VACANCY ANNOUNCEMENT
FEDERAL MARITIME COMMISSION

Announcement No.: 2007-03
Issue Date: 06/11/07
Closing Date: 07/20/07*
Area of Consideration: All Sources**

*AMENDMENT: THIS AMENDS V.A. 2007-03 TO EXTEND THE CLOSING DATE TO 07/20/07.

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POSITION: Industry Analyst, GS-301-09/11
[More than one position may be filled.]

ORGANIZATION LOCATION: Bureau of Certification and Licensing

PROMOTION POTENTIAL: GS-12

GEOGRAPHIC LOCATION: 800 North Capitol Street, NW
Washington, DC 20573-0001

SALARY RANGE: GS-09: $46,041 - $59,852 Per Annum
GS-11: $55,706 - $72,421 Per Annum
[Locality Pay Area of Washington, DC]

****CONSIDERATION WILL BE GIVEN TO STATUS CANDIDATES (RESIDING IN THE LOCAL COMMUTING AREA), NON-STATUS CANDIDATES AND TO INDIVIDUALS ELIGIBLE FOR NONCOMPETITIVE APPOINTMENT, E.G., INDIVIDUALS WITH DISABILITIES ELIGIBLE FOR APPOINTMENT UNDER SCHEDULE A, CERTAIN VETERANS OF THE VIETNAM ERA AND VETERANS OF THE POST-VIETNAM ERA WHO ARE QUALIFIED FOR EMPLOYMENT UNDER THE VETERANS READJUSTMENT APPOINTMENT AUTHORITY, AND DISABLED VETERANS RATED AT 30% OR MORE. VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF SUBSTANTIALLY CONTINUOUS ACTIVE SERVICE MAY ALSO APPLY (VETERANS EMPLOYMENT OPPORTUNITIES ACT).**

APPLICANTS WILL BE EVALUATED ON THE BASIS OF EXPERIENCE AND THE QUALITY RANKING FACTORS DESCRIBED BELOW. THEREFORE, IT IS CRITICAL THAT ALL INFORMATION CONCERNING EXPERIENCE PERTINENT TO THESE FACTORS BE ADDRESSED IN THE APPLICATIONS SUBMITTED FOR CONSIDERATION FOR THIS VACANCY. APPLICANT MUST SHOW CLEARLY THE EXTENT TO WHICH HE/SHE POSSESSES THE KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.

DUTIES AND RESPONSIBILITIES: Investigates licensing applicants. Conducts or participates in the review and analysis of regulatory issues, data and other documents associated with Commission filings, and/or other regulatory documents. Ensures consistency with pertinent regulatory principles and Commission policies. Provides recommendations for use by higher-level analysts. Assists in preparing studies, summaries, or surveys for use by senior staff as an aid

in decision-making, for use in memoranda and orders, and as exhibits in formal proceedings. Prepares notices, orders, and memoranda to the Commission that relate to regulatory data contained in Commission filings within his/her delegated authority. Prepares portions or parts of testimony or exhibits on complex cases as required. Participates in technical conferences or other meetings as directed. Contacts various segments of the international ocean shipping industry, when necessary, to explain elementary regulatory policies. Performs work individually or as a team member and is assigned multiple projects concurrently (in a different capacity on each) as the needs of the organization dictate.

DUTY STATION: Washington, DC

QUALIFICATION REQUIREMENTS: All applicants are required to meet the qualification requirements listed in the OPM Operating Manual for Qualification Standards for General Schedule Positions (which is available for review in any Federal Personnel Office or online at www.opm.gov). Those requirements are summarized below:

GS-9: Applicants must possess 52 weeks of specialized experience equivalent to the GS-7 level **OR** have successfully completed all requirements for a master's or equivalent degree **OR** two full academic years of graduate education in fields related to the work of the position.

GS-11: Applicants must possess 52 weeks of specialized experience equivalent to the GS-9 level **OR** have successfully completed three full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position, e.g., experience in research and analysis of data related to complex matters associated with regulatory issues. Applicants who lack specialized experience may substitute successfully completed education as described above. Major study in business or public administration, economics, statistics, business or international law, transportation, logistics, industrial management or other fields related to the work of the position are acceptable.

MANDATORY SELECTIVE FACTOR: THIS SELECTIVE FACTOR IS ESSENTIAL FOR SATISFACTORY PERFORMANCE ON THE JOB AND REPRESENTS A MINIMUM REQUIREMENT IN ADDITION TO THE QUALIFICATION REQUIREMENTS ABOVE. All applicants must evidence possession of the following in order to be rated eligible by reason of their education or work experience.

In-depth knowledge of, or demonstrated experience in, the functions and activities of the Federally-regulated ocean common carrier industry (e.g., knowledge of statutory provisions of the Shipping Act of 1984, Ocean Shipping Reform Act of 1998 and related U.S. shipping laws;

maritime and intermodal transportation operations, practices and processes relating to containerized ocean common carriage; import/export procedures and documentation used by the ocean common carrier industry engaged in foreign commerce; and familiarity with the foreign and domestic entities participating in such ocean transportation activities) and demonstrated ability to develop sound analyses.

QUALITY RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, work experience, or related training, awards and performance appraisals indicate they possess or have the potential to acquire the following knowledge, skills, and abilities.

THESE QUALITY RANKING FACTORS SHOULD BE ADDRESSED IN ORDER TO BE GIVEN APPROPRIATE CONSIDERATION UNDER THIS ANNOUNCEMENT.

1. Ability to research, compile and analyze complex data related to regulatory issues and problems and to present the results in writing.

2. Demonstrated skill in using a personal computer and a variety of related software applications in the preparation of a broad range of assignments and work products.

3. Demonstrated ability to effectively communicate orally.

HOW TO APPLY: All applicants should furnish the following (FAILURE TO SUBMIT ALL REQUIRED FORMS OR INFORMATION MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION):

1. A current, **complete** application, e.g., an Optional Form 612 (Optional Application for Federal Employment), a resume, or any other application in written format **(required)**.

The following information **must** be contained in your application:

a. announcement number, title, and grade(s) - please indicate lowest grade acceptable
b. full name, mailing address, day and evening phone numbers
c. social security number
d. country of citizenship
e. Forms DD-214 and/or SF-15 as appropriate (proof of veterans' preference)
f. highest Federal civilian grade held (give job series and dates held)
g. education level:
   (1) High school (name, city, state, and date of diploma or GED)
   (2) Colleges or Universities (name, city, state, major field of study, and type and year of any degree received - if no degree(s), show total credits earned and indicate whether semester or quarter hours)
h. work experience (give the job title, duties, employer's name and address, supervisor's

name and phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor)

i. job-related training courses (title and year)

j. job-related skills (e.g., other language skills, computer software/hardware skills)

k. job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, public speaking, etc.);

2. A copy of the most recent performance appraisal and performance plan (elements and standards for achievement) if not indicated clearly on the annual performance appraisal (**required of current Federal employees**);

3. A copy of the last or latest SF-50. "Notification of Personnel Action." (**required of all current Federal employees and of candidates applying on the basis of their reinstatement eligibility**);

4. College or university transcript OR handwritten List of College Courses and Certificate of Scholastic Achievement, showing total credits earned and indicating whether semester or quarter hours **(required of all candidates applying for employment based on education acquired)**;

5. Narrative Statement addressing the mandatory selective factor **(required, either on the application or on an attachment);** and

6. Supplemental narrative statement addressing the quality ranking factors **(required, either on the application or on an attachment).**

OTHER INFORMATION:

As a condition of employment, new appointees to the Federal service will be subject to a background investigation.

New appointments to the Federal Government are made at the minimum rate of the grade, e.g., step 1, except in certain rare instances as determined by OPM.

Relocation expenses will not be paid.

All status applicants must meet time-in-grade requirements. Status candidates who wish to be rated under both merit promotion **and** OPM's competitive process **must** submit two complete applications. Please clearly indicate on your application or resume the procedure under which you are applying and include proof of your eligibility for any special appointing authority. If only one application is received, it will be considered under the merit promotion program.

Fluency in the Spanish language is desirable.

Selectees for this vacancy may be required to participate in training courses to improve and/or enhance the level of their knowledge, skill and ability in the above referenced quality ranking factors.

If selected, applicants must complete an OF-306, "Declaration for Federal Employment." Failure to

comply may be grounds for withdrawal of an offer of employment. Selectee will be required to provide documentation that establishes his/her identity and employment eligibility as required by the Immigration Reform and Control Act of 1986 (Public Law 99-103, dated November 6, 1986).
Male selectees born after December 31, 1959 must complete a Pre-Appointment Certification Statement for Selective Service Registration. Failure to comply may be grounds for withdrawal of an offer of employment or termination after employment.

Interagency Career Transition Assistance Plan (ICTAP)/Career Transition Assistance Plan (CTAP) eligibles must be well-qualified for the position in order to receive special selection priority. To be considered well-qualified, candidates must meet all eligibility and qualifications requirements and must meet the fully successful level using the established rating criteria. Documentary evidence, e.g., Reduction-in-Force (RIF) Notice, Certification of Expected Separation, SF-50 documenting separation by RIF, or a letter from OPM or your agency documenting your priority consideration status MUST accompany your application in order to receive special selection priority.

Displaced District of Columbia Government, Department of Corrections employees will be eligible for priority consideration and competitive appointment (Public Law 105-274). Eligible candidates are not restricted by geographic location or grade level in jobs for which they apply. Documentary evidence is the same as above.

Applications must be received or postmarked* no later than the closing date of the announcement and should be sent to the Office of Human Resources, Room 924, Federal Maritime Commission, 800 North Capitol Street, N.W., Washington, D.C. 20573.

1. Applications can be e-mailed to: humanresources@fmc.gov. All e-mailed applications **must** be sent as an attachment in MS Word or WordPerfect format. Applications included in the body of the e-mail or in other formats will **NOT** be considered. Applications submitted electronically should be received in our agency e-mail system by the closing date of the announcement. Additional application materials may be faxed to the agency at the number shown below **by the closing date** of the announcement.

2. Applications can be faxed to the FMC at : **202-523-7842**.

3. Applications can be sent to the FMC via a private delivery service such as UPS, FedEx, etc.

****PLEASE NOTE: If you choose to use the USPS to mail your application, your postmarked application must be received in our Office no later than a week following the closing date in order to be considered. No exceptions will be made to this requirement.**

Applications submitted become the property of the Federal Maritime Commission and will not be returned. For further information regarding this announcement contact Wanda Fisher (202) 523-5773 or by e-mail at wfisher@fmc.gov. NOTE: The filing of job applications is a personal matter, not official government business. Such personal mail is, therefore, subject to payment of postage by the employee. Applications received in official postage-paid or government franked envelopes will not be acknowledged or considered.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable

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accommodation for any part of the application and/or hiring process, please contact the Office of Human Resources on (202) 523-5773. The decision on granting reasonable accommodation will be made on a case-by-case-basis.

ALL ACTIONS WILL BE MADE WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION OR ANY OTHER FACTOR WHICH IS NOT JOB RELATED.

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