



# National Science Foundation

## *Competitive Position Vacancy*

**ANNOUNCEMENT NO:** C20010131

**OPEN:** 03/ 16/01

**CLOSE:** 03/22/01

**POSITION VACANT:** Computer Specialist, GS-334-14. Annual salary ranges from \$74,697 to \$97,108 per annum.

**PROMOTION POTENTIAL:** Computer Specialist, GS-334-14

**LOCATION:** Office of Inspector General, Arlington, Virginia

**BARGAINING UNIT STATUS:** This position is outside the Bargaining Unit and will be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VII.

**AREA OF CONSIDERATION:** This position is open only to employees that are eligible under either the Interagency Career Transition Assistance Program (ICTAP), or Career Transition Assistance Program (CTAP).

**DUTIES AND RESPONSIBILITIES:** The Office of Inspector General (OIG) at the National Science Foundation (NSF) is responsible for conducting investigations, audits and other reviews of NSF programs and operations. OIG also provides leadership in the oversight of agency activities and recommends policies and procedures to promote efficiency and effectiveness; prevent and detect fraud, waste, abuse, and mismanagement; and handle cases involving misconduct in science. OIG works closely with NSF staff to ensure the integrity of Agency programs and the achievement of NSF goals.

This position reports directly to the Deputy Inspector General and is responsible for developing, implementing, and maintaining automated systems to support all OIG program functions and operations.

Specific duties of this position include:

- Oversee OIG teams established to develop special tracking and file management systems to meet the needs of auditing, investigations, and other units; develop priorities, milestones, and cost estimates for IT projects and monitor their progress to ensure compliance with approved objectives, budget, and timetables.
- Develop use of 'entry protocol' to prevent casual browsers, webcrawlers, or others outside the OIG community from gaining access; provide expertise and training in the use of technology for accessing and manipulating large volumes of data.
- Provide expertise and training in the use of software programs for statistical analysis and other computer-assisted methods of analyzing data; develop and review systems with NSF-wide application, including use of OIG Jackets Retrieval Systems (JRS) to develop file/tracking systems that help OIG perform activities within NSF.
- Interpret conflicting legislation or objectives to enable OIG, NSF, and interagency IT personnel to meet congressional and other requirements for the security of electronic systems and related technology applications; coordinate activity on a 'business site' on IGnet that allows members and staff of the President's Council on Integrity and Efficiency (PCIE) and Executive Council on Integrity and Efficiency (ECIE) to efficiently and effectively manage and communicate Council business.
- Manage procurement, maintenance, and upgrades for OIG's computer systems that include a dedicated server and other unique equipment and systems, and ensure that an accurate inventory and effective internal controls are maintained for all computer equipment.

- Plan, design and carry out studies or projects concerning EDP systems in use by NSF, computer assisted data analysis needs within the OIG, computer applications used in the IG community for securing data storage and transmission, and cutting-edge systems new to the market.
- Provide technical expertise to the OIG and the broader IG community in such IT skills as computer-assisted data analysis and electronic security for a wide range of interrelated computer systems.
- Prepare studies on specific issues, programs, or organizational units within OIG to identify current or potential problems and opportunities to use technology to improve productivity, capability, and efficiency.
- Coordinate OIG conversion to more 'paperless' filing systems; act as liaison with NSF technical staff, including participating in working groups; oversee interagency IT task force functions in the IG community; conduct briefings for OIG senior staff and others on technological matters; prepare short-term and long-term IT plans for OIG.

**QUALIFICATIONS REQUIRED:** The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. Applicants must possess one year of specialized experience at the GS-13 level which demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of information systems design, such as what system interrelationships must be considered, or what operating mode, good familiarity with data security techniques, system software, and/or equipment configuration which is most appropriate for a given project.

**Time-in-Grade Requirement:** Completion of one year of service in a position at the next lower grade in the normal line of promotion progression for this occupation.

**QUALITY RANKING FACTORS:**

1. Ability to develop complex database systems to meet such information needs as case tracking and file management.
2. Knowledge of computer-assisted methods for searching various types of databases for information, manipulating large volumes of data, and performing statistical analysis and other techniques for analyzing data.
3. Ability to oversee contractors that provide specialized technical expertise.
4. Ability to lead multi-disciplinary working groups in technology-related efforts
5. Ability to identify and assess computer security and/or data reliability vulnerabilities and to recommend solutions to these problems.
6. Ability to communicate effectively in written reports and oral briefings concerning technology issues.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

**HOW TO APPLY:** You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, you must submit a supplemental statement, which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. • Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Status candidates who wish to be considered under both merit promotion and delegated competitive examining procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion program.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly specify specific eligibility and provide proof with application. Otherwise, the application will be considered under competitive procedures.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

***Applicants applying for special selection priority under the Interagency Career Transition Assistance Program must submit proof of eligibility (i.e., RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality-ranking factor.***

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, *Application for 10-Point Veteran's Preference* (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20010131. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: August 2002

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |   |   |
|---|---|
| 01 - Newspaper (specify)  | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact   | 12 - State employment office  |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify)           | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register  | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify)                         | 15 - Private employment service   |
| 07 - NSF recruitment at school or college   | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral   | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin   | 18 - NSF website  |
|   | 19 - Internet or other website  |
|   | 20 - Other (specify)  |

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
- C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

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**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**