; employee relations; or labor relations and experience managing a business unit of 20 or more individuals.

**How To Apply - SUBMIT THE FOLLOWING:**

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 **OR** resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Status candidates who want to be considered under both merit promotion and competitive procedures must submit two complete applications. If only one is received, it will be considered under the merit promotion announcement.
4. Statement of qualifications relating to the Selective Factor **AND** each of the Ranking Factors.

**FOR SPECIFIC INFORMATION CALL:** Linda Majca (703) 305-4790 or Ronald Taylor (703) 305-4324  
TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

**MAILING ADDRESS:**

US Patent and Trademark Office  
Office of Human Resources  
Mail Stop 171  
Post Office Box 1450  
Alexandria, VA 22313-1450

**WHERE TO APPLY IN PERSON:**

US Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive, (CPK-1), Suite 707  
Arlington, VA



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### VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

#### I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

#### II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

#### III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.

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14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.

**The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.**