

**Marketing and Regulatory Programs
Agricultural Marketing Service
Office of the Deputy Administrator
CAREER INTERN PROGRAM (CIP)**

JOB NUMBER: MRP-AMS-CIP-2008-1040
POSITION TITLE: Management Analyst, GS-0343-09
OPEN: September 8, 2008
CLOSES: September 22, 2008
SALARY: \$48,108 - \$62,546
PROMOTION POTENTIAL: GS-11
DUTY LOCATION: Washington, DC

THIS ANNOUNCEMENT IS OPEN TO THE PUBLIC: Everyone may apply. U.S. Citizenship is required to be appointed. Federal status is not required when applying under "Public" announcements.

NOTE: This position is being filled under the Federal Career Intern Program (CIP). Additional information on the CIP is available at <http://www.opm.gov/careerintern/index.asp>.

INTRODUCTION: This position is located in the Dairy Programs, Administrative Office. The Administrative Office is responsible for providing resource management services and administrative support to Dairy Programs.

DUTIES (GENERAL): The incumbent serves as Management Analyst and assists the Resource Management Officer, Budget Analyst and Information Technology Specialists in the areas of budget and financial management, human resource management, space and property management, procurement and tracking of services and supplies, telecommunications and records management, time and attendance, and internal controls and resource improvement.

The incumbent is responsible for:

- Developing Dairy Programs bi-weekly Personnel Update to senior managers providing status of recruitment actions.
- Developing and updating quarterly Personnel Action and Recruitment Changes Reports.
- Assisting with collecting, analyzing and responding to Agency requests related to Human Resource Accomplishments.
- Keeping abreast of changes to the Department and Agency's Human Capital Management Plan and Workforce Plan.
- Assisting the Budget Analyst with entering miscellaneous payments and obligating documents in the Federal Financial Information Systems.
- Assisting the Budget Analyst with preparing status of funds and other budget tracking and analytical reports.

- Assist Budget Analyst with reviewing Programs' monthly accounting reports for accuracy and to in taking corrective measures to correct discrepancies.
- Coordinating and evaluating the internal travel management records, issue travel authorization and maintain travel log.
- Advising Dairy program managers of changes to the regulatory requirements.

GENERAL ELIGIBILITY: You must be a U.S. citizen in addition to the qualification listed below:

QUALIFICATIONS: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B or J.D., if related.
OR
1 full year of professional experience that reflects the knowledge, skills, and abilities required to analyze and evaluate budget and financial related activities, coordinate and implement human resource related activities, plan and coordinate travel, space and property management, and time attendance programs.

HOW TO APPLY

TO BE CONSIDERED, YOU MUST SUBMIT THE FOLLOWING. FAILURE TO COMPLY WILL RESULT IN NON-CONSIDERATION:

* **A resume or OF-612** (Optional Application for Federal Employment), or any written application. Be sure to indicate the **Vacancy Announcement Number**. Electronic versions of the OF-612 and an on-line resume builder may be accessed at <http://www.usajobs.opm.gov>.

* The USDA Career Intern Program (CIP) application. The CIP application is available at <http://www.usda.gov/da/employ/CareerInternApplication.htm>.

AND

* Your most recent transcript if you are qualifying based on education.

Please be sure to indicate your email address, as further communication with you on the status of your application may be by email.

APPLICATION DEADLINE: APPLICATIONS MUST BE RECEIVED BY C.O.B. (4:30 P.M. EST) ON THE CLOSING DATE of this announcement. If you request forms late in the open period, you are still required to have your application received by the closing date. No extensions will be given.

We are sorry for any inconvenience that this may cause; however, due to mail being irradiated, we have no control over when we receive mail. We want to ensure that your application package is timely and is considered for further processing.

WHERE TO SUBMIT APPLICATIONS:

**Linda Blackmon
1400 Independence Ave. SW**

**South Building, Room 0758
Washington, DC 20250
Linda.blackmon@aphis.usda.gov**

VETERANS PREFERENCE: If you are claiming 5-point veteran's preference, you must submit a DD-214. If you are claiming 10-points veteran's preference based on a compensable service connected disability of 10 percent or more, you **MUST** submit a DD-214, SF-15 and letter from the Veterans Administration identifying the percentage of disability for preference determination. Additional information on veteran's preference is available in the Vet Guide available at <http://www.opm.gov/veterans/html/vetguide.htm>.

REASONABLE ACCOMMODATION: The Department of Agriculture provides reasonable accommodation 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. Additional information on persons with disabilities is available at <http://www.opm.gov/disability/>. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at 202-720-2600 (voice and TDD).

The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 522a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

ADDITIONAL INFORMATION:

All qualification requirements must be met by the closing date of this announcement. Males born after 12/31/59 desiring Federal employment must be registered with the Selective Service System.

Appointments under this announcement include a two-year probationary/trial period requirement

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

The use of Federal Government postage-paid envelopes in filing applications is a violation of federal law and will disqualify you from consideration.

The U. S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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AND EMPLOYER.**

For further information regarding this announcement, please contact Linda Blackmon on 202/720-9176.