

VACANCY ANNOUNCEMENT
**FEDERAL MARITIME
COMMISSION**

Announcement No.: 2009-05
Issue Date: 03/16 /09
Closing Date: 04 /10/09
Area of Consideration: All Sources*

POSITION: Program Specialist
GS-0301-7/9

ORGANIZATION LOCATION: Office of the Secretary

PROMOTION POTENTIAL: GS-11

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

SALARY RANGE: GS-07: \$41,210 – \$53,574 Per Annum
GS-09: \$50,408 - \$65,531 Per Annum
[Locality Pay Area of Washington, D.C.]

*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. 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.

DUTIES AND RESPONSIBILITIES: The incumbent of this position serves as the Office of the Secretary's (OS) primary support for all processes and tasks associated with the Commission's notation and regular meeting activity. Also, the incumbent assists the Secretary in managing the Commission's notation system. Serves as the OS point-of-contact for questions regarding the status of FMC actions. Prepares requisitions, secures, and confirms a court reporter for Commission meetings and prepares briefing books. Coordinates arrangements for the meetings with the Office of Management Services and/or the Office of Information Technology to ensure required Hearing Room and/or audio/visual systems are set-up. Attends Commission meetings as required. Drafts minutes of Commission meetings using transcripts that officially record actions taken by the Commission. Documents special meetings and records recommendations, voting results, and final determinations. Prepares documents to be included in the final minutes' package and forwards packages to the Secretary for review. The incumbent performs analyses of FOIA requests and manages related duties associated with each grade level of this position. Designs, organizes, and maintains a variety of subject-matter and correspondence files and records contained in the OS main file room. Prepares correspondence, memoranda, reports, and email responses and performs other related duties as assigned, to assist OS in completing its responsibilities to the Commission.

DUTY STATION: Washington, D.C.

U.S. CITIZENSHIP REQUIRED.

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-7: Applicants must possess 52 weeks of specialized experience equivalent to the GS-5 level or 1 full year of graduate level education or superior academic achievement, if related to this position.

GS-9: Applicants must possess 52 weeks of specialized experience equivalent to the GS-7 level or a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable. **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 in the organization.

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**

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CONSIDERATION UNDER THIS ANNOUNCEMENT.

1. Ability to communicate orally and to meet with the general public, industry representatives, and management officials; as well as ability to work positively and effectively in a team environment.
2. Skill in writing, proofreading, and editing written products.
3. Ability to independently define, analyze, research, and resolve complex problems.
4. Knowledge and application of Federal policies, regulations and processes as they relate to Government in Sunshine Act meetings; voting notation systems; records retention; Federal Register publications; and FOIA requests.
5. Skill using personal computers, scanners, printers, the internet and a variety of related software applications to perform research, construct and maintain databases, synthesize data, generate graphs and charts, prepare presentations and brochures, and draft correspondence (i.e., experience using 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 THIS POSITION):

1. A current, **complete** application, for example an Optional Form (OF)612, Optional Application for Federal Employment. To gain a copy of an OF 612 visit <http://www.opm.gov/forms/html/of.asp>. Also acceptable is a resume format or any other application in written format (**which is required**).

The following information must be contained in your application package:

- 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**);

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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 showing total credits and degree(s) earned (**unofficial copies may be provided but applicants must be prepared to provide official transcripts, upon request**); and
5. 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. All e-mailed applications **must** be sent as an attachment in MS Word or WordPerfect. 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. **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:

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 by the closing date of this announcement.

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Status candidates who wish to be rated under both merit promotion and OPM's competitive process must submit 2 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.

Relocation expenses will not be paid.

As a condition of employment, new appointees to the Federal service will be subject to a background investigation and must complete a 1-year probationary period.

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.

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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