

**VACANCY ANNOUNCEMENT
FEDERAL MARITIME
COMMISSION**

Announcement No.: 2008-12
Issue Date: 07-10-2008
Closing Date: 08-15-2008
Area of Consideration: Status Applicants*
(Local Commuting Area)

POSITION: Equal Employment Manager, GS-260-13/14
(Director, Equal Employment Opportunity)

ORGANIZATION LOCATION: Office of the Chairman
Office of Equal Employment Opportunity

PROMOTION POTENTIAL: GS-14

GEOGRAPHIC LOCATION: 800 North Capitol Street, N.W.
Washington, DC 20573-0001

SALARY RANGE: GS-13: \$82,961 - \$107,854 Per Annum
GS-14: \$98,033 - \$127,442 Per Annum
(Locality Pay Area for Washington, DC)

***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, 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. APPLICANT MUST SHOW CLEARLY THE EXTENT TO WHICH HE/SHE POSSESSES THE KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED BELOW.

DUTIES AND RESPONSIBILITIES: The position is that of Director, Equal Employment Opportunity (EEO). The incumbent provides leadership to the agency's top management in improving and carrying out its policy of nondiscrimination and continuing affirmative programs, in accordance with EEOC regulations (29 CFR 1614). The incumbent directs the continuing affirmative program and complaint adjudication program with the assistance of part-time counselors and in conjunction with the programs administered by the Director of Human Resources. Directs and provides equal employment opportunity expertise in special emphasis programs, e.g., Upward Mobility, Federal Women's, Hispanic Employment, Disabled Workers, etc. and including actively participating in the assessment and development of employee skills. Arranges for the proper training and provides leadership and administrative supervision to specifically designated EEO staff personnel involved in the planning, counseling, investigative, personnel and legal aspects of equal employment opportunity. Arranges for a formal hearing where

requested by the complainant; makes final decisions when authorized by the Chairman on formal discrimination complaints based on evaluations and information in the complaint file. Prepares, coordinates, and issues the Commission's annual continuing affirmative program plan ensuring that the plan complies with the purpose of EEO. Represents the agency in formal meetings with outside organizations, i.e., OPM, EEOC on any matters dealing with EEO.

DUTY STATION: Washington, D.C.

QUALIFICATION REQUIREMENTS: All applicants are required to meet the qualification requirements listed in the Office of Personnel Management (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-13: All applicants must possess 52 weeks of specialized experience equivalent to the GS-12 level.

GS-14: All applicants must possess 52 weeks of specialized experience equivalent to the GS-13 level.

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.

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. Knowledge of the concepts, principles, regulations, and policies governing Federal equal employment opportunity, including relevant judicial and administrative decisions to advise managers and employees on relevant issues.
2. Knowledge of the Federal personnel system including job evaluation, compensation and staffing, employee rights, and related personnel policies to identify human relations problems and to develop effective solutions.
3. Ability to conduct statistical workforce analyses in order to prepare Federal Equal Opportunity Recruitment Program (FEORP) and Disabled Veterans Affirmative Action Program (DVAAP) and related reports.
4. Skill in overseeing Special Emphasis Programs, including actively participating in the assessment and development of employee skills.
5. Ability to communicate effectively both orally and in writing to develop and present cogent arguments for the acceptance of controversial points of view.

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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: Mary McPherson, Senior Human Resources Specialist. Also, the following methods of receipt apply:

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.

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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 Mary McPherson on (202) 523-5773 or by e-mail at 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.

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.

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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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