



# National Science Foundation

## *Excepted Position Vacancy*

**ANNOUNCEMENT NO:** E20050017A

**OPEN:** 11/08/04

**CLOSE:** 01/06/05

**THIS ADMENDMENT CORRECTS THE SALARY RANGE.**

**THIS IS A PERMANENT POSITION.**

**POSITION VACANT:** Senior S&E Policy Analyst and Legal Affairs Coordinator, AD-4.  
Annual salary range from \$85,210 to \$132,791.

**PROMOTION POTENTIAL:** None

**LOCATION:** National Science Board Office, Arlington, VA.

**RELOCATION:** Expenses will be paid.

**BARGAINING UNIT STATUS:** This position is excluded from the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-100).

**AREA OF CONSIDERATION:** All Sources

### **THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE**

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

**THE NATIONAL SCIENCE BOARD (NSB, the Board)** was established by the Congress in 1950 to serve both as an independent national science policy body and to oversee and guide the activities of the NSF. It has dual responsibilities to (a) establish policies for the National Science Foundation (NSF) and (b) provide national science policy advice to the President and the Congress. The Board oversees NSF as it carries out its statutory responsibility to maintain the health of the Nation's science and engineering enterprise by funding research in all the basic sciences and engineering. NSF also supports innovative education programs from kindergarten through graduate school, preparing future generations of scientists and engineers and contributing to a more scientifically literate workforce and society. The Board establishes NSF policies, identifies issues that are critical to NSF's future, approves NSF's strategic budget directions, approves annual budget submissions to the Office of Management and Budget, and approves new programs and major awards. The Board analyzes NSF's budget to ensure progress and consistency along the strategic direction set for NSF and to ensure balance between initiatives and core programs. In its role as policy advisor to the President and the Congress, the Board initiates and conducts studies on a broad range of policy topics related to science and engineering research and education, presents the results and Board recommendations in reports and policy statements to the President and the Congress, and makes these documents available to the research and educational communities and the general public. On a biennial basis, the Board publishes *Science and Engineering Indicators*, a detailed examination of the state of science and engineering in the United States. Through its major policy studies, the Board makes important contributions to the national policy debate on critical issues in science and engineering.

The National Science Board Office (NSBO) is the focal point for coordinating the development and analyses of a broad range of policy-level issues and strategies requiring Board attention and/or action. The mission of the NSBO is to provide direct administrative, operational staff and policy support to the Board. This includes coordination with the NSF Director's Office and other NSF offices to ensure successful development of Board activities and effective and informed service to Board Members. The responsibilities of the NSBO fall into four areas – Board operations, administration, and policy support, as well as execution of major national honorary awards. Board activities are accomplished through the work of five standing committees and a variety of *ad hoc* committees, subcommittees and task forces.

### **DUTIES AND RESPONSIBILITIES OF THE POSITION:**

The Senior Science and Engineering (S&E) Policy Analyst and Legal Affairs Coordinator position assists the NSB Executive Officer and the NSB by developing and analyzing issues brought before the Board, and in the conduct of special assignments and projects, as assigned by the Executive Officer, to support Board activities or enhance Board effectiveness. The incumbent also serves as principal NSBO liaison to the NSF Office of General Counsel (OGC), the Office of Inspector General (OIG) and any external legal advisors that may be periodically contracted by the Board or NSBO. Incumbent coordinates advice and recommendations pertaining to legal matters and/or issues related to Federal Advisory Committee Act, Government in the Sunshine Act, Freedom of Information Act, Privacy Act, NSF Authorization Act, and other relevant legislation. Specific duties include but are not limited to the following:

- Supports the Board by developing and analyzing policy issues brought before the Board, and in the conduct of special assignments and projects, including joint projects between the NSB and other entities, such as the National Academies. In these assignments, the Incumbent works with a minimum of guidance, exercising independent judgment and initiative.
- Serves as liaison to NSB committees and assists Chairs of NSB committees, subcommittees, task forces, as directed by NSB Executive Officer.
- Provides NSBO organizational liaison on an ongoing basis by establishing and maintaining relationships with key officials of NSF, including the OGC and the OIG; and other federal agencies.
- Leads the development and periodic updating of an NSBO handbook of specific policies and procedures to address Board compliance with the procedural requirement of the Sunshine Act.
- Develop and conduct in-service training sessions for all NSB Staff and NSF Staff who serve as Executive Secretaries.
- Serve as NSBO Sunshine Act compliance agent, including responsibility for federal register and other public notices for Board meetings, recording of closed sessions, and other open meeting issues, as well as the annual compliance audits conducted by the OIG.
- Serves, in coordination with the NSF OGC, as principal point of contact for the Board and the NSBO in Freedom of Information and Privacy Act requests to NSB and NSBO, as well as other confidential information and records access requests, involving NSB activities and documents.
- Coordinates NSB conflict of interest matters with the NSF Designated Agency Ethics Officer.
- In addition to incumbent's policy focused activities, he/she will keep the NSB Executive Officer informed of relevant legal aspects of issues pertinent to the deliberations of, and actions being considered by, the Board; as well as assisting NSB Executive Officer and the NSB in interpreting various legal perspectives on policy related issues provided to the Board and the NSBO.
- Coordinate, as appropriate, with the NSF General Counsel Office (the primary legal advisor to the Board) to provide legal advice and guidance by assisting in the formulation of NSB policy option positions for - NSB actions that affect NSF programs, on legislative and regulatory matters potentially impacting US S&E research and education, other matters directly related to the roles and responsibilities of the Board and NSBO; and develop legal arguments for and against various options being considered by the Board.

## **QUALIFICATIONS REQUIRED:**

Applicants must have a Ph.D. or equivalent experience in science or engineering, and/or science and engineering policy. In addition, candidates must have a law degree and at least 6 years of experience that addresses the areas of duties and responsibilities described above.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the position. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

**CONDITIONS OF EMPLOYMENT:** Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial 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 as long as it contains the necessary information (summarized below). You may also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities.

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 they are 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 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.

You may submit your application via e-mail to [ywoodwar@nsf.gov](mailto:ywoodwar@nsf.gov) or submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Yvonne Woodward, Announcement Number E20050017. 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 is 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.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: 7/31/2005

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

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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

7. 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.

FOR AGENCY USE

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

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER