

Expression of Interest

United States Department of Agriculture Agricultural Research Service (ARS)

Development Opportunity Placement Program (DOPP)

Opportunity Identification Number: ARS-08-DOPP-002

Opening Date: April 11, 2008

Closing Date: April 30, 2008

Position Title: Program Analyst

Series & Grade: GS-0343-9/11/12, Detail Opportunity

Duty Locations: National Programs Staff
5601 Sunnyside Ave
Beltsville, MD

Duration of Assignment: 60 Days (approximately June 1-August 1, 2008)

Basic Eligibility: The Development Opportunity Placement Program is open to all qualified current and full-time permanent USDA employees.

Note: This is an Expression of Interest, not a competitive vacancy announcement. Priority consideration will be given to eligible and qualified Class Agents under the Basu Settlement Agreement for the first eighteen (18) months of the program.

Who Is Eligible for Consideration

This Expression of Interest is limited to USDA permanent employees who meet the requirements described below under "Qualification Requirements."

Development Opportunity Assignment

This position is located with the Office of the Associate Administrator for National Programs (NPS), Agricultural Research Service (ARS). NPS is responsible for central program planning and coordination of activities within ARS; integrating program planning with resource planning; assisting in development of technical information systems; working with Legislative Staff, other ARS and Department of Agriculture (USDA) offices, and Cooperator organizations in supporting Secretarial and Congressional hearings; and providing high level scientific and technical staff support, representation, and leadership to committees, task forces, and study groups within and outside the Federal government, when requested to do so.

This assignment is expected to begin on or around: **June 1, 2008.**

Major Duties

The incumbent works closely with the NPS program analyst team to complete the establishment of a national customer database (already near completion) and to populate said database with existing and newly researched data. In addition, incumbent works with the team to establish best practices and protocols for regular customer interaction, including creative and proactive communications using the new database, and works to include such documentation in the new National Program Handbook. Moreover, the incumbent has opportunity to interact with senior leadership while formulating such best practices and protocols. Central to the assignment is the completion and population of a customer database which will establish a central reference for the staff and the Agency for attendance at meetings, interactions with ARS personnel, and other contacts.

It is envisioned that the database will be used to communicate on matters of interest to customers on a regular basis, but protocols and best practices must be established to ensure use. As the staff is in the process of writing a national program cycle handbook for the process by which the Agency manages and implements its research programs, this is a critical time to establish these protocols and best practices and the tools to facilitate their implementation for inclusion in the handbook.

Qualification Requirements

Microsoft Access skills necessary; advanced skills a plus.

Ability to interact with management officials, ARS scientists, and stakeholders in the design of a database which meets the NPS needs.

BASIC REQUIREMENTS THAT ALL APPLICANTS MUST MEET:

Submission Requirements (Incomplete packages will not be considered)

- Resume or OF-612
- Most recent Notification of Personnel Action (SF-50)
- Most recent performance appraisal.
- A brief description of computer skills.
- A statement (no more than one page) of why the applicant wants to pursue the opportunity.
- Supervisor's approval required for participation in the EOI.
- Development Opportunity Placement Program Coversheet located on the ASCR website.

****Your submission must be received by 4:30 p.m. Eastern Time on the closing date of this Expression of Interest. Please submit your document to the following address:****

U.S. Department of Agriculture
Office of Human Capital Management
Attention: Carolyn Whitaker
1400 Independence Avenue, S.W.
333-W
Washington, DC 20250-1300
Fax (202) 720-2044

For more information

Please direct questions on the administrative process to Carolyn Whitaker at 202-720-6917, and questions regarding the nature of the assignment to Sharon Drumm, Staff Officer, National Programs Staff, Beltsville, MD. The contact telephone number is 301-504-6233.

Information on Status, Benefits and Relocation Expenses

Travel expenses associated with the assignment will be reimbursed in accordance with applicable Government travel regulations.

Reasonable Accommodation Statement

USDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the submission process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.