

Federal Maritime Commission  
Office of the Managing Director

Area Representative, GS-0301-13  
Occupational Assessment Questionnaire

Vacancy Announcement Number: 2014-02

Name: \_\_\_\_\_

**SECTION I. This Section Relates To Minimum Qualifications For The Position.**

Carefully read the following description of experience. Select the one that best describes your qualifications for the GS-0301-13, Area Representative. Make sure your application supports the response that you select. You must address the specific specialized experience required for this position on your application or you will be rated "ineligible." Your application must include the average hours worked per week. Mark only 1 response.

- A. I have at least 52 weeks of specialized experience equivalent in difficulty and complexity to the GS-12 grade level in the Federal service. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position and that is typically in or related to the work of the position to be filled. Examples of this experience are: knowledge and skill in maritime transportation business practices, operations, and procedures, along with import/export procedures in the U.S. international trade. Including, the ability to communicate orally and in writing in order to facilitate ongoing contacts with agency headquarters, the maritime industry, the general public, and other government entities. 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. Combinations of education and experience are not acceptable.
- B. My experience is not reflected in the above statement.

**SECTION II. This Section Relates To The Quality Of Your Experience And The Extent To Which You Possess The Competencies Required For The Position. For Each Task In The Following Group, Choose The Statement From The List Below That Best Describes Your Experience, Education, And/Or Training. Please Select Only One Letter For Each Item.**

- A. I have no education, training, or experience related to performing this task.
- B. I have had education or training in performing the task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

**Competency: Technical Competence**

Competency Definition: Knowledge of Federal statutes and regulations, maritime transportation business practices, operations, and procedures; and import/export procedures in U.S. international trade. Examples from position.

Questions	A	B	C	D	E
Determines application of statutes in investigating activities of ocean common carriers, ocean transportation intermediaries (OTIs), shippers, ports and terminals, and other persons to ensure compliance with statutes and regulations.					
Participates in public shipping and industry forums, and explains the agency's decisions and regulations.					
Interprets agency-administered statutes and provides interested parties in the maritime industry, general public, and state and local entities with information related to shipping policies, procedures, and activities.					
Makes regular visits to major port cities and transportation centers in order to develop and maintain industry contacts and ensure the agency's accessibility to its various constituents.					

Competency Definition: Experience in conducting civil law enforcement investigations related to international trade (excludes safety-related inspections or investigations). Examples from position:

Questions	A	B	C	D	E
Skill in interpreting and applying Federal statutes and regulations in international trade.					
Interviews and acquires sensitive and contested information from regulated industry personnel.					
Prepares well-documented final reports of investigative findings.					

Competency Definition: Experience with ocean common carriers and ocean transportation practices and documentation. Examples from position:

Questions	A	B	C	D	E
Familiarity with basis for applying common carrier rates, charges, rules and practices on containerized shipments, and retrieval of rate data.					
Familiarity with procedures and requirements for licensing OTIs, and general knowledge of OTI activities and practices.					
Knowledge of service contract terms and rules, and requirements for filing of service contracts.					
Knowledge of ocean common carriers and various cooperative working agreements, and space charter arrangements among such carriers.					

**Competency: Information Management**

Competency Definition: Identifies a need for and knows where or how to gather information, organizes and maintains information or information management systems. Examples from position.

Questions	A	B	C	D	E
Obtains facts and explanations pertinent to intelligence, liaison or investigations.					
Interviews and negotiates with industry officials, attorneys and representatives, NVOCCs, conferences, shippers, terminal operators, freight forwarders, customs brokers, and others as appropriate.					
Familiarity with commercial or other Federal government databases related to ocean common carriers, such as ACE, AES, SERVCON, RPI, Datamyne, PIERs and carrier tariffs.					

**Competency: Integrity/Honesty**

Competency Definition: Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy. Examples from position.

Questions	A	B	C	D	E
Serves subpoenas and provides field assistance when formal agency proceedings are initiated.					
Appears as a witness in formal proceedings as required.					
Manages and resolves conflicts and disagreements with the shipping public in a positive and constructive manner.					

**Competency: Oral Communication**

Competency Definition: Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately. Examples from position.

Questions	A	B	C	D	E
Briefs management officials on program activities through meetings and group discussions.					
Represents the office or agency in interagency conferences, task forces, and work groups.					
Prepares and delivers presentations on agency programs and activities to shipping industry participants, representative community organizations, and business groups.					

**Competency: Planning/Evaluating**

Competency Definition: Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes, Examples from position.

Questions	A	B	C	D	E
Participates with supervisor and higher officials in planning and implementing investigative and intelligence programs.					
Works in concert with attorneys and other agency staff in the development of enforcement actions during the course of legal proceedings.					
Accomplishes annual or multi-year work plans and schedules for field investigations work.					

**Competency: Problem Solving**

Competency Definition: Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives and to make recommendations. Examples from position:

Questions	A	B	C	D	E
Makes determinations in situations complicated by ambiguities in governing laws, sensitivity of investigations involving major shipping companies; or intense public or Congressional interest.					
Determines when to collaborate on developing innovative investigative strategies.					
Draws upon professional expertise of agency offices in such areas as finance, licensing, economics and legal issues in developing plans for investigations and preparing conclusions.					

**Competency: Team Building**

Competency Definition: Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals. Examples from position.

Questions	A	B	C	D	E
Coordinates investigative activities with the agency's representatives and the Director.					
Works with contacts from other agency bureaus as needed.					
Establishes productive relationships with maritime industry officials and the public to obtain facts.					

**Competency: Writing**

Competency Definition: Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material that is appropriate for the intended audience. Examples from position.

Questions	A	B	C	D	E
Prepares discussion papers, memoranda, or other documents and briefs management officials on program activities.					
Prepares periodic status reports on investigative activities.					
Prepares detailed final reports of investigative findings, including all supporting documentation.					