

Department: Department Of Justice

Agency: Bureau of Alcohol, Tobacco, Firearms, & Explosives

Sub Agency: Alcohol, Tobacco, Firearms and Explosives

Job Announcement Number: 10-DEU-043-ALN

Job Title: Program Analyst

Salary Range: 60,989.00 - 95,026.00 USD /year

Series & Grade: GS-0343-11/12

Promotion Potential: 12

Open Period: Monday, November 16, 2009 to Thursday, December 31, 2009

Position Information: Full Time Permanent

Duty Locations: 2 vacancies - Prince Georges County, Beltsville, MD

Who May Be Considered: Applications will be accepted from all U.S. citizens.

Job Summary:

The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) is ranked as one of the top 15 places to work in the Federal government and one of the top law enforcement agencies. ATF is looking for energetic, innovative, solution-oriented professionals to help the ATF team succeed in our responsibilities to reduce violent crime and protect the public.

This position is located in the Office of Science and Technology, Laboratory Services Division, Director's Office, Beltsville, MD.

The incumbent serves as a program analyst in Laboratory Services and is responsible for performing a variety of analytical tasks related to operational and administrative support activities. The incumbent will assess the effectiveness of forensic science and other quality programs.

Key Requirements:

- Must successfully complete a background security investigation.
- Must serve a one year probationary period.

Major Duties:

The incumbent manages projects and performs detailed analytical studies of complex functions and administrative processes related to management and productivity improvement, management controls and strategic planning. Identifies problems and recommends solutions to improve efficiency and productivity.

Provides technical assistance to management officials in Laboratory Services on a variety of functions and activities related to quality programs, including accreditation, professional certification, administrative and technical programs and training. Serves as a training manager for Laboratory Services. Provides technical input and advice regarding studies, surveys, briefings, standards, operating procedures, planning, project coordination and program development. Coordinates activities related to a 5-year accreditation inspections, periodic ATF inspections, annual internal laboratory reviews and annual proficiency testing for laboratory employees. Prepares reports on the results and reviews.

Performs evaluation and interpretation of data concerning policies, procedures and directives to assist in the assessment of existing policies and the development of new policies that improve the

effectiveness of Laboratory Services quality programs. Projects future requirements and recommends new initiatives and long-range planning strategies. Participates in the development of new methodologies and management policies. Prepares briefing papers, reports and correspondence to support procedure or policy change. Presents detailed observations, findings and recommendations orally and/or in writing to officials. Confers with counterparts in ATF program offices. Prepares responses to inquiries from outside organizations, ensuring they are consistent with ATF and Laboratory Services policy. Develops and monitors contractual agreements that include contracts, blanket purchase agreements, task orders, procurement requests and interagency agreements pertaining to quality programs.

Qualifications:

Specialized experience is experience which is in or directly related to the line of work of this position and which has equipped the applicant with particular knowledge, skills and abilities to successfully perform the duties of the position.

Equivalent combinations of education and experience are qualifying for all grade levels and positions to the extent for which both education and experience are acceptable.

To qualify at the GS-11 level, applicants must have one year of specialized experience equivalent to the next lower grade (GS-9) by the closing date of this announcement.

Specialized experience for the GS-11 is knowledge in the requirements of the American Society of Crime Laboratory - Laboratory Accreditation Board (ASCLD/LAB) policies and procedures. The applicant should be familiar with quality programs duties in forensic laboratories and how they relate to accreditation.

To qualify at the GS-12 level, applicants must have one year of specialized experience equivalent to the next lower grade (GS-11) by the closing date of this announcement.

Specialized experience for the GS-12 is knowledge in the requirements of the American Society of Crime Laboratory - Laboratory Accreditation Board (ASCLD/LAB) policies and procedures. The applicant should be familiar with quality programs duties in forensic laboratories and how they relate to accreditation. In addition they should be familiar with ISO 17025 requirements as they pertain to forensic laboratory accreditations. For the GS-11: Ph.D. or equivalent doctoral degree

or

3 full years of progressively higher level graduate education leading to such a degree

or

LL.M., if related

To qualify, you must meet all qualification requirements described in this announcement by the closing date.

How You Will Be Evaluated:

Veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military designated campaigns are entitled to preference over non-veterans in hiring from competitive lists of eligibles. Preference does not have as its goal the placement of a veteran in every vacant Federal job, however; preference does provide a uniform method by which special consideration is given to qualified veterans seeking Federal employment. When applying for Federal jobs, eligible veterans should claim preference on their application or resume.

To be entitled to preference, a veteran must have been discharged under honorable conditions. Discharge status is documented on Member Copy 4 of the DD-214. If the appropriate copy of the DD-214 is not submitted and the discharge status is not confirmed, the candidate will not receive credit for their claimed veterans' preference.

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 Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and score 85 or better on established ranking criteria. The determination of whether or not the applicant meets the well-qualified definition will be made prior to veteran preference points being added. CTAP/ICTAP eligible's must submit one of the following as proof 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.

Special Note for announcements through GS-11 level or equivalent: the Veterans' Recruitment Appointment (VRA) is a special authority by which agencies may, if they wish, appoint an eligible veteran without competition. VRA appointees are in the excepted service and are initially hired for a 2-year period after which, provided performance has been satisfactory, the appointment may be converted to the competitive service, i.e., a permanent appointment. Conversion to a permanent appointment is not guaranteed. Veterans selected for VRA who have less than 15 years of education must agree to participate in a training or educational program. In order to be eligible for a VRA appointment, the individual must submit Member Copy 4 of their DD-214 verifying eligibility. All other required application materials must also be submitted using the "Faxing Supporting Documentation" instructions described in this announcement.

You will be rated on your qualifications as evidenced by the education, experience and training you report relative to this position which demonstrates that you possess the knowledge, skills and abilities required. Paid or unpaid experience will be considered. An automated score will be calculated based on your responses to the Vacancy Specific Questions which correlate with the Knowledge, Skills and Abilities (KSA's) listed below:

- Demonstrated ability to analyze complex and sensitive issues, determine the underlying causes and effects of such issues and to make sound recommendations for alternative courses of action.
- Interpersonal skills dealing with a diverse group of managers, executives, customers, service providers and other professional staff.
- Demonstrated ability to effectively use automated systems/software, i.e., creating data using spreadsheets and providing technical input from studies, surveys, briefing and standards.
- Knowledge of analytical techniques in order to complete studies for assigned areas of administrative programs carried out for an assigned organization segment, i.e., technical training, personnel, space planning and procurement.
- Demonstrated ability to communicate in writing in order to effectively prepare reports, briefs, written recommendations and other documents.
- Demonstrated ability to effectively communicate orally for the purpose of conducting liaison responsibilities, coordinating activities, tactfully identifying errors or inconsistencies, and making recommendations to solve problems.

Your self-determined rating, narrative responses, resume and supporting documentation will be reviewed and all responses provided in the on-line process must be substantiated by your resume. Failure to support your response choices may have a direct impact on your ability to be referred for consideration. **To preview questions please [click here](#).**

Benefits:

Eligibility for employee benefits depends on your type of appointment and your tour of duty (work schedule). Generally, you must be hired

on a permanent basis and have a regular full or part-time work schedule to be entitled to:

Federal Employees Retirement System
Thrift Savings Plan
Federal Employees Health Benefits
Federal Employees Group Life Insurance
Flexible Spending Accounts
Federal Long Term Care Insurance
Federal Transit Subsidy

For additional information on benefits, please refer to the OPM website: http://www.opm.gov/insure/new_employ/index.asp?MainQuestion1d-1

Employee may be eligible to receive performance and incentive awards and may participate in various forms of employee development and training. Employees are eligible for services at a health unit. All Federal facilities are smoke-free and maintain building security/maintenance 24 hours a day.

Other Information:

Subject to a 5-year periodic investigation
Travel and relocation expenses are not authorized and will not be paid.

EEO Statement

The Bureau of Alcohol, Tobacco, Firearms and Explosives is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, disability, age, sex, sexual orientation, status as a parent, membership or non-membership in an employee organization or personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department 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 Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

How To Apply:

This job is filled through a 3-step on-line application process.

STEP ONE - (Online Resume- USAJOBS)

You must create a user account and at least one Federal resume at USAJOBS. Information you provide in USAJOBS is general information completed by all applicants. The information you provide and your Federal resume will become part of your application and will automatically be transferred to CareerConnector when you apply online. If you have an existing USAJOBS account, simply login and select the resume you wish to include with your application package for this announcement.

STEP TWO - (Vacancy Specific Questions - CareerConnector)

In CareerConnector, you will answer vacancy specific questions necessary to evaluate your qualifications for the job to which you are applying. When completed, the information you provided at USAJOBS and the answers to the CareerConnector questions will become your application package.

STEP THREE - (Supporting Documentation)

You may upload supporting documentation in one of two ways:

(1) Once you finish answering the questions in the job announcement, you will be prompted to upload your document(s) to your application package. You will be given the choice to either upload the document as part of the application process, or you can select a document that you've already loaded on USAJOBS, or simply fax supporting documentation, which will provide you the necessary cover sheets for each of your documents so that they will be correctly submitted to the appropriate vacancy announcement. The fax number will be available on the cover sheet.

(2) You can upload a document to an existing application by logging into your USAJOBS account profile. Click on "My Applications" and search for the vacancy. Once you have located the vacancy, click on the vacancy and select "Apply Online". Move through your existing application to the Documents page and select "Upload" in order to add a document to your application. Be certain to review your complete application for confirmation that the document uploaded and click on "Finished" to be returned to USAJOBS.

Your complete online application and any required supplemental documentation (e.g. DD-214) must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. It is also your responsibility to ensure all documents are received on time and the materials are readable.

If applying on-line poses a hardship to any applicant, please contact us at the telephone number listed on this announcement. Applicants **MUST CONTACT US PRIOR TO THE CLOSING DATE** to speak to someone who can provide assistance for on-line submission. Requests for extensions will not be granted.

Paper applications submitted without prior approval from the agency point of contact may be handled as incomplete.

IMPORTANT INFORMATION: If your contact information changes after the closing date of this vacancy announcement, update your profile information in MYUSAJOBS as well as contact the Human Resources Specialist listed on this vacancy announcement to ensure you can be contacted throughout the selection process.

Required Documents:

Prior to selection, the candidate may be required to provide an original copy of any supporting/validating documentation as well as other documentation to verify eligibility.

If claiming 5 points, applicants must submit Member Copy 4 of their DD-214. If claiming 10 points, applicants must submit Member Copy 4 of their DD-214 and an SF-15 along with the documentation specified on the reverse side of the form. If the SF-15 is not submitted, the documentation required by the form verifying the service connected disability (e.g. letter from the VA confirming the disability) must be submitted in order to receive 10-point preference consideration. If you are claiming derived preference (relative of the veteran), you must submit Member Copy 4 of the DD-214, the SF-15 and the supporting documentation specified on the reverse side of the form. All candidates must submit all other required application materials as specified in this vacancy announcement.

Contact Information:

Angela Northcutt
Phone: 202-648-8556
Fax: 000-000-0000
TDD: 202-648-9915
Email: Angela.Northcutt@atf.gov

Or write:
Alcohol, Tobacco, Firearms and Explosives
Please apply online
Washington, DC 20226
Fax: 000-000-0000

What To Expect Next:

After the vacancy closes, the Human Resources Office will use the application package to automatically rate, rank and certify candidates.

You can check the status of your application anytime by accessing the USAJOBS online application system at <http://www.usajobs.gov>.

You will need to provide your USAJOBS User ID and Password to access the "Track your Online Job Application" feature. You may also click on the link provided to access additional information on CareerConnector.

All applicants will be notified of the outcome of their applications once a final decision is made. This could be as long as 60 days after the closing date of the announcement.

EEO Policy Statement: <http://www.usajobs.gov/eeo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

USAJOBS Control Number: 1736229