

**Federal Maritime Commission  
Bureau of Trade Analysis  
Office of Agreements**

**Industry Analyst, GS-0301-9  
Occupational Assessment Questionnaire**

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

Vacancy Announcement Number: 2012-04-MP

**SECTION I. THIS SECTION RELATES TO MINIMUM QUALIFICATIONS FOR THE POSITION.**

Carefully read the following descriptions of experience and education. Select the one that best describes your qualifications for the GS-9 Industry Analyst. 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-7 grade level or higher 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 in performing analytical, evaluative, advisory or similar work pertaining to the regulation of the maritime shipping industry (e.g., operations, economics); or ensuring compliance with Federal maritime shipping statutes and regulations; or performing duties in international liner commercial shipping involving ocean common carrier, ocean transportation intermediary, or import/export shipping. NOTE: Certain types of experience may not meet this requirement, i.e., admiralty law, and maritime labor, security, safety, or environmental experience.
- B. 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. Major study in transportation, logistics, or related fields is acceptable. 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.
- C. I do not possess the experience and/or education described above.
- D. I have a combination of experience and education of the types described in A and B above, which when combined equals to 100% of the total specialized experience for this position. Only education in excess of that required for a master’s or equivalent degree may be used when combining education and experience to meet the total qualification requirements. My experience and education is explained below:

**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 am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

**1. Competency: Technical Competence (Knowledge of the maritime shipping industry)**

Competency Definition: Knowledge of maritime shipping industry operations, practices and capabilities; special handling or movement requirements associated with freight or other transportation operations as they relate to delegated FMC authorities and responsibilities.

- Performs analytical, evaluative, advisory, or similar work pertaining to the regulation of the shipping industry with regard to the operations, activities, and economics of maritime industry practices.
- Assures an understanding of, compliance with, or enforcement of Federal shipping statutes and agency regulations and guidelines by reviewing agreement filings; monitoring agreement activities; and conducting required research and/or other investigative, analytical, or advisory work.
- Applies a general knowledge of ocean transportation, economics, statistics, law, business management, and related subject-matter areas to the identification and resolution of complex maritime issues and problems.
- Provides program-related information and advice to the public on maritime issues.

**2. 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 an organization to accomplish goals; and monitors progress and evaluates outcomes.

- Analyzes and evaluates the impact of proposed ocean carrier transportation agreements and monitors carrier activities and competitive practices.
- Analyzes and investigates adverse maritime industry trends and conditions.
- Develops interpretive and investigative analyses of complex and difficult issues that impact office policies and practices.

**3. Competency: Interpersonal Skills**

Competency Definition: Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people of varied backgrounds and situations; is sensitive to individual differences.

- Establishes a rapport with individuals and organizations contacted in order to gain necessary information or achieve desired results.
- Meets with individuals and groups to work toward mutual goals.

**4. 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.

- Clarifies maritime agreement language and obtains further background information and trade data/statistics.
- Provides advice or assistance to the maritime industry.
- Provides oral presentations to senior management on filed agreements or other program-related matters.

**5. Competency: Written Communication**

Competency Definition: Expresses facts and ideas in writing in a clear, convincing and organized manner.

- Prepares written work products which communicates information in a clear, concise and organized manner on maritime issues.
- Assists in preparing testimony for formal hearings, discussion papers, memoranda, and formal rulemakings dealing with agency policy on agreement filings.

**6. Competency: Technology Application**

Competency Definition: Uses computers and computer applications to analyze and communicate information in the appropriate format.

- Uses personal computers and appropriate software, including word-processing and spreadsheets.
- Prepares graphical presentations for internal and external audiences.