



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
Agricultural Research Service
VACANCY ANNOUNCEMENT

Announcement Type: **ALTERNATIVE MERIT PROMOTION** This position is being filled in accordance with the Alternative Merit Promotion system. All merit promotion principles remain in effect.

Position Title: Human Resources Specialist

Series/Grade: GS-201-11/12

Promotion Potential: GS-12

Salary: GS-11 - \$50,593 - \$65,769
GS-12 - \$60,638- \$78,826

Type of Appointment: Permanent (Full-Time)

Location of Position: Administrative and Financial Management, Human Resources Division, Metropolitan Services Branch, Washington, DC

Announcement Number: ARS-A4E-0263

Opening Date: May 24 , 2004

Closing Date: **Open Until Filled (First Cut-Off Date will be June7, 2004 with subsequent cutoff dates every two weeks)**

Area of Consideration: Government-Wide (Local Commuting Area)

APPLICATIONS WILL ALSO BE ACCEPTED FROM USDA SURPLUS AND FEDERAL DISPLACED EMPLOYEES IN THE COMMUTING AREA.

DUTIES: At the full performance level the incumbent:

- Provides comprehensive human resources services to management and employees. Maintains open and continuous communication with customers, providing advice and guidance to supervisors and managers.
- Provides resource advice and technical interpretation on staffing, classification, and personnel regulations, rules, practices and programs to employees and the general public.
- Exercises delegated classification, position management, staffing and pay administration services.
- Works with managers and supervisors to determine long and short-range staffing needs and necessary recruitment efforts and incentives.
- Participates in peer panels as a Human Resource representative.
- Coordinates the implementation of special employment and public policy programs.

Occasional travel will be required

QUALIFICATIONS:

GS-11: 1 year of specialized experience equivalent to at least the GS-09 grade level OR 3 years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

GS-12: 1 year of specialized experience equivalent to at least the next lower grade level.

In addition to your application or resume, A SPECIFIC RESPONSE DESCRIBING HOW YOU GAINED YOUR KNOWLEDGE for each question LISTED UNDER SPECIALIZED EXPERIENCE, SHOULD BE ADDRESSED ON A SEPARATE SHEET OF PAPER TO ENSURE ADEQUATE CONSIDERATION IN THE EVALUATION PROCESS.

SPECIALIZED EXPERIENCE is experience which has equipped the applicant with the following Knowledge, Skills, and Abilities. YOUR EDUCATION AND EXPERIENCE WILL BE EVALUATED AGAINST THE KNOWLEDGE, SKILLS AND ABILITIES (KSAs) AS OUTLINED UNDER SPECIALIZED EXPERIENCE.

1. Knowledge of the principles, laws and regulations of position management and classification.
2. Knowledge of the principles, laws and regulations of recruitment and staffing.
3. Knowledge of the principles, laws and regulations of pay administration.
4. Ability to conduct analyses, as well as develop and recommend solutions to problems.

APPLICATION INFORMATION

HOW TO APPLY: Send a resume, Curriculum vitae, Optional Application for Federal Employment (OF-612), or SF-171, to the Contact address listed below. The following information is required to evaluate applicant qualifications and to determine if applicants meet legal requirements for Federal employment:

- Announcement number, title, and grade(s)
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social security number
- Highest Federal civilian grade held
- Current Federal employees **must** submit their most recent performance appraisal.
- Current Federal employees and reinstatement eligibles **must** submit an SF-50, Notification of Personnel Action, documenting competitive eligibility.
- Highest education level achieved. Specify:
 - Name, city, state, zip code (if known)
 - Date or expected date (month/year) of completion of degree requirements
 - Type of degree received
 - Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- Copy of college transcripts or list of college courses (if required under **QUALIFICATIONS** or if applicable to the position).
- Paid and nonpaid work experience related to the position. For each work experience include:
 - Job title
 - Series/grade (if Federal employment)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and address
 - Starting and ending dates
 - Hours per week
 - Salary
 - Indicate if we may contact current supervisor/employer
- Job-related:
 - Training courses (title and year)
 - Skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.)
 - Certificates/licenses (current)
 - Honors, awards, and special accomplishments

OTHER IMPORTANT INFORMATION:

- **STATUS REQUIRED:** Applicants **must** be current career/career-conditional Federal competitive service employees or former employees with competitive service reinstatement eligibility.

- Applicants will be evaluated based on the quality and extent of their experience, education, and accomplishments. This may include factors such as number of credits in directly related subjects, grade point average, relatedness of work experience, and any other evidence of ability to do the work of the position. For current and former Federal employees, the performance evaluation may also be taken into consideration. Please be sure that your application or resume contains all of the information we need to determine if you are well qualified.

- **Relocation Expenses:** Payment of relocation expenses will be determined in accordance with P&P 412.5 Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, which may be found at <http://www.afm.ars.usda.gov/hrd/jobs/index.htm> and click on, "Policy on Payment of Relocation Expenses" under General Information.

- **USDA surplus/Federal displaced employees must** submit documentary evidence of eligibility. Well qualified surplus and

displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the knowledge, skills, and abilities or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants **must** submit the following:

- a copy of their RIF Separation Notice (for displaced employees) OR Certification of Expected Separation or other documentation identifying you as surplus;
- evidence of full performance level of current position;
- a copy of their most recent performance appraisal; and
- a copy of their most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

- If applications do not contain all of the requested information, applicants may lose consideration for the job.

- If applicants make a false statement in any part of their application, they may not be hired; may be fired after they begin work; or may be fined or jailed.

- Financial Disclosure. Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. The incumbent of this position:

will be required to submit a financial disclosure report within 30 days of their effective date of appointment and annually thereafter.

may be required to submit a financial disclosure report.

- Applicants will not be notified of the status of their application until a final selection has been made.

- Applications submitted via Government envelopes, will not be accepted.

- APPLICATIONS MUST BE

POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

SPECIAL HIRING AUTHORITIES: If you meet the basic eligibility requirements and you are eligible for a noncompetitive appointment (a list of who may be eligible for noncompetitive appointments can be found at www.usajobs.opm.gov/a1.htm, please indicate the type of special appointment you are seeking on your application and follow all other instructions in this announcement. If you do not indicate the type of special appointment you are seeking, you will be considered under competitive procedures. If you wish to be considered under both noncompetitive and competitive procedures, please submit two (2) complete applications.

EEO STATEMENT: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative 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.**

ACCOMMODATION: This agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process or have questions/concerns regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact, ARS, Civil Rights Staff, 202-690-0372 or DC Relay Service: 202-855-1234 (TDD). The decision on granting reasonable accommodation will be on a case-by-case basis.

CONTACT:

For a copy of this vacancy announcement and/or applications forms, call 301-504-1482.

For specific questions regarding this vacancy only, call: Lia Simmons, 301-504-1335

Submit applications to:

USDA, Agricultural Research Service
Human Resources Division
ATTN: Lia Simmons, Mail Stop 5104
5601 Sunnyside Avenue
Beltsville, MD 20705-5104

FAX applications to: 301-504-1535

E-MAIL applications to: scirecruit@ars.usda.gov **(If submitting applications via E-mail, be sure to mail or fax other required documentation such as college transcripts, SF-50, most recent performance appraisal, and/or DD-214/SF-15 separately and include the vacancy announcement number of the position.)**

For employment information and current job opportunities:

INTERNET ADDRESS: www.ars.usda.gov
DIAL-A-VACANCY: 301-504-1482
DC RELAY SERVICE: 202-855-1234 (TDD)