

**VACANCY ANNOUNCEMENT
FEDERAL MARITIME
COMMISSION**

Announcement No.: 2010-01
Issue Date: 03/08/10
Closing Date: 03/17/10
Area of Consideration: All Sources*

POSITION: Human Resources Specialist, GS-0201-09

ORGANIZATION LOCATION: Office of the Managing Director
Office of Human Resources

PROMOTION POTENTIAL: GS-12

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

SALARY RANGE: GS-09: \$51,630 - \$67,114 Per Annum
[Locality Pay Area of Washington, D.C.]

***CONSIDERATION WILL BE GIVEN TO STATUS CANDIDATES (IN THE LOCAL COMMUTING AREA), TO NON-STATUS CANDIDATES, AND TO INDIVIDUALS ELIGIBLE UNDER SPECIAL HIRING AUTHORITIES.**

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.

Would you like to join an agency on the forefront of international commerce and transportation, where training, strategic management, work-life balance and pay and benefits are highly valued? Then the Federal Maritime Commission is the place for you. The FMC has been recognized as one of the Best Places to Work in the Federal government. We are proud of this achievement and ask you to join our team of talented and motivated employees.

The FMC is an independent regulatory agency with a mission to foster a fair, efficient and reliable ocean transportation system and to protect the public from unfair and deceptive practices. More information about the FMC and its programs can be found at www.fmc.gov.

DUTIES AND RESPONSIBILITIES: Primary responsibilities include a broad range of human resources program functions, such as processing personnel and payroll actions in the U.S. Department of Agriculture (USDA) National Finance Center's (NFC) integrated payroll/personnel system. Assists with administering employee benefits programs and Enterprise Human Resources Integration initiatives, such as eOPF. Coordinates new employee orientation and manages distribution of employee and contractor temporary identification cards. Serves as a role holder for the USAccess Fed ID Card Program. Assists

the Commission's Training Officer in the review and processing of employee training requests. Provides support on a variety of other HR management operations and activities.

DUTY STATION: Washington, D.C.

U.S. citizenship is 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-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 to the position to be filled.

Equivalent combinations of education and experience are qualifying for the GS-9 level. **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.

MANDATORY SELECTIVE FACTOR: THIS SELECTIVE FACTOR IS ESSENTIAL FOR SATISFACTORY PERFORMANCE ON THE JOB AND REPRESENTS A MINIMUM REQUIREMENT IN ADDITION TO THE QUALIFICATION REQUIREMENTS ABOVE. All applicants must evidence possession of the following in order to be rated eligible:

- **In-depth knowledge of and demonstrated skill in utilizing the USDA NFC's integrated payroll/personnel system and related applications to enter and edit a wide variety of personnel actions and payroll transactions.**

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 and skill in administering Federal benefits regulations, policies, and procedures (for example, life and health insurance, retirement benefits, Thrift Savings Plan, etc.).**
2. **Skill in administering regulations, principles, policies, and procedures related to Federal employee training and development, recruitment and placement, position classification, personnel security, and employee relations programs.**
3. **Demonstrated experience in applying personnel/payroll processing rules, regulations, policies, and procedures.**
4. **Ability to communicate orally and in writing.**

AN EQUAL OPPORTUNITY EMPLOYER

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, for example an Optional Form (OF) 612, Optional Application for Federal Employment. To obtain 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);**
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 statements addressing the Mandatory Selective Factor and Quality Ranking Factors (required, on an attachment).**

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,

AN EQUAL OPPORTUNITY EMPLOYER

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:

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 from all applicants, it will be considered under the merit promotion program.

FMC offers a comprehensive Federal Benefits package which includes: Leave, Alternative Work Schedules, Transit Subsidies, Telework, Health and Life Insurance, Retirement Benefits, Long Term Care, and Flexible Spending Accounts. Visit www.opm.gov to review Federal benefits.

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.

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.

Relocation expenses are not authorized.

All status applicants must meet time-in-grade requirements by the closing date of this announcement.

AN EQUAL OPPORTUNITY EMPLOYER

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.

AN EQUAL OPPORTUNITY EMPLOYER