

TITLE, SERIES, GRADE: Program Analyst, GS-343-7/9/11/12

SALARY RANGE: GS-7: \$39,330 - \$51,124 per annum  
GS-9: \$48,108- \$62,546 per annum  
GS-11: \$58,206 - \$75,669 per annum  
GS-12: \$69,764 - \$90,698 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-13

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-JC-033

AREA OF CONSIDERATION: Government-Wide (Status Candidates Only) and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 04/01/08

CLOSING DATE: Open until filled.

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Overseas Prosecutorial Development, Assistance and Training (OPDAT), Washington, DC

NUMBER OF VACANCIES: 3 Positions

THIS IS A TERM POSITION NTE TWO YEARS WITH A POSSIBLE TWO-YEAR EXTENSION.

THE CUT-OFF FOR THIS ANNOUNCEMENT WILL BE THE END OF EVERY MONTH UNTIL THE POSITIONS ARE FILLED.

As you explore your future job options, we invite you to consider the rewarding and challenging career opportunity as a Program Analyst in the Office of Overseas Prosecutorial Development, Assistance and Training. The rule of law and the rights of individuals are the cornerstones of any free society. Crime and misuse of the public trust undermine confidence in government and discredit free market economies. The effective and fair administration of justice offers to the state and its citizens the greatest protection from lawlessness and support for basic human rights, and, when extant in foreign countries, provides the U.S. with a stronger base of foreign cooperation in the fight against organized crime, illegal narcotics, and terrorism. The Office of Overseas Prosecutorial Development, Assistance and Training, located in the Criminal Division of the U.S. Department of Justice, was established to help harness the Department of Justice's resources to develop foreign justice sector institutions and to enhance the administration of justice abroad. OPDAT also assists foreign prosecutors and judicial personnel by providing technical assistance and skills development support. For more information regarding OPDAT's work, please visit our website at: <http://www.usdoj.gov/criminal/opdat/selected/OPDAT-home.html>

**JOB SUMMARY:** The Program Analyst works with OPDAT Regional Directors and Program Managers, who are attorneys, and helps develop and administer technical and developmental criminal justice assistance designed to enhance the capabilities of foreign justice sector institutions and their law enforcement personnel, so they can cooperate more fully with the Department of Justice in combating terrorism, trafficking in persons, organized crime, corruption, and financial crimes.

**MAJOR DUTIES:**

- Assist in the preparation of program and grant proposals and implementation plans which are the conceptual framework for the Criminal Division's foreign criminal justice development and technical assistance activities in Latin America and the Caribbean, Africa and the Middle East, Central and Eastern Europe, Eurasia, and Asia and the Pacific.
- Prepare and manage financial resources tracking documents; help prepare U.S. and other experts to be able to more effectively provide meaningful assistance to foreign justice systems which are in need of strengthening.
- Assist in the administrative and logistical aspects of OPDAT's technical assistance and skills development programs.
- Monitor existing assistance programs for financial soundness; and help track and compile data and statistics for measuring results and impacts and for performance-based reporting.
- Perform other duties as assigned.

**NOTE:** For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

**QUALIFICATIONS:** Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

**SPECIALIZED EXPERIENCE** is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**EDUCATION SUBSTITUTION:** As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-07 Level: One (1) full year of graduate level education or superior academic achievement.

At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).

At the GS-11 Level: Three full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

**REQUIREMENT for Superior Academic Achievement (SAA).** SAA is based on (1) class standing; (2) grade-point average, or (3) honor society membership.

1) Class Standing - applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or School of Business Administration, based on completed courses

OR

2) Grade Point Average - applicants must have a GPA of:

a) 3.0 or higher out of a possible 4.0 (“B” or better) as recorded on their official transcript, or as computed based on four (4) years of education, or as computed based on courses completed during the final two (2) years of the curriculum;

OR

b) 3.5 or higher out of a possible 4.0 (“B+ or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final two (2) years of the curriculum.

OR

3) Election of membership in a national scholastic honor society.

**QUALITY RANKING FACTORS:** Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Experience which demonstrates program or financial accounts management skills.
- 2) Experience which demonstrates skills regarding law enforcement or other justice sector program strategic planning, execution, and assessment.
- 3) Experience which demonstrates knowledge of the law and procedures pertaining to federal criminal prosecutions.
- 4) Experience which demonstrates the ability to carry out effective business communications with managers and clients orally and in writing in English and, preferably, in one or more of the languages prevalent in OPDAT project countries (e.g. Arabic, Spanish, French, Russian, German, Romanian, Ukrainian, and Chinese).

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

**HOW TO APPLY:**

-Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.

-Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.

-Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

- If you are a status candidate and would like to be considered under competitive procedures, please apply to vacancy announcement 08-CRM-JC-DEU-033

**If a Resume is submitted it must contain the following information:** If submitting a resume all requested information as outlined in this vacancy announcement must be included. **If pertinent information is omitted from the resume, it will result in non-consideration for this position.**

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held));
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:  
[CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10% or 30% preference must submit a letter from the Department of Veteran's Affairs
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications mailed in government franked envelopes will result in non-consideration for this position. This also includes those sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- If substituting education for specialized experience, transcripts must be submitted.
- This is a term position.
- Time-in-grade requirements must be met by the closing date of this announcement.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position also requires a security clearance. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

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