



# National Science Foundation

## *Competitive Position Vacancy*

**ANNOUNCEMENT:** C20020016

**OPEN:** 11/01/01

**CLOSE:** 11/30/01

**POSITION VACANT:** Information Technology Specialist GS-2210-11/12, salary ranges from \$48,283 to \$72,089 per annum.

**PROMOTION POTENTIAL:** Information Technology Specialist, GS-2210-11/12.

**LOCATION:** Office of Budget, Finance, and Award Management, Budget Division, National Science Foundation, Arlington, VA.

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

**AREA OF CONSIDERATION:** All Sources. This position is open to status and non-status candidates, as well as candidates eligible for appointment under special non-competitive appointing authorities.

**DUTIES AND RESPONSIBILITIES:** At the full performance level, the incumbent:

- Assists in analyzing assigned elements of agency operations, integrating data into Online Analytical Processing (OLAP) database, and writing front end applications for Executive Information System (EIS) and WEB delivery.
- Assists team leaders and supervisory personnel in identifying and defining inputs, outputs, and internal processing specifications. Applies OLAP and multi-dimensional analytic approach to improve information delivery and enhance reliability and effectiveness.
- Provides technical guidance on system use or identifies appropriate information sources.
- Participates in the development of applications programs for the generation of reports, analyses and graphics from Budget Division and Foundation-wide data bases. Analyses information and data elements which have been assembled for use in transaction processing for suitability in the generation of reports and analyses.
- Implements procedures for timely and systematic updating of data bases and purging files. Monitors systems edits and other quality control procedures to assure data integrity.

**Education** may be substituted for experience at all grade levels in accordance with the standards (i.e., for GS-7, applicants must have a bachelor's degree with a grade point average of 3.0 or higher in a major study such as computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field, or one full year of graduate level education in the same. For GS-9, applicants must have a master's or equivalent graduate degree or two full years of progressively higher education leading to such a degree).

**QUALIFICATIONS REQUIRED:** **U.S. Citizenship is required.** The Qualifications Standards Handbook for General Schedule Positions will apply. **For the GS-11 level:** applicants must have one year of experience that demonstrate the accomplishment of computer project assignments that require a range of knowledge of computer requirements and techniques. For example, assignments show, on the basis of general design criteria provided, experience in developing modifications to parts of a system that required significant revisions in the logic or techniques used in the original development. Accomplishments normally involve the following, or equivalent: a) Knowledge of the customary approaches, techniques, and requirements appropriate to an assigned computer applications area or computer specialty area organization; b) Planning the sequence of actions necessary to accomplish the assignment where this entailed coordination of others outside the organizational unit and development of project controls; and c) Adaptation of guidelines precedents to the

needs of the assignment. **For the GS-12 level:** applicants must have one year of experience that demonstrate 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 ADP system design, such as what system interrelationships must be considered, or what operating mode, software, and/or equipment configuration is most appropriate for a given project. **Specialized Experience:** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. **Time-in-Grade Requirement:** Status applicants must have completed one year of service in a position at the next lower grade level in the normal line of progression for this occupation.

**SELECTIVE FACTOR:** Applicants must have direct experience in database management.

**QUALITY RANKING FACTORS:**

1. Skill in employing computer assisted methods in compiling and analyzing data and other information.
2. Knowledge of established computer programming and systems analysis techniques and procedures as evidenced by the ability to develop and maintain software systems using a variety of products such as SAS, SQL, Visual Basic, C++, ASP or Excel.
3. Knowledge and understanding of the design and implementation of database technology, including relational database design, indexing and query optimization.
4. Ability to use multi-Dimensional databases, such as OLAP Server.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge and abilities specified in 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, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each 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: •Specify your country of citizenship. • Specify 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 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 do not submit the required items will not be considered. It is the applicant's responsibility to provide documentation/proof of claimed qualifications, education, service, veteran's preference, status (SF-50) and /or verification of eligibility for non-competitive appointment. If you submit an electronic application via any means, you must follow-up with documents requested by the closing date of the announcement. Applicants will not be contacted for additional information if their applications are incomplete or determined not to be adequate.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly specify your specific eligibility and provide proof with your 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 eligible 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, 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 **C200200**16. 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 Myra Loyd, on (703) 292-4363. 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**