



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 08-672
Position Title: Group Chief
Series and Grade: KB-4402-00
Salary Range: \$37.39 PH + 10% Night Rate
Promotion Potential: None
Opening Date: 09/02/08
Closing Date: 09/15/08
Location of Position: Plant Operations
Office of the Production Manager
Binding Division
Pamphlet Section, Washington, DC
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 incumbent provides assistance to the Foreperson and Assistant Foreperson in the supervision of Bookbinders, Journeyperson Bindery Workers, and Printing Plant Workers and oversees Bindery operations to ensure that all work meets and exceeds quality levels. Assigns work to meet production schedules, maintains necessary records for control purposes and explains work requirements. Counsels and evaluates employees' performance on a yearly basis and gives quarterly reviews, recommends employee awards, and initiates corrective actions. Prepares a variety of written reports such as spoilage, production variance, and safety reports and maintains and reviews production reports and administrative records to determine any unusual trends. Acts as Assistant Foreperson when called upon, and performs other duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element to be considered eligible for this position: ***Ability to supervise the work of others.*** To meet this screen out, applicants must have completed a formal recognized apprenticeship or possess substantially equivalent practical experience in the bookbinding trade. In addition, applicants must have at least two years of subsequent journeyperson experience and have served at least one year in the Government Printing Office under a career or career-conditional appointment.

HOW YOU WILL BE EVALUATED:

Candidates meeting the minimum qualifications will be further evaluated on their overall background of experience, education and training. Qualified candidates will then be evaluated to determine to what degree they possess the knowledge, skills, and abilities (KSA) listed in the job elements below. 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.

NOTE: Selectee may also be subject to serving one year probationary period as prescribed by GPO Instruction 610.9A, "Probationary Period for Newly Appointed Managers and Supervisors".

Job Elements for this position: Describe experience and training you have had that demonstrates your ability to exercise supervisory responsibility over work operations. Please provide specific examples detailing your ability to perform each of the following job elements.

1. Ability to supervise the work of others (**SCREEN OUT ELEMENT**).
2. Knowledge of the Binding Division equipment and operational procedures and processes.
3. Knowledge of safety equipment and procedures in order to enforce regulations.
4. Ability to identify and solve scheduling, personnel, and equipment problems.
5. Ability to plan and coordinate assignments in order to meet production deadlines.
6. Ability to communicate both orally and in writing.

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. 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.

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 (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HR Consulting Services
Tiffany L. Robinson
Phone: (202) 512-2010 Ext. 31574
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.