

**VACANCY ANNOUNCEMENT  
FEDERAL MARITIME  
COMMISSION**

Announcement No.: 2008-09  
Issue Date: 04/07/08  
Closing Date: 05/05/08  
Area of Consideration: Status Applicants\*  
(Local Commuting Area)

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**POSITION: Program Support Specialist  
GS-0301-09/11**

**ORGANIZATION LOCATION: Office of the Secretary**

**PROMOTION POTENTIAL: GS-12**

**GEOGRAPHIC LOCATION: 800 North Capitol Street, N.W.  
Washington, D.C. 20573-0001**

**SALARY RANGE: GS-09: \$48,108 - \$62,546 Per Annum  
GS-11: \$58,206 - \$75,669 Per Annum  
[Locality Pay Area of Washington, D.C.]**

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**\*CONSIDERATION WILL BE GIVEN TO STATUS CANDIDATES (RESIDING IN THE LOCAL COMMUTING AREA) AND TO INDIVIDUALS ELIGIBLE FOR NONCOMPETITIVE APPOINTMENT, E.G., INDIVIDUALS WITH DISABILITIES ELIGIBLE FOR APPOINTMENT UNDER SCHEDULE A, OR 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 UNDER THE 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. APPLICANTS MUST SHOW CLEARLY THE EXTENT TO WHICH HE/SHE POSSESSES THE KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.**

The Federal Maritime Commission (FMC) is an independent regulatory agency tasked with the regulation of oceanborne transportation in the foreign commerce of the U.S., whose mission is to (1) develop and administer policies and regulations that foster a fair, efficient, and secure maritime transportation system; (2) protect U.S. maritime commerce from unfair foreign trade practices, and market-distorting activities; (3) facilitate compliance with U.S. shipping statutes through oversight and outreach; and (4) assist in resolving disputes. More information about the Commission and its programs can be found at [www.fmc.gov](http://www.fmc.gov).

**DUTIES AND RESPONSIBILITIES:** The incumbent performs, directs, and coordinates a broad range of program functions involving the analysis, evaluation, planning, and coordination of processes and

information which facilitate the effective and efficient management of the Office of the Secretary (OS) and the execution of Office programs and initiatives. Specifically, this position administers the Office's budget operations and develops budget formulations and projections, and tracks and reports progress or anticipated issues to supervisor. Identifies resources required to provide administrative support to the Office. Advises on the benefits of new technology and implements such to improve the efficiency of administrative support, OS business processes, and workforce planning. Reviews and provides detailed comments on management plans and proposals. Manages the Freedom of Information Act responsibility for the office and maintains the database to perform this function. Responsible for the OS project tracking file and advises supervisor of status of OS projects and initiatives. Plans, performs, and/or obtains and directs the full range of office support and related services, e.g., filing, tracking, telephones, equipment, supplies, and purchases for the Office.

The successful candidate will have knowledge of management concepts and practices, including human resources management, the ability to identify administrative problems, and recommend and implement new methods or procedures that apply to analytical techniques to the identification, assessment, and resolution of issues.

**DUTY STATION:** Washington, D.C.

**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](http://www.opm.gov)). Those requirements are summarized below:

**GS-9:** Applicants must possess 52 weeks of specialized experience equivalent to the GS-7 level and for **GS-11:** Applicants must possess 52 weeks of specialized experience equivalent to the GS-9 level. **Specialized experience** is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation.

**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 MUST BE ADDRESSED IN ORDER TO BE GIVEN APPROPRIATE CONSIDERATION UNDER THIS ANNOUNCEMENT.**

1. Ability to communicate orally and to meet with the general public, industry representatives, and management officials at all levels.
2. Skill in writing, proofreading, and editing written products.
3. Ability to independently define, analyze, research, and resolve complex problems.
4. Knowledge of Federal policies, programs, regulations and processes as they relate to budget, travel, and training issues; Federal Register publication procedures; and processing FOIA requests.
5. Skill in using the internet and electronic databases to establish, maintain, and track information and perform research; including the ability to perform all office support

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activities using a wide range of office hardware and software (Word, Excel, Access, Project, PowerPoint, etc.)

**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. Supplemental narrative statement addressing the quality ranking factors (**required**).

**OTHER INFORMATION:**

**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, Attn: Wanda Fisher, Human Resources Specialist. Also, the following methods of receipt apply:**

1. Applications can be e-mailed to: [humanresources@fmc.gov](mailto:humanresources@fmc.gov). All e-mailed applications **must** be

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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 or private delivery service to mail your application, it must be received in our office no later than one 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 on (202) 523-5773 or by e-mail at [humanresources@fmc.gov](mailto:humanresources@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.

#### **ADDITIONAL 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.**

**All status applicants must meet time-in-grade requirements.**

**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. Selectees 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.**

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**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 stated above.**

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

**The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.**

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