

**Federal Maritime Commission
Office of the Secretary
Government Information Specialist, GS-0306-07/09
Occupational Assessment Questionnaire**

Name: _____

Vacancy Announcement Number: 2014-01

SECTION I: This Section Relates to Minimum Qualifications for the Position

Applicants at the GS-7 Level

Carefully read the following descriptions of experience and education. Select the one that best describes your qualifications for the GS-7 Government Information Specialist. Make sure your application supports the response that you select. You must address the specific specialized experience required for each grade level of 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. (The incumbent of this position at this level is assigned duties of a developmental nature leading to the full performance GS-11 level).

- A. I have 52 weeks of specialized experience equivalent in difficulty and complexity to the GS-5 grade level in the Federal service. Specialized experience is experience that is in or directly related to the line of work of the position to be filled, and that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position. 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.
- B. My experience is not reflected in the above statement.
- C. My experience is not reflected in the above statement, but I have 1 full year of graduate level education or superior academic achievement, if related to the position, from an accredited college or university.
- D. My education is not reflected in the above statement.
- E. I have a combination of experience and education as explained below:

Applicants at the GS-9 Level

Carefully read the following descriptions of experience and education. Select the one that best describes your qualifications for the GS-9 Government Information Specialist. Make sure your application supports the response that you select. You must address the specific specialized experience required for each grade level of 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 52 weeks of specialized experience, equivalent to difficulty and complexity to the GS-7 grade level in the Federal service. Specialized experience is experience that is in or directly related to the line of work of the position to be filled, and that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position. 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.
- B. My experience is not reflected in the above statement.
- C. My experience is not reflected in the above statement, but I have a master's or equivalent graduate degree, or 2 full years of progressively higher level graduate education leading to such a degree, or a LL.B. or J.D., if related to the position, from an accredited college or university. (One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained, 18 semester hours can be considered as satisfying the 1 year of full-time study requirement. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work of the position).
- D. My education is not reflected in the above statement.
- E. I have a combination of education and experience as explained below.

All Applicants

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, and skill in applying, the basic concepts, procedures and practices in the field of information disclosure, including the laws, regulations, policies, and guidance relating to access to Federal agency records and information, specifically the Freedom of Information Act and the Privacy Act to: perform thorough research into precedent cases, decisions, and opinions applicable to requests; evaluate with guidance the relevance of and summarize substantive information; assist in recurring case preparation in connection with appeals, and prepare documented findings that information is lawfully released or withheld.

Practical knowledge of library or related information services, tools, methods and procedures to: manage library holdings and circulation; locate and request interlibrary borrowing; and catalog new library materials. Examples from position.

Questions

A B C D E

Processing FOIA requests by assigning program office actions, examining and evaluating information requests, and recommending release or non-release of records.

Researching developments in the field of information disclosure, including regulations, recent court and Department of Justice (DOJ) guidance, and current legislative actions.

Maintains the classification scheme for the agency's library material.

Answers ready reference questions and assists users with the public access catalog and other finding aids.

Competency: Contracting and Procurement

Competency Definition: Knowledge of various types of contracts, techniques, or requirements (for example, Federal acquisitions regulations) for contracting or procurement, and contract negotiation and administration. Examples from position.

Questions

A B C D E

Prepares procurement documents, maintains records, and distributes subscription and library materials to agency staff.

Determines the most appropriate means to procure library materials.

Compiles and audits budget projections against current and past expenditures.

Serves as the Contracting Officer's Representative (COR) for library or agency-wide services managed by the Office such as, Lexis, EOS, and other subscription services.

Competency: Interpersonal Skills

Competency Definition: Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences. Examples from position.

Questions

A B C D E

Maintains contacts with Government agencies which may provide consultative services, guidance, and information, or with whom coordination or consultation is needed.

Serves as liaison to external customers, library vendors, and FOIA requestors to clarify and resolve issues.

Competency: Manages and Organizes Information

Competency Definition: Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods. Examples from position.

Questions

A B C D E

Maintains various program-related databases.

Prepares a variety of periodic reports which include both statistical reporting and narrative responses to questions.

Monitors and handles public inquiries from the agency's general inquiries email box.

Questions**A B C D E**

Uses an integrated library system, e.g., EOS system, to catalog, charges library materials in and out, and posts changes in automated records and files; and shelves library materials assuring that all items are in proper call number sequence.

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**

Discusses a wide range of selected non-sensitive issues with diverse individuals, groups, and organizations.

Explains technical issues in a simplified manner.

Competency: Writing

Competency Definition: Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct 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**

Drafts, reviews, and edits non-technical correspondence, memoranda, and reports.

Develops meaningful responses to recurring and/or conventional inquiries from the public regarding agency programs, statutes and regulations.
