



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-699
Position Title: Management Analyst
Series and Grade: PG-0343-7/9
Salary Range: \$39,330 - \$62,546 PA
Promotion Potential: PG-11
Opening Date: 10/28/08
Closing Date: 11/10/08
Location of Position: Publication and Information Sales
Office of the Managing Director, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-time (Shift 1)
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

The incumbent supports the Managing Director in planning and executing initiatives for Publication and Information Sales which is responsible for retail sales of both tangible and electronic data information products including inventory acquisition and management, order fulfillment, and storage and distribution services. The incumbent conducts analysis necessary to conceptualize, evaluate, plan, design, and implement new GPO Sales projects and programs. Responsibilities include assisting with maintaining performance metrics for the business unit, promoting acceptance of programs and management initiatives, and preparing various reports including the annual operating budget. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized Experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. Examples of Specialized experience include: researching new or improved business or management practices to apply to agency programs or operations; conducting studies of organizational efficiency and productivity to recommend changes or improvements to work methods or procedures.

At the **PG-07** and **PG-09** grade level, the incumbent works as an advanced trainee performing progressively more difficult and responsible duties and tasks under closer supervision and guidance; and the work is more closely reviewed to assure compatibility with organizational goals and effectiveness in meeting objectives.

All qualifications must be met by the closing date of this announcement.

If this position is being recruited at multiple grade levels, applicants must specify for which grade level(s) they wish to receive consideration. Failure to do so will result in the applicant only receiving consideration at the highest grade level for which they are qualified by the Human Capital Office.

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 business activities involved in the sale of products and services including product acquisition, storage, and distribution.
2. Knowledge of quantitative/qualitative analysis in order to assess the execution and performance of programs; advised on corrective actions and recommended alternative methods to achieve objectives.
3. Skill in using a personal computer and related programs and software to prepare reports and manipulate data.
4. Ability to express ideas, facts, and findings orally and in writing in a concise, convincing and timely manner.

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:

HR Consulting Services
Valerie J. Tripp
Phone: (202) 512-2010 Ext. 33271
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.