

Understanding and Applying for CDC Overseas Positions GH Careers Job Fair



CDC Global Staffing Group
Atlanta Human Resources Center
November 1, 2007

What has changed?

- In an effort to expedite the process for recruiting, application and selection for positions with the Global Health programs that are based overseas, the GH programs will be utilizing an open continuous vacancy announcement process.
- This means that as and applicant you will not have to complete a separate application for every opening that becomes available in a program. Only one will be needed (for the most part)

- However, since the one application will be reviewed by all the programs that will be making selections, it suggests that you need to do a very thorough job on the one application.

Open Continuous (OC) Announcements: Key Elements

- Open for long periods to accept applications from candidates for international assignment vacancies.
- Currently all OC positions are announced separately as internal and external.
- These positions are used by all CDC programs which hire field positions overseas.

Positions to be recruited through Open Continuous Announcements

- Medical Officer (overseas) - GS 13/14/15
- Epidemiologist (overseas)- GS 13/14/15
- Public Health Advisor (overseas) – GS 13/14
- Health Scientist – Lab (overseas)– GS 13/14

Some positions will continue to be open on single announcements.

Open GAP Field Positions: Single Announcements (not OC)

- Medical Officer/Epidemiologist - GS 15
- Behavioral Scientist – GS 13/14
- Technical Writer/Editor – GS 12/13/14
- Public Health Analyst – GS 12/13
- Other positions

Some positions will continue to be open on single announcements.

Open Global Immunization Division Field Positions:

Announcements of Permanent Positions not Term

- Medical Officer/Epidemiologist –
- GS 13/15
- Epidemiologist – GS 13/14
- Public Health Advisor- GS 12/13/14

Internal vs. External Announcements- Significance and Impact

- Internal vs External
 - Internal = Career conditional, permanent employee, Corps, special appointment eligibility, reinstatement
 - External = Term appointment, no prior federal service, current contractors, all US citizens
 - External = Permanent appointment, no prior federal service, current contractors, all US citizens
- Consequences of External application for Internal candidates
 - All external overseas appointments are Limited term or Term appointments- the vacancy announcements will specify this
 - 4 year max in position in specific location
 - Must apply for new position or leave CDC
 - No return rights to former positions for Term appointments

Where to find more info on the 2008 positions:

For information on vacancies:

- www.cdc.gov/cogh/employment
- www.cdc.gov/gap/jobs
- www.CDCGlobalHealth.net (requires registration)

AHRC link

<http://intranet.cdc.gov/hr/Employment/vacancies.html>

click on Overseas vacancies – lists every CDC overseas vacancy currently open

Must Apply through www.usajobs.gov

Federal Job Application Process: Essential First Steps

1. First familiarize yourself with USAJOBS by visiting <http://www.usajobs.gov/firsttimers.asp>
2. Review the How to Apply section at <http://www.hhs.gov/careers/apply.html>
3. Register with USAJOBS – create a user account at <http://www.hhs.gov/careers/apply.html#account>
4. Build your resume – OPM uses a resume builder; for tips on building your resume, <http://www.usajobs.gov/infocenter/resumetips.asp>

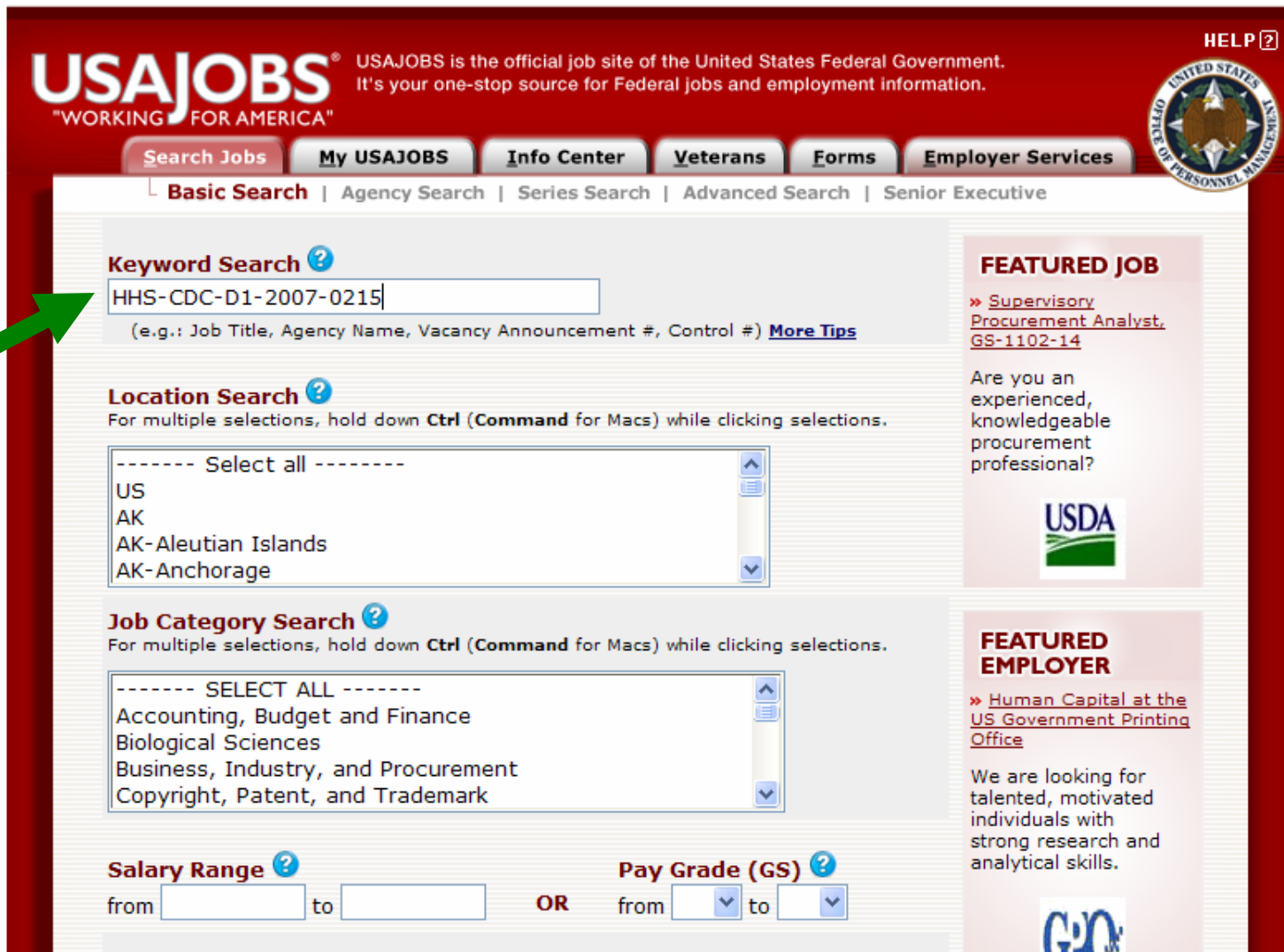


Federal Job Application Process:

How to apply for a particular announcement

- Log on to www.USAJobs.gov
- Locate announcement (use number or position type)
- Read the announcement in its entirety to determine if you are eligible to apply
- Review the questions in the job application prior to applying
- Prepare your answers including the narratives responses using a word processing software. (This will allow you to copy and paste your responses in the appropriate place in the application).
- **Review the announcement to determine the required supporting documentation (i.e. SF-50, Notification for personnel action; transcripts, and foreign certification, etc.)**
- **Submit completed application (resume, questions, faxed supporting documentation)**
- **All applicants with completed applications will be considered for the requisitions received in AHRC by the cutoff date. Future cut-offs will be determined when additional requisitions are received.**

How to enter in announcement number



USAJOBS® USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information.
"WORKING FOR AMERICA"

HELP ?

Search Jobs My USAJOBS Info Center Veterans Forms Employer Services

Basic Search | Agency Search | Series Search | Advanced Search | Senior Executive

Keyword Search ?

HHS-CDC-D1-2007-0215

(e.g.: Job Title, Agency Name, Vacancy Announcement #, Control #) [More Tips](#)

Location Search ?

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

----- Select all -----

US
AK
AK-Aleutian Islands
AK-Anchorage

Job Category Search ?

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

----- SELECT ALL -----

Accounting, Budget and Finance
Biological Sciences
Business, Industry, and Procurement
Copyright, Patent, and Trademark

Salary Range ?

from to OR


Pay Grade (GS) ?

from to

FEATURED JOB

» [Supervisory Procurement Analyst, GS-1102-14](#)


Are you an experienced, knowledgeable procurement professional?



FEATURED EMPLOYER

» [Human Capital at the US Government Printing Office](#)

We are looking for talented, motivated individuals with strong research and analytical skills.





Federal Job Application Process: How to apply for a particular announcement

- Click the “Apply Online” button
- Select your resume
- Click “Apply For Position Now” button
- **You will only be considered for the specialty areas, grades and locations you request consideration**
- Respond to questionnaire; click “Finish” button
- Click “Finish” button at the end of page that displays your completed application and resume
- Check for email confirmation that your application was completed and forwarded for consideration
- **There is a cut-off for the Open Continuous announcements. All applicants with completed applications will be considered for the requisitions received in AHRC by that date. Future cut-offs will be determined when additional requisitions are received. Only applicants with completed applications will be considered.**
- **Future cut-offs for the Open Continuous announcements will be established when the program submits requisitions to AHRC. Your application must be completed, all supporting documentation faxed and received prior to cut-off date to be considered.**
- **If you apply for individual vacancies, your completed application (i.e. resume, questions and faxed supporting documents) must be received in AHRC by 11:59 PM Eastern Time on the closing date of the announcement.**

Helpful Atlanta Human Resources Center webpages

- *CDC Employment web page →*
<http://www.cdc.gov/employment.htm> -
 - *Especially note the link to Overseas Opportunities for current openings*
- *Find Your Careers at CDC →*
- *<http://www.cdc.gov/employment/findcareer.htm>*
- *Search All Jobs At CDC →*
http://jobsearch.usajobs.opm.gov/agency_search.asp

Federal Job Application Process:

Other useful links

- OPM's Qualifications Standards → <http://www.opm.gov/qualifications/>
- HHS Careers Home Page → <http://www.hhs.gov/careers/index.html>
- How To Apply → <http://www.hhs.gov/careers/apply.html>
- USAJOBS Tutorial → <http://www.usajobs.gov/firsttimers.asp>
- USAJOBS Info Center → <http://www.usajobs.gov/infocenter/>
- Building Your Resume → <http://www.usajobs.gov/infocenter/resumetips.asp>

Tips for Success:

Understanding Internal vs. External

- Who may apply:
 - Internal announcements are designated as T3 and cover permanent government employees and all those eligibles for special hiring authorities (i.e. transfers, veterans, persons with disabilities, Commission Corps, Peace Corps, reinstatement eligibles, etc.)
 - External announcements are designated as D3 and are open to all US Citizens.
- Rating process:
 - Internal (T3) applicants for promotions are rated based on the resume/responses to questions. All other non-competitive/concurrent consideration applicants are provided consideration when they meet the basic qualifications.
 - External (D3) applicants are rated based on the resume/responses to questions and also veterans preference.

How to select internal vs external

----- SELECT ALL -----
Accounting, Budget and Finance
Biological Sciences
Business, Industry, and Procurement
Copyright, Patent, and Trademark

Salary Range ? from to OR **Pay Grade (GS)** ? from to

Applicant Eligibility ?
Are you a current or former Federal civilian employee who holds or held a non-temporary appointment:

- In the competitive service in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an excepted service position covered by an interchange agreement, or
- Eligible for reinstatement?
- A Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?

A person with non-competitive appointment eligibility?


No Yes

Show Jobs Posted: All Jobs

Sort Results by ? Key Word Relevance Date

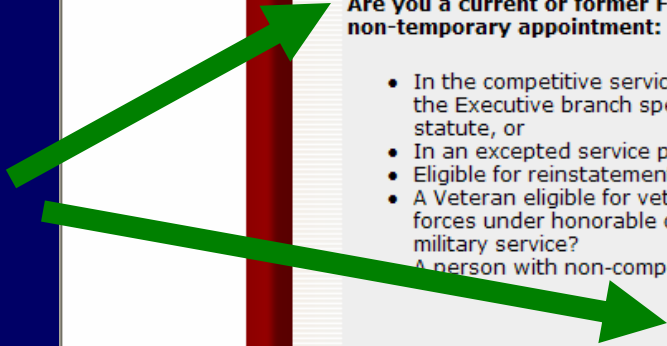
View Description ? Detailed Brief

SEARCH FOR JOBS

EMPLOYER
» [Human Capital at the US Government Printing Office](#)
We are looking for talented, motivated individuals with strong research and analytical skills.


JOBS IN DEMAND
» You may be the person we are looking for. [Find the latest here!](#)

TIPS AND TOOLS
Career Interests Center
» Assess your skills and [interests to match](#) potential career opportunities.



Tips for Success:

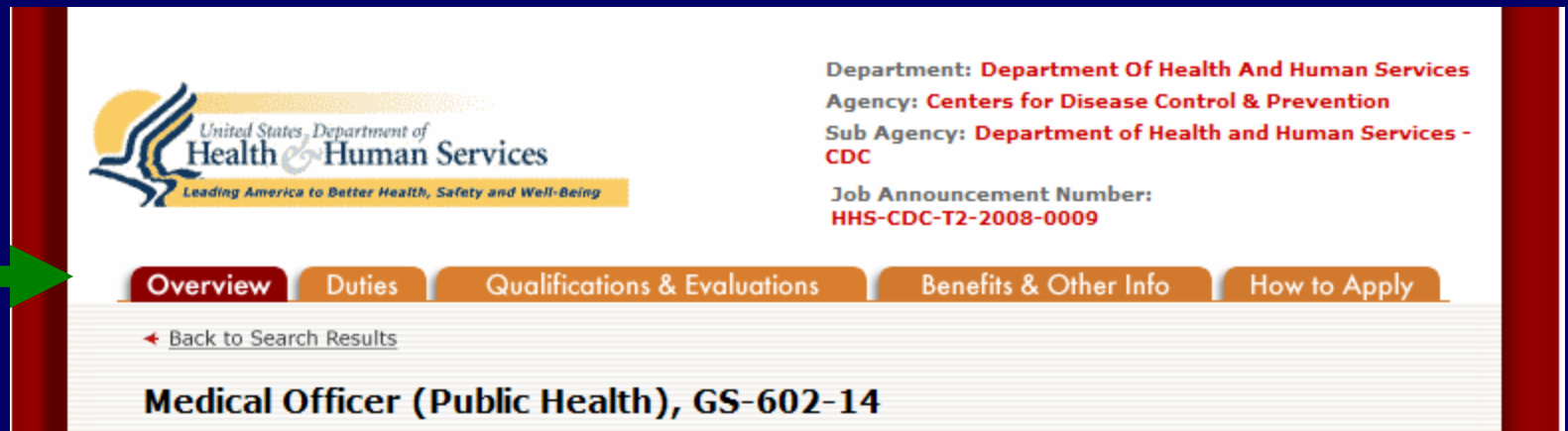
Understanding Pay for Medical Officers vs. Epidemiologists

Special pay is established based on the position, not the individual, by the Office of Personnel Management (OPM)

- Medical Officer employees receive special pay for physicians based on mission specific requirements, years of government services, market survey of the specialty, etc.
- Epidemiologist employees are not eligible for special pay (even if the individual is a physician). This pay is based on the General Schedule Pay Table established by the OPM.

Tips for Success: During the application process

- Create Resume IN ADVANCE
- Use the number to search for the announcements
- Read ALL tabs on USAJobs.gov:



United States Department of Health & Human Services
Leading America to Better Health, Safety and Well-Being

Department: **Department Of Health And Human Services**
Agency: **Centers for Disease Control & Prevention**
Sub Agency: **Department of Health and Human Services - CDC**

Job Announcement Number:
HHS-CDC-T2-2008-0009

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

[← Back to Search Results](#)

Medical Officer (Public Health), GS-602-14

- Do not use acronyms
- Include dates (month and year) of relevant experience (beginning and end)
- Do not copy your resume into the questions
 - This is your opportunity to provide additional information not in your resume and to point to specific relevant experience

Tips for Success:

During the application process

- Check all countries of interest
 - Cannot be considered for hire for a job if did not apply for the specific country
- Check all grades you are interested in
 - Cannot be qualified as a GS 14 if you only apply for 13
- Approval of credentials if trained outside the US.
 - Special services which provide approval of non-US degrees
- Fax credentials and/or **SF-50** to AHRC as soon as possible (label them appropriately) Fax to 1-770-488-1979
- Save your Fax status report for documentation of submission
- Be sure you get an e-mail that your application was successfully completed.

Possible Candidate Selection Timeline: October-December

- ongoing – Announcements available for several months
- Nov – Programs begin requesting names of candidates from the OC vacancy announcements
- November – January
 - Certificates of eligible candidates Issued to Programs (90 days to interview/select)
 - HQ review of applicants
 - Final interviews
 - Submission of selections to COGH and AHRC
 - Offer to selected candidate by AHRC
- Clearances (medical, suitability and security)
- Predeployment orientation
- Summer 2008 deployment

Timeline after Candidate Selection

- Offer by AHRC
- Clearances (Medical , suitability and Security)
- Pre-Deployment Training
 - Preparing for Work Overseas (required)
- Deployment to field June-July 2008

List of current OC Vacancy Announcements

- Internal:

- Epidemiologist GS0601-13/14/15
Announcement No. HHS-CDC-T3-2008-0060
- Medical Officer GS0601-13/14/15
Announcement No. HHS-CDC-T1-2008-0007, and
Announcement No. HHS-CDC-T1-2008-0009
- Health Scientist GS0601-13/14/15
Announcement No. HHS-CDC-T3-2008-0059
- Public Health Advisor GS0685-13/14/15
Announcement No. HHS-CDC-T3-2008-0058
- Epidemiologist Permanent GS0601-13/14
Announcement No. HHS-CDC-T3-2008-0157
- Medical Officer Permanent GS0601-13/14/15
Announcement No. HHS-CDC-T1-2008-0009
- Public Health Advisor Permanent GS0685-12/13/14
Announcement No. HHS-CDC-T3-2008-0113

List of current OC Vacancy Announcements (CONT.)

- External:

- Epidemiologist GS0601-13/14/15
Announcement No. HHS-CDC-D3-2008-0033
- Medical Officer GS0601-13/14/15
Announcement No. HHS-CDC-D1-2008-0007, and
No. HHS-CDC-D1-2008-0009 Announcement
- Health Scientist GS0601-13/14/15
No. HHS-CDC-D3-2008-0059 Announcement
- Public Health Advisor GS0685-13/14/15
Announcement No. HHS-CDC-D3-2008-0058
- Epidemiologist Permanent GS0601-13/14/15
Announcement No. HHS-CDC-D3-2008-0033
Announcement No. HHS-CDC-D3-2008-0076
- Medical Officer Permanent GS0601-13/14/15
Announcement No. HHS-CDC-D1-2008-0007, and
No. HHS-CDC-D1-2008-0009 Announcement
- Public Health Advisor Permanent GS0685- 12/13/14
Announcement No. HHS-CDC-D3-2008-0069

Open for Questions

- Ethleen Lloyd (GAP)
elloyd@cdc.gov – 404-639-6318
- Jan Hiland (COGH)
jhiland@cdc.gov – 404.639.4486
- Roxanne Thompson (AHRC)
csx4@cdc.gov – 770-488-1904
- Anthony Speights, (AHRC)
azs1@cdc.gov – 770- 488-1846
- Check status of application:
hrcs@cdc.gov - 770-488-1725