



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-678
Position Title: Program Operations Assistant
Series and Grade: PG-0303-08
Salary Range: \$43,557 - \$ 56,624
Promotion Potential: None
Opening Date: 9/12/08
Closing Date: 9/26/08
Location of Position: Chief, Environmental Services, Safety Branch
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

This position is located in the Office of the Chief Environmental Services, Safety Branch. The work of the branch includes industrial hygiene, fire protection, emergency preparedness, safety and occupational health programs that are critical to the safe operation of machinery in this highly industrial environment and requires ongoing evaluation of safeguards necessary to mitigate injury and health concerns.

The incumbent must perform a range of administrative and technical duties in support of branch operations and provide technical assistance to the Safety Specialists for administrative aspects of health and safety programs. The position requires knowledge of various administrative processes including human resources, travel, and payroll. The incumbent must also possess knowledge of the unit's mission to personally handle or to direct information requests and to prioritize support work. The incumbent is the principal manager of information systems related to Safety Branch programs.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is defined as experience performing administrative duties such as preparing various reports and correspondence as well as directing information request to the appropriate personnel. All qualifications must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities (KSAs) required for this position:

1. Knowledge of the organization, mission, functions, and programs of the Safety Branch.
2. Knowledge of administrative policies and procedures in order to support the requirements of the office.
3. Knowledge of time and attendance regulations, procedures, and policies within the GPO.
4. Ability to communicate both orally and in writing.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

STEP 3: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

RENEE MUDD
HR Consulting Services
Phone: (202) 512-2131
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.