

**Court Services and Offender Supervision Agency**  
**Equal Employment Opportunity Officer, GS-0260-15**

<b>ANNOUNCEMENT NUMBER:</b>	OD-07-012(EH)(DEU)	<b>APPLICATION DEADLINE:</b>	3-1-2007
<b>JOB LOCATION:</b>	Washington, Dist of Columbia	<b>WORK SCHEDULE:</b>	Full Time
<b>SALARY RANGE:</b>	\$110,363.00-\$143,471.00	<b>OPEN DATE:</b>	2-16-2007
<b>TIME LIMIT:</b>	Permanent - No time limit	<b>WHO MAY APPLY:</b>	US citizens - Open to all Sources
<b>NUMBER OF VACANCIES:</b>	1	<b>PROMOTION POTENTIAL:</b>	15

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**NOTES:**

**LOCATION:** Court Services & Offender Supervision Agency (CSOSA), Office of the Director, Office of Equal Employment Opportunity and Diversity Program, Washington DC.

**AGENCY BACKGROUND INFORMATION:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

**HOW TO APPLY:** The primary method of applying for this vacancy is online via the Internet at [www.avuedigitalservices.com/csosa/applicant.html](http://www.avuedigitalservices.com/csosa/applicant.html). If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online, you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-16488-AVUE), and instructions for completing the form. No other form of application will be accepted.

Applicants submitting proof documents can electronically attach them, or scan and attach them to the employment application. If this is not possible, copies of documents can be faxed to 253-573-9869, or mailed to the following address: Court Services and Offender Supervision Agency (CSOSA), c/o Avue Technologies Corporation, ATTN: Direct Services, 1145 Broadway Plaza, Suite 800, Tacoma, WA 98402. All faxed or mailed proof documents must be identified with applicant's name and vacancy announcement number.

Applications and supporting documents must be received by 11:59 p.m. Eastern Standard Time on the closing date of the announcement to receive consideration.

Status applicants (those having career or career-conditional appointments): If you also wish to be considered under Merit Promotion procedures, please submit another application under vacancy announcement OD-07-013 (EH) (MPP). This vacancy announcement may be used to fill future vacancies.

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**DUTIES:**

Develops, implements and manages a comprehensive agency wide affirmative employment program designed to eliminate institutional barriers to equal opportunity for minorities, women, persons with disabilities and the disadvantaged; directs the overall development of policies and standards to ensure compliance with Equal Employment Opportunity (EEO) laws and regulations. Provides advice, guidance and interpretation on all facets of the affirmative employment program and makes policy and strategy recommendations to senior agency officials. Designs, implements, directs, administers and evaluates the agency's complaint processing system; recommends final agency decisions to the Deputy Director and, as delegated, makes the final agency decision. Arranges for counseling and investigations. Resolves cases of alleged discrimination via Alternate Dispute Resolution and other settlement methods. Coordinates the agency's position on EEO complaint cases with the General Counsel, Associate Director for Human Resources and appropriate senior managers. Provides authoritative guidance on case handling strategies and settlement terms. Represents the agency in the EEO community, such as in meetings with the Equal Employment Opportunity Commission, Office of Personnel Management, Department of Labor and the Merit Systems Protection Board and at professional conferences. Directs, administers or coordinates a variety of special programs and serves on or directs special interest work teams or task forces, both inter-agency and intra-agency.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to communicate in writing to include writing reports, briefings, agency decisions and affirmative action reports and plans.

Ability to communicate effectively other than in writing.

Knowledge of Federal equal employment opportunity principles, laws, including conflict resolution procedures and relevant decisions.

Knowledge Human Resources policies, and practices including appeals and grievance and recruitment, to answer questions or solve human resources issues.

**MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:**

Qualifying experience for the GS-15 level includes one year of specialized experience at least equivalent to the GS-14 level which is in or directly related to the line of work of 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. Regarding this position specialized experience is experience developing, implementing and managing a comprehensive agency wide affirmative employment program designed to eliminate institutional barriers to equal opportunity for minorities, women, persons with disabilities and the disadvantaged; directing the overall development of policies and standards to ensure compliance with Equal Employment Opportunity laws and regulations. Providing advise, guidance and interpretation on all facets of the affirmative employment program and making policy and strategy recommendations to senior agency

officials. Experience resolving cases of alleged discrimination via Alternate Dispute Resolution and other settlement methods. Preparing budgets for EEO Office administration and for agency-wide programs pertaining to EEO.

**OTHER SIGNIFICANT FACTS:**

Applicants must submit a complete application package by the closing date of this announcement.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis. The Agency 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 on the basis of merit within the Court Services and Offender Supervision Agency.

**Relocation Expenses:** Relocation expenses are not authorized.

**Direct Deposit:** All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**U.S. Citizenship:** Applicants must be U.S. citizens or nationals.

Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15 and proof of your claim.

If you are claiming 5-point veterans' preference, or you are applying for consideration under the Veteran Employment Opportunity Act or Veteran Readjustment Authority, attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" or other proof of eligibility. If you are applying for consideration under the 30% or more Disabled Veteran Authority, you must attach a SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all

qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Applicants chosen for this position must serve a one-year probationary period if he/she has not previously been a supervisor or manager.

<b>Contact Information:</b>
Avue Direct Services 253-573-1877-209 <a href="http://www.avuedigitalservices.com/csosa./applicant.html">www.avuedigitalservices.com/csosa./applicant.html</a>