



# MERIT PROMOTION JOB OPPORTUNITY

[www.gpo.gov](http://www.gpo.gov)

**Announcement Number:** 08-671  
**Position Title:** Group Chief  
**Series and Grade:** KI-4403-00  
**Salary Range:** \$37.05 PH plus 10% night rate  
**Promotion Potential:** None  
**Opening Date:** 9/03/2008  
**Closing Date:** 9/16/2008  
**Location of Position:** Plant Operations, Office of the Production Manager, Pre-Press Division, Proof & Copy Markup Section  
**Number of Openings:** One  
**Type of Appointment:** Permanent  
**Work Schedule:** Shift 3 (11:30 p.m. – 8:00 a.m.)  
**Who May Apply:** Permanent GPO Employees Only

## **MAJOR DUTIES:**

The primary responsibility of the incumbent is to oversee daily Pre-Press, Proof & Copy Markup operations, such as the manual and electronic markup preparation of the Legislative Bill Manuscript, Appropriations, Committee Prints and other Federal manuscript material, to assure that all work meets and exceeds quality levels required. Prioritizes and distributes work to journeypersons, explains and reviews work assignments, as needed and specifies the standards of quality and quantity to be met. Monitors the workflow to ensure that all sections are meeting production timelines and rearranges work schedules and personnel daily in order to prevent production delays. Responds to inquires and resolves problems related to the work. Advises, assists, and provides informal training to journeyperson Printer Proofreaders. Confers with Assistant Foreperson regarding production improvement methods. Evaluates subordinates performance annually for promotion. Makes recommendations for training and awards when appropriate. Maintains files on employees to serve as documentation for performance appraisals. Counsels employees whose performance is marginal, suggests ways to improve their performance, and takes corrective action when necessary. Takes necessary action to ensure that there are adequate employees to meet production requirements. Performs other related duties as assigned.

## **QUALIFICATIONS NEEDED:**

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: *Ability to lead and supervise the work of others.* To meet this screen out, **applicants must successfully meet all of the criteria in one of the following two options:**

### **Option 1 Criteria – Applicants must fully meet all of the following:**

- 1) Successful completion of a formal, recognized apprenticeship or GPO journeyperson training program (or possess substantially equivalent practical experience in the trade of the above vacancy); **and**
- 2) Completion of at least two (2) years of subsequent journeyperson experience; **and**
- 3) Completion of one (1) year in a career or career-conditional appointment at GPO.

**OR**

**Option 2 Criteria** – Applicants who do not meet the above criteria may still qualify provided they **fully meet all** of the following:

- 1) Have a baccalaureate degree or three (3) years of responsible experience in the printing industry equivalent to the journey person level; **and**
- 2) Have two (2) years of experience in the printing industry of a scope and quality sufficient to carry out the duties of the position (one (1) year of which must have been at or comparable to the PG-12 level); **and**
- 3) Completion of one (1) year in a career or career-conditional appointment at GPO.

**NOTE # 1:** Selectee may be subject to serving a one (1) year probationary period as prescribed by GPO Instruction 610.9A, “Probationary Period for Newly Appointed Managers and Supervisors.”

**HOW YOU WILL BE EVALUATED:**

Your overall background of experience, education and training will be evaluated to determine to what degree you possess the knowledges, skills, and abilities (KSA) listed in the job elements below. Your narrative responses should explain how your experience, education, and training demonstrate that you possess each KSA. When responding to the job elements, please be sure to explain how often you used the skills, the complexity of the knowledge you possess, and provide examples of problems you have handled and the results that were achieved. Please limit your narrative response statements to one page per job element.

**Job Elements for this position:**

1. Ability to supervise the work of others. (**SCREEN OUT ELEMENT**).
2. Knowledge of Pre-Press operations, equipment, procedures, and processes to plan and organize work.
3. Knowledge of Extensible Mark-Up Language (XML) tags (elements) and proofreading codes.
4. Ability to meet deadlines under pressure.

**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](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](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center in Room C-106.

**STEP 3:** Prepare separate narrative responses to each of the job elements listed in this announcement.

**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](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

**For Additional Information:**

HR Consulting Services  
Aisha Maxwell  
Phone: (202) 512-0666  
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.**

**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.**