

FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROGRAM

Announcement Number: **PTO-04-146**  
Issue Date: **10/12/04**  
Closing Date: **10/26/04**

# VACANCY ANNOUNCEMENT

**TITLE, SERIES, AND GRADE**

Information Technology Specialist  
(Application Software)  
GS-2210-13  
Position is at the full performance level  
Two positions  
Competitive Service  
NTEU 243 bargaining unit position  
Salary range: \$72,108 to \$93,742

**VACANCY LOCATION**

U.S. Patent and Trademark Office  
Office of the Chief Information Officer  
Executive for System Development and  
Maintenance Services  
Patent Reengineering Systems Division  
Arlington, Virginia

**AREA OF CONSIDERATION**

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

**DUTIES:**

The incumbent serves as a system development manager and technical leader within system development teams that provide development, enhancement, and maintenance of the U.S. Patent and Trademark Office automated processing systems. Specifically, the incumbent provides leadership in the selection and proper application of emerging computer technologies; develops system planning documents and schedules that satisfy USPTO established objectives and standards; conducts technical evaluation studies to support analysis of specific issues relating to the application of information technology; elicits and documents software/hardware requirements from supported users and system engineers; analyzes user requirements to determine the technical infrastructure (hardware, operating system software, commercial-off-the-shelf software, networking, etc.) needed to meet those requirements; develops requirements statements for acquisition and participates in acquisition where appropriate; oversees the performance of technical reviews, quality assurance, and testing of application software and the development of data models and data dictionaries to support assigned automated information system projects; performs software design using information engineering methodology techniques; develops statements of work for contractor task orders; provides post-implementation enhancement and maintenance support for major components of automated information systems; and provides representation at inter-group coordination meetings.

**SUMMARY OF QUALIFICATION REQUIREMENTS:**

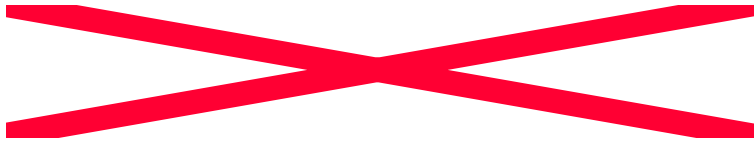
Applicants must possess at least one year of experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Examples of specialized experience include substantive, direct, and progressively responsible assignments involving database administration and management that demonstrate an application of in-depth computer theory, an understanding of computer architecture, data structures, programming, computer hardware capabilities, hardware-software interface, and computer system and system software organization. Status applicants/applicants who have held a General Schedule (GS) position within the last 52 weeks MUST meet the 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:**

Candidates will be evaluated 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. Knowledge of all aspects of system development, including system development or workflow management tools, application programming, testing, and requirements management.
2. Skill in computer systems analysis, computer systems architecture, operating systems, computer networking, application design techniques, and database design.

**NOTICE TO ALL APPLICANTS:** US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



3. Skill in implementing client-server applications, multi-tier applications, web-based applications, document or image retrieval systems, Structured Query Language (SQL) compliant database management systems, and graphical user interfaces (GUI).
4. Knowledge of a wide range of management principles and techniques including project management, planning, and review.

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

Candidate must possess system development experience, either as a technical lead or programmer, working with large client-server, multi-tier or web-based application systems that process and track the status of applications for approval, certification, or any other measure of status. Experience must include system development, enhancement, and all other aspects of the system life cycle. Applicants must describe the types of system(s), technologies employed, and the level of self-participation.

**HOW TO APPLY - SUBMIT THE FOLLOWING:**

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume. The OF-612 can be accessed from the following website: <http://www.opm.gov/forms/html/of.asp>.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.
5. Status candidates who want to be considered under both merit promotion and competitive procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion announcement.

Applications submitted by mail with a postmark that is 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) workdays after the closing date.

**FOR SPECIFIC INFORMATION CALL: B. Andrew Kefauver (703) 305-4218 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  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450**

**WHERE TO APPLY IN PERSON:**

**US Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive CPK1 - 707  
Arlington, VA**

## 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

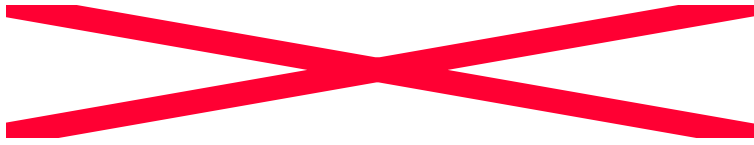
- a. Job-related training courses (title and year)
- b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
- c. Typing and/or stenography speed
- d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
- 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.
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.**