



United States
Department of
Agriculture

VACANCY ANNOUNCEMENT

Candidates will be considered without discrimination for any non merit reason such as race, color, religion, sex, national origin, age, marital status, physical or mental handicap, or membership or nonmembership in an employee organization.

FARMERS HOME ADMINISTRATION

POSITION TITLE, SERIES & GRADE:
Personnel Management Specialist
GS/GM-201-12/13 (Policy)

ANNOUNCEMENT NO.: 89-98JJ
OPENING DATE: June 26, 1989
CLOSING DATE: July 24, 1989

PROMOTION POTENTIAL: Candidate selected for this position at the GS-12 may be noncompetitively promoted to the GM-13 level. Promotion is not automatic and is conditional on satisfactory completion of any training, demonstrated ability to perform the duties at the next higher grade level, and management certification of the need for the position to be filled at the next higher grade level.

POSITION LOCATION: USDA,
Farmers Home Administration
Deputy Administrator for Management
Ass't. Administrator for Administration
Personnel Division
Personnel Programs & Evaluation Branch
Washington, D.C.

SEND CURRENT SF-171 AND PERFORMANCE APPRAISAL TO: Ms. Foster
USDA, Farmers Home Administration
Personnel Division, Room 6900-S
14th & Independence Ave., S.W.
Washington, D.C. 20250
PHONE: (202) OR (FTS) 382-1158

AREA OF CONSIDERATION: Government-Wide

POSITION: The incumbent serves as a Senior Staff Personnel Management Specialist performing a variety of staff and special project work assignments which impact on agency wide personnel management policies and programs. The primary emphasis of the position is in the area of staffing. The incumbent will be responsible for developing a wide range of policies relating to merit promotion and other staffing procedures. In addition, the incumbent will work closely with the Office of Personnel (OP) and the Office of Personnel Management (OPM) in resolving complex staffing issues and/or problems.

BASIC ELIGIBILITY REQUIREMENTS: Experience which is in or directly related to the line of work as stated above and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience must have been equivalent to the next lower grade level.

EVALUATION CRITERIA:

1. Knowledge of the Federal personnel principles, policies, regulations, and practices and their application to merit promotion and staffing policies and procedures.
2. Skill in gathering, analyzing, organizing, and presenting written data in a manner useful to senior management for decision making purposes.
3. Skill in planning and presenting oral briefings and training to moderately sized groups of employees; e.g., 5 to 45 employees.
4. Ability to communicate in writing.

For supervisory or managerial positions, candidate is subject to a probationary period unless prior supervisory or managerial experience is creditable.

THE USE OF POSTAGE-PAID AGENCY ENVELOPES IN FILING APPLICATIONS IS A VIOLATION OF FEDERAL LAW

AD-411 (5-83)

EVALUATION METHOD: Basic qualifications and eligibility determinations will be made solely on the basis of the applicant's SF-171, "Application for Federal Employment" and attachments in comparison to X-118 Qualification Standards and OPM requirements. Evaluation to determine the Best Qualified candidates will be accomplished by comparing all qualified candidates' experience, education, training, self-development, awards, and supervisory appraisals as they pertain to the job-related knowledges, skills, and abilities (KSA's) listed under the Evaluation Criteria. Best Qualified candidates will be referred to the selecting official.

APPLICATION PROCEDURES: Those desiring consideration must submit a current SF 171 with original signature; a most recent (within 18 months) performance appraisal. A written justification will be required if none has been received in the last 18 months; and, a written response to each KSA identified under Evaluation Criteria. Reinstatement and Non-FmHA applicants must submit a copy of his/her latest SF 50 (Notification of Personnel Action). Submission of all requested documents above is mandatory. Failure to submit any of the above requested documents will eliminate candidate from consideration for the position. In addressing each KSA, please include specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the ranking process. To ensure consideration for this position the required application forms must be received in the Personnel Office no later than close of business on the closing date. Applicants must meet OPM Handbooks X-118 or X-118C requirements, time-in-grade, and time-after-competitive appointment (if applicable) within 30 days after the closing date of the vacancy announcement. Vacancy Announcement number should be shown in Item 1 of the SF-171. Forms submitted will not be returned to applicants. Supervisors and managers must notify eligible employees in their offices, who qualify, of announcements advertised during their temporary absence (e.g., on detail, leave, at training courses, two week active duty for employees in the Military Reserves, or other similar reasons), which have a closing date prior to their return to the office.

SPECIAL EMPLOYMENT PROGRAMS: Handicapped Individuals, Former Peace Corps, Vista, Action Cooperative Volunteers, VRA Eligibles, and 30 percent Disabled Veterans may be considered under special hiring authorities.

MAILING OF APPLICATIONS: Use of government franked envelopes to mail applications is prohibited by Federal laws and regulations. Applications submitted in government franked envelopes will not be accepted.

SELECTIVE SERVICE SYSTEM: Male applicants born after December 31, 1959, will have to certify prior to or at the time of appointment that they have registered with the Selective Service System.

PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS) Maximum Grade Potential is GM-13. Exempt under Fair Labor Standards Act. PMRS covers supervisors and management officials in grades 13 through 15 who are in key positions through which they either control the work products and priorities of those persons they supervise, or in the case of management officials, they effectively influence agency policy.