
Announcement Number: Reg 6-DE-2009-0012

Vacancy Information

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Vacancy Description: Supervisory Env Protection Specialist GS-0028-15 (6RA-DT)

Open Period: Tue Apr 28 00:00:00 EDT 2009 - Mon May 18 00:00:00 EDT 2009

Series/Grade: GS-0028 -15/15

Salary: \$117,738.00 TO \$153,061.00

Promotion Potential: 15

Duty Locations: 1 vacancy in Dallas, TX

Additional Information

Who May Apply:

Any U. S. citizen may apply.

NOTE: This position is also being announced under Merit Promotion procedures under announcement number Reg 6-MP-2009-0055. To be considered under multiple announcements, applicants must apply separately under each announcement.

Job Summary:

Easily accessible by public transportation, the EPA Regional Office in downtown Dallas is easily accessible by public transportation. Downtown Dallas is being revitalized through new parks, shopping centers, urban loft living, and a variety of restaurants. Dallas is home to several major league sports teams, and local symphonies and opera companies provide world-class productions. Family entertainment abounds in the form of nature, entertainment, and water parks, zoos, theaters, and a number of top-ranked museums. Affordable housing, a healthy economy, and more shopping centers per capita than any other major U. S. city make Dallas a great place to live and work!

This position is located in the U.S. Environmental Protection Agency, Region 6, Office of the Regional Administrator, Office of the Deputy Regional Administrator, Office of Environmental Justice and Tribal Affairs, 6RA-DT, Dallas, Texas. The incumbent directs and provides advice and assistance on all aspects of Environmental Justice and Tribal issues within Region 6.

Key Requirements:

- * Must be a U.S. citizen.
- * Travel, transportation and relocation expenses are not authorized.
- * Appointment subject to satisfactory results of national agency check.

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* You may be subject to a one-year supervisory probationary period.

Position Information:

Full-time

Permanent

Major Duties:

The incumbent serves as the Director of the Office of Environmental Justice and Tribal Affairs and directs the work of two teams through the two team leaders. Works closely with the Deputy Regional Administrator, advises the Regional Administrator, Senior Staff, and program managers on Environmental Justice and Tribal relations and affairs and the public ramifications of Agency proposals and actions. Incumbent has the authority to make decisions, establish agreements and commit the program to the course of action to ensure that objectives are met in assigned areas. Assists the Deputy Regional Administrator in developing, directing, and implementing the Region's Environmental Justice and Tribal strategy. Represents the Regional office in relations with organizations and individuals concerned with Environmental Justice and/or Tribal issues. Represents the Deputy Regional Administrator, participating in formal and informal management meetings and contributes advice relative to the Environmental Justice and Tribal Affairs program for use in managerial and policy decision making processes. Serves as the alternate to the Regional Administrator and Deputy Regional Administrator on the National Tribal Operations Counsel and the Regional Tribal Operations Counsel. Assists the Deputy Regional Administrator in determining program goals and develops plans and strategies for implementation. Responsible for the content of the Environmental Justice and Tribal Web Page. Directs the Environmental Justice and Tribal General Assistance Program (GAP) grant programs. Responsible for negotiation of Tribal Environmental Agreements (TEAs). Directs the development and implementation grant policy and procedures. Leads the Regional Indian Workgroup (RIWG) with representatives from all Regional programs.

The position is not included in the bargaining unit.

Qualifications and Evaluations:

Must be a U.S. citizen.

There is no substitution of education for experience at the GS-15 grade level.

BASIC QUALIFICATION REQUIREMENT:

For consideration at the GS-15 level, the applicant must have at least one year of full-time specialized experience equivalent in difficulty and complexity to the GS-14 grade level in the federal service. To be creditable, this experience must have equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position, and must typically be in or related to the position to be filled.

Specialized experience for this position is that which has included developing, analyzing, evaluating and modifying Tribal and/or Environmental Justice programs, policies and procedures at the senior leadership level.

In addition to the basic qualifications requirement, applicants must also meet one of two Selective Factors described below.

The Selective Factors will be used to determine minimum qualifications for this position. Applicants not possessing at least one of these Selective Factors will be found ineligible for this position.

1. Mastery level knowledge of Native American culture and leadership protocol in order to work with Tribal environmental directors and other Tribal leaders in developing solutions to environmental contamination or health issues.

2. Mastery level knowledge of political leadership methods and protocol within communities, grass roots organizations and local governments, in order to develop solutions to environmental justice, contamination, or health issues.

Evidence of the candidate's qualifications regarding either of the two selective factors above must be demonstrated through experience which included addressing politically sensitive, highly visible or controversial issues through negotiation and persuasion.

How You Will Be Evaluated:

Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted on-line via USAJOBS. These responses must be substantiated by your on-line resume. Applicants who do not respond to the application questions may be rated ineligible.

The application questions are designed to assess your ability to demonstrate the following competencies:

1. Skill in planning, developing and carrying out Environmental Justice and Tribal Affairs programs.
2. Skill in providing advice and assistance to under represented communities and/or tribal governments on matters relating to the development, execution, and monitoring of environmental protection policies, plans and programs.
3. Leadership, communication and negotiation skills.

How to Apply:

NOTE: USAJOBS recently implemented a feature which permits you to upload certain documents to your account. Please note at this time the Environmental Protection Agency is not accepting online attachment documents. It is important that you carefully read and follow the instructions in the Required Documents section to ensure your supporting documentation is received in our office so you will receive appropriate consideration for this position.

Resume and application questions for this vacancy MUST be received on-line via the USAJOBS web site BEFORE midnight Eastern Time on the closing date of this announcement. Most libraries, local employment offices, and vocational rehabilitation services can provide access to the Internet and assistance for online submission. Only complete online resumes will be considered for this position; paper applications will not be accepted. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. If applying online poses a hardship to any applicant, we will provide assistance to ensure that applications are submitted online by the closing date. Applicants with hardships must contact Vicki Broach on 214-665-6539, PRIOR TO THE CLOSING DATE OF THE ANNOUNCEMENT, who can provide assistance for online submission. Failure to follow these instructions may have an impact on your opportunity to compete for this announcement.

Required Documents:

All veterans must submit a copy of their DD 214 or documentation of qualifying service or receipt of a qualifying campaign badge or medal to claim veteran's preference. Veterans claiming 10-point preference must also submit an SF 15 and its supporting documentation.

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CAREER TRANSITION ASSISTANCE PROGRAM (CTAP) OR INTERAGENCY CAREER
TRANSITION ASSISTANCE PROGRAM (ICTAP)

Individuals who have special priority selection under these programs must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they meet OPM qualification standards, as well as all selective placement (mandatory) factors, and rate at the fully successful level on all ranking factors for the position. CTAP and ICTAP eligibles will be considered well qualified if they earn a minimum score of 85.

Applicants claiming CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes providing a copy of the agency notice, their most recent Performance Rating, and their most recent SF-50 noting current position, grade level, and duty location. CTAP and ICTAP eligibles will be considered well qualified if they earn a minimum score of 85 (prior to the assignment of veteran's preference points). For more information on CTAP/ICTAP eligibility requirements, please visit <http://www.opm.gov/ctap/index.htm>.

You must ensure that the vacancy announcement number is annotated on your documents.

When applying for a non-competitive appointments, such as Schedule A, you must submit documentation as to your eligibility for this type of appointment.

Supplemental application materials must be postmarked by the closing date of the announcement. This material may be faxed to 214-665-6538 or sent to the address identified below and must include the announcement number for which applying. Supplemental application materials sent in U. S. Government postage paid envelopes will not be considered.

MAILING ADDRESS:

Environmental Protection Agency
Human Resources Office (6MD-AP)
1445 Ross Avenue
Dallas, TX 75202-2733

What to Expect Next:

Once your complete application is received and the vacancy announcement closes, we will conduct an evaluation of your

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qualifications and determine your ranking. All applicants will be notified of the final status of this vacancy announcement through email.

Benefits:

The Federal government offers a number of exceptional benefits to its employees. The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

Additional Information:

EPA HAS A DRUG TESTING AND NO SMOKING POLICY.

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Vicki Broach at 214-665-6539 prior to the closing date of this announcement. The decision on granting reasonable accommodations will be on a case-by-case basis.

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or any other non-merit factors.

Your application contains information subject to the Privacy Act (P.L. 93-579 and 5 USC 552a). This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employees Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515)

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

Please make sure that you have attached your resume. You will be disqualified from consideration if your resume has not been submitted before this vacancy closes.

Please remember to send all supporting documentation to the HR office for proper consideration.

Thank you for your interest in working for Environmental Protection Agency

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Applicant's Signature

Date Application Completed

Applicant's Name Printed