



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-700
Position Title: Secure Quality Control Manager
Series and Grade: PG-1910-14
Salary Range: \$98,033 - \$127,442 PA
Promotion Potential: None
Opening Date: 10/29/08
Closing Date: 11/12/08
Location of Position: Security and Intelligent Documents
Office of the Managing Director
Secure Productions
Secure Quality Control, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-Time, Shift 1
Who May Apply: All U.S. Citizens

Make Your Mark on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. As an agency we possess a diverse wealth of talent with employees representing many diverse administrative fields and trades. If you are an energetic, inventive individual looking for a challenging, yet rewarding career opportunity, GPO may be the place for you!

MAJOR DUTIES:

The incumbent is responsible for managing the manufacturing of passports and secure credentials and ensuring that they comply with established quality standards outlined in the agreement between GPO and the Department of State. Incumbent uses sampling and intensive production inspection techniques to inspect passports and secure credentials at each phase of the manufacturing process. Verifies compliance with established quality requirements and reviews and evaluates quality and inspection procedures for adequacy and effectiveness, including statistical plans. Assists in the development, installation, adoption, and/or revision of statistical quality control procedures, plans, programs, and systems; assists in the implementation of statistical standards. Provides advice on the application of quality control methods to printing and binding processes. Conducts statistical analysis of testing and inspection methods to determine recurring discrepancies and prepares reports after computation and compilation of data, to depict pertinent relationship using statistical methods. Reviews and evaluates supply system operations and procedures through periodic audits and surveillance inspections. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must possess one year of specialized experience equivalent to the next lower grade level performing quantitative and quality assurance analysis, developing and implementing procedures, plans, etc., and recommending quality and process improvement methods. Applicant must also have knowledge of security procedures and requirements surrounding the processing and manufacturing of secured documents.

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

NOTE: This position requires the incumbent to obtain and maintain a Secret Security Clearance.

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, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, 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 KSAO.

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

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

1. Knowledge of accepted QA/QC practices (e.g., Six-Sigma, Quality Process Control, Design of Experiments, Reliability Engineering, Lean Manufacturing, ISO 9000/ISO 9001 principles, etc) to develop and implement process improvements.
2. Knowledge of the manufacturing process associated with the production of secure products, quantitative methods and statistical analysis, quality audit principles, and process capability.
3. Knowledge of software systems and programs to capture production data and metrics in order to generate various reports and charts that illustrate production and manufacturing performance measures.
4. Ability to communicate orally in order to conduct technical presentations for the purpose of improving production processes and communicate proposals.

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

STEP 3: Current and Former Federal Employees: 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.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

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:

HC Consulting Services
Tiffany L. Robinson
Phone: (202) 512-2010 x 31574
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.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test, background check, and reference check before appointment.

GPO may pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

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.