

QFR #24 New Hires from Dec 2014 to May 2017

Position Title	Pay Plan	Job Series	Grade	Step	Annual Salary	Cost Code	Shift	Digital Production	Digital Mgmt.	Digital Product Dev.	Hire Date	Business Unit	Section	Vacancy Ann. For	Var. Ann. & Year	PD Start	PD End	Total Page
ACCOUNTANT	PG	0510	13	01	\$ 92,145.00	0121	1	N	N	N	5/2/2016	Finance and Administration	Accounting Operations Division					
ACCOUNTANT	PG	0510	13	01	\$ 92,145.00	0121	1	N	N	N	5/2/2016	Finance and Administration	Accounting Operations Division					
ACCOUNTANT	PG	0510	09	09	\$ 67,679.00	0121	1	N	N	N	5/16/2016	Finance and Administration	Accounting Operations Division					
ACCOUNTANT	PG	0510	09	06	\$ 62,339.00	0121	1	N	N	N	6/27/2016	Finance and Administration	Accounting Operations Division					
ACCOUNTANT	PG	0510	09	02	\$ 56,805.00	0072	1	N	N	N	1/23/2017	Finance and Administration	Controller, Customer Service					
ASST DIR EEO	PG	0260	15	04	\$ 138,871.00	0080	1	N	N	N	3/22/2015	EQUAL EMPLOYMENT OPPOR	Office of Equal Employment Opportunity					
ATTORNEY ADVISOR	PG	0905	14	01	\$ 107,325.00	0011	1	N	N	N	6/1/2015	GENERAL COUNSEL	Office of the General Counsel					
ATTORNEY ADVISOR	PG	0905	14	04	\$ 119,776.00	0011	1	N	N	N	9/18/2016	GENERAL COUNSEL	Office of the General Counsel					
ATTORNEY ADVISOR - ASSISTANT GENERAL CO	PG	0905	14	04	\$ 119,776.00	0011	1	N	N	N	12/11/2016	GENERAL COUNSEL	Office of the General Counsel					
AUDITOR	PG	0511	13	03	\$ 82,551.04	7400	3	Y	N	N	3/9/2015	PLANT OPERATIONS	Office of Inspector General				1	7
BOOKBINDER	KB	4402	00	01	\$ 82,551.04	7000	3	Y	N	N	3/9/2015	PLANT OPERATIONS	Bindery					
BOOKBINDER	KB	4402	00	01	\$ 75,046.40	7000	1	Y	N	N	3/9/2015	PLANT OPERATIONS	Bindery					
BOOKBINDER	KB	4402	00	01	\$ 75,046.40	7100	1	Y	N	N	3/23/2015	PLANT OPERATIONS	Bindery					
BOOKBINDER	KB	4402	00	01	\$ 75,046.40	7500	1	Y	N	N	4/6/2015	PLANT OPERATIONS	Bindery					
BOOKBINDER	KB	4402	00	01	\$ 75,046.40	7500	1	Y	N	N	4/6/2015	PLANT OPERATIONS	Bindery					
BOOKBINDER	KB	4402	00	02	\$ 84,718.40	6500	1	Y	N	N	2/6/2017	SECURITY AND INTELLIGENT	Bindery - DC					
BOOKBINDER	KB	4402	00	02	\$ 84,718.40	6500	1	Y	N	N	4/3/2017	SECURITY AND INTELLIGENT	Card Manufacturing - DC					
BOOKBINDER	KB	4402	00	02	\$ 93,190.24	6500	3	Y	N	N	5/14/2017	SECURITY AND INTELLIGENT	Card Manufacturing - DC					
BOOKBINDER	KB	4402	00	02	\$ 82,347.20	7600	1	Y	N	N	11/16/2015	SECURITY AND INTELLIGENT	Passport Bindery - DC					
BOOKBINDER	KB	4402	00	02	\$ 82,347.20	7600	1	Y	N	N	11/16/2015	SECURITY AND INTELLIGENT	Passport Bindery - DC					
BOOKBINDER	KB	4402	00	02	\$ 82,347.20	7600	1	Y	N	N	6/13/2016	SECURITY AND INTELLIGENT	Passport Bindery - DC					
BOOKBINDER	KB	4402	00	02	\$ 82,347.20	7600	1	Y	N	N	7/25/2016	SECURITY AND INTELLIGENT	Passport Bindery - DC					
BOOKBINDER	KB	4402	00	02	\$ 82,347.20	7700	1	Y	N	N	12/12/2016	SECURITY AND INTELLIGENT	Smart Card Production - DC					
BOOKBINDER	KB	4402	00	02	\$ 84,718.40	6500	1	Y	N	N	1/26/2015	SECURITY AND INTELLIGENT	Bindery - SPF					
BOOKBINDER - STENNIS	KB	4402	00	02	\$ 81,161.60	8600	1	Y	N	N	1/26/2015	SECURITY AND INTELLIGENT	Bindery - SPF					
BOOKBINDER - STENNIS	KB	4402	00	02	\$ 81,161.60	8600	1	Y	N	N	6/15/2015	SECURITY AND INTELLIGENT	Bindery - SPF					
BOOKBINDER - STENNIS	KB	4402	00	01	\$ 82,347.20	8600	1	Y	N	N	11/16/2015	SECURITY AND INTELLIGENT	Bindery - SPF					
BOOKBINDER - STENNIS	KB	4402	00	02	\$ 82,347.20	8600	1	Y	N	N	5/31/2016	SECURITY AND INTELLIGENT	Bindery - SPF					
BOOKBINDER - STENNIS	KB	4402	00	02	\$ 82,347.20	8600	1	Y	N	N	5/31/2016	SECURITY AND INTELLIGENT	Bindery - SPF					
BOOKBINDER - STENNIS	KB	4402	00	03	\$ 82,347.20	8600	1	Y	N	N	6/27/2016	SECURITY AND INTELLIGENT	Bindery - SPF					
BOOKBINDER - STENNIS	KB	4402	00	02	\$ 82,347.20	8600	1	Y	N	N	7/25/2016	SECURITY AND INTELLIGENT	Bindery - SPF					
BOOKBINDER - STENNIS	KB	4402	00	02	\$ 82,347.20	8600	1	Y	N	N	9/6/2016	SECURITY AND INTELLIGENT	Bindery - SPF					
BOOKBINDER - STENNIS	KB	4402	00	02	\$ 84,718.40	8600	1	Y	N	N	10/17/2016	SECURITY AND INTELLIGENT	Bindery - SPF					
BOOKBINDER - STENNIS	KB	4402	00	02	\$ 84,718.40	8600	1	Y	N	N	5/17/2017	SECURITY AND INTELLIGENT	Bindery - SPF					
CARPENTER	KP	4607	00	01	\$ 76,440.00	3520	1	N	N	N	6/28/2015	PLANT OPERATIONS	Engineering Services					
CARPENTER	KP	4607	00	01	\$ 77,569.20	3520	1	N	N	N	5/1/2016	PLANT OPERATIONS	Engineering Services					
CHEMIST	PG	1320	12	10	\$ 103,639.00	4160	1	N	N	N	2/21/2017	PLANT OPERATIONS	Testing & Technical Services Division					
CHEMIST	PG	1320	11	01	\$ 66,510.00	4160	1	N	N	N	7/25/2016	INFORMATION TECHNOLOGY	Systems Integration Division				16	28
CHIEF OF IT OPERATIONS	PG	2210	15	06	\$ 149,492.00	0711	1	Y	N	N	5/1/2016	PLANT OPERATIONS	Engineering Services					
CHIEF PLANNING AND SCHEDULING	PG	1640	14	01	\$ 108,887.00	3300	1	N	N	N	1/24/2016	ACQUISITIONS	Office of the Chief Acquisition Officer					
CHIEF SUPERVISORY CONTRACT SPECIALIST	PG	1102	15	01	\$ 128,082.00	0600	1	N	N	N	9/19/2016	PUBLICATION & INFORMATION	Contract Center				29	39
CONTENT ACQUISITIONS SPECIALIST	PG	0301	11	10	\$ 84,044.00	9250	1	N	N	Y	4/2/2017	ACQUISITIONS	Office of the Chief Acquisition Officer					
CONTRACT SPECIALIST	PG	1102	13	01	\$ 94,796.00	0600	1	N	N	N	4/16/2017	ACQUISITIONS	Office of the Chief Acquisition Officer					
CONTRACT SPECIALIST	PG	1102	13	04	\$ 104,275.00	0600	1	N	N	N	8/8/2016	Finance and Administration	Controller, Plant Operations					
COST ACCOUNTANT	PG	0510	13	01	\$ 92,145.00	0071	1	N	N	N	3/6/2017	Finance and Administration	Controller, Plant Operations					
COST ACCOUNTANT (Reemployed Annuitant)	PG	0510	13	06	\$ 110,595.00	0071	1	N	N	N	8/7/2016	Finance and Administration	Controller, Plant Operations					
CUSTOMER CONTACT SPECIALIST	PG	0301	05	05	\$ 39,967.00	9250	1	N	N	N	8/21/2016	PUBLICATION & INFORMATION	Contract Center					
CUSTOMER CONTACT SPECIALIST	PG	0301	05	06	\$ 41,142.00	9250	1	N	N	N	8/21/2016	PUBLICATION & INFORMATION	Contract Center					
DISPATCHER	PG	2151	05	01	\$ 35,265.00	0505	1	N	N	N	5/31/2016	SECURITY	DC Passport Security Branch					
DISPATCHER	PG	2151	05	01	\$ 38,792.00	0505	3	N	N	N	5/31/2016	SECURITY	DC Passport Security Branch					
DISPATCHER	PG	2151	05	09	\$ 50,557.00	0505	1	N	N	N	12/12/2016	SECURITY	DC Passport Security Branch					
EEO SPECIALIST	PG	0260	13	04	\$ 101,361.00	0080	1	N	N	N	1/24/2016	EQUAL EMPLOYMENT OPPOR	Office of Equal Employment Opportunity					
ELECTRICIAN	KE	2805	00	01	\$ 85,030.40	3540	1	N	N	N	3/6/2016	EQUAL EMPLOYMENT OPPOR	Office of Equal Employment Opportunity					
ELECTRICIAN	KE	2805	00	01	\$ 85,030.40	3540	1	N	N	N	10/2/2016	PLANT OPERATIONS	Electric Branch					
ELECTRICIAN	KE	2805	00	01	\$ 85,030.40	3540	1	N	N	N	10/3/2016	PLANT OPERATIONS	Electric Branch					
ELECTRICIAN	KE	2805	00	01	\$ 81,473.60	3540	1	N	N	N	2/23/2015	PLANT OPERATIONS	Engineering Services					
ELECTRICIAN	KE	2805	00	01	\$ 82,659.20	3540	1	N	N	N	9/19/2016	PLANT OPERATIONS	Engineering Services					
ELEVATOR MECHANIC	KE	5313	00	01	\$ 93,533.44	3570	2	N	N	N	11/28/2016	PLANT OPERATIONS	Elevator Branch					
ELEVATOR MECHANIC	KE	5313	00	01	\$ 89,820.96	3570	3	N	N	N	6/29/2015	PLANT OPERATIONS	Engineering Services					
ELEVATOR MECHANIC	KE	0801	14	01	\$ 112,021.00	2000	1	Y	N	Y	4/16/2017	SECURITY AND INTELLIGENT	Passport Bindery - DC				40	50
EQUAL EMPLOYMENT SPECIALIST	PG	0260	13	07	\$ 113,755.00	0080	1	N	N	N	3/20/2017	EQUAL EMPLOYMENT OPPOR	Office of Equal Employment Opportunity					
EXPERT	PG	1101	14	06	\$ 130,692.00	0002	1	N	N	N	4/3/2017	EXECUTIVE OFFICES	Office of the Chief of Staff					
EXPERT	PG	1101	11	01	\$ 64,650.00	0760	1	N	Y	N	6/13/2016	PROGRAMS, STRATEGY AND	Programs, Strategy and Technology				51	67
FINANCIAL OPERATIONS ANALYST	PG	0501	09	03	\$ 56,996.00	0072	1	N	N	N	1/17/2015	Finance and Administration	Controller, Customer Service					
FINANCIAL OPERATIONS ANALYST	PG	0501	09	06	\$ 62,339.00	0072	1	N	N	N	11/15/2015	Finance and Administration	Controller, Customer Service					
GENERAL ADMINISTRATIVE TRAINER	PG	0399	04	01	\$ 31,069.00	0600	1	N	N	N	6/1/2015	ACQUISITIONS	Office of the Chief Acquisition Officer					
GENERAL ADMINISTRATIVE TRAINER	PG	0399	03	01	\$ 27,675.00	0600	1	N	N	N	6/1/2015	ACQUISITIONS	Office of the Chief Acquisition Officer					
GENERAL ADMINISTRATIVE TRAINER	PG	0399	04	01	\$ 31,069.00	0003	1	N	N	N	6/8/2015	ADMINISTRATIVE SERVICES	Office of the Chief Administrative Officer					
GENERAL ADMINISTRATIVE TRAINER	PG	0399	05	01	\$ 34,759.00	9400	1	N	N	N	6/1/2015	CUSTOMER SERVICES	Library Services and Content Management					
GENERAL ADMINISTRATIVE TRAINER	PG	0399	05	01	\$ 34,759.00	4300	1	N	N	N	6/15/2015	CUSTOMER SERVICES	Managing Director, Customer Services					
GENERAL ADMINISTRATIVE TRAINER	PG	0399	04	01	\$ 31,069.00	0875	1	N	N	N	6/8/2015	HUMAN CAPITAL	Human Capital Operations					
GENERAL ADMINISTRATIVE TRAINER	PG	0399	04	01	\$ 31,069.00	0882	1	N	N	N	6/8/2015	HUMAN CAPITAL	Human Capital Operations					
GENERAL ADMINISTRATIVE TRAINER	PG	0399	04	01	\$ 31,069.00	0700	1	N	N	N	6/8/2015	INFORMATION TECHNOLOGY	Workforce Development & Training					
GENERAL ADMINISTRATIVE TRAINER	PG	0399	05	01	\$ 34,759.00	0700	1	N	N	N	6/8/2015	INFORMATION TECHNOLOGY	Office of the Chief Information Officer					
GENERAL ADMINISTRATIVE TRAINER	PG	0399	04	01	\$ 31,069.00	0700	1	N	N	N	6/8/2015	INFORMATION TECHNOLOGY	Office of the Chief Information Officer					

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Table with columns: Position Title, Pay Plan, Job Series, Grade, Step, Annual Salary, Cost Code, Shift, Digital Production, Digital Mgmt, Digital Product Dev, Hire Date, Business Unit, Section, Vac. Ann. For PD Start Page, Vac. Ann. For QFR, Total Pages. Rows list various roles like General Administrative Trainee, Librarian, Machinist, Nurse Practitioner, Painter, and various Intern roles.



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Position Title	Pay Plan	Job Series	Grade	Step	Annual Salary	Cost Code	Shift	Digital Production	Digital Mgmt.	Digital Product Dev.	Hire Date	Business Unit	Section	Vacancy Ann. For	Vac. Ann. & PD Start & PD End Page	Total Pages
PATHWAYS SUMMER INTERN	PG	0399	04	01	\$ 31,521.00	9250	1	N	N	N	6/20/2016	PUBLICATION & INFORMATION	Contact Center			
PATHWAYS SUMMER INTERN	PG	0399	04	01	\$ 31,521.00	9260	1	N	N	N	6/20/2016	PUBLICATION & INFORMATION	Office of Marketing			
PATHWAYS SUMMER INTERN	PG	0399	03	01	\$ 28,078.00	9260	1	N	N	N	6/20/2016	PUBLICATION & INFORMATION	Office of Marketing			
PATHWAYS SUMMER INTERN	PG	0399	04	01	\$ 31,521.00	0501	1	N	N	N	6/6/2016	SECURITY AND INTELLIGENT	Sales Services and Outreach			
PATHWAYS SUMMER INTERN	PG	0399	03	01	\$ 35,265.00	2000	1	Y	N	N	6/13/2016	SECURITY AND INTELLIGENT	Managing Director, Security and Intel	Security		
PHOTOGRAPHER	PG	1060	10	01	\$ 58,844.00	0007	1	N	N	N	12/28/2015	EXECUTIVE OFFICES	Office of Communications	16-1580409-RC	211	9
POLICE OFFICER	PQ	0083	04	01	\$ 55,466.00	0505	1	N	N	N	11/19/2016	SECURITY	DC Passport Security Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 57,063.00	0505	1	N	N	N	11/19/2016	SECURITY	DC Passport Security Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 57,063.00	0505	1	N	N	N	11/28/2016	SECURITY	DC Passport Security Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 57,063.00	0505	1	N	N	N	11/28/2016	SECURITY	DC Passport Security Branch			
POLICE OFFICER	PZ	0083	13	01	\$ 62,769.00	0505	2	N	N	N	11/28/2016	SECURITY	DC Passport Security Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 57,063.00	0502	1	N	N	N	2/19/2017	SECURITY	Uniform Police Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 55,466.00	0502	1	N	N	N	11/15/2015	SECURITY	Uniform Police Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 55,466.00	0502	1	N	N	N	11/15/2015	SECURITY	Uniform Police Branch			
POLICE OFFICER	PZ	0083	04	01	\$ 61,015.00	0502	2	N	N	N	12/27/2015	SECURITY	Uniform Police Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 55,466.00	0502	1	N	N	N	1/10/2016	SECURITY	Uniform Police Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 57,063.00	0502	1	N	N	N	1/18/2017	SECURITY	Uniform Police Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 57,063.00	0502	1	N	N	N	2/19/2017	SECURITY	Uniform Police Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 57,063.00	0502	1	N	N	N	2/21/2017	SECURITY	Uniform Police Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 57,063.00	0502	1	N	N	N	4/22/2017	SECURITY	Uniform Police Branch			
POLICE OFFICER	PQ	0083	04	01	\$ 50,024.00	8600	1	Y	N	N	10/17/2016	SECURITY AND INTELLIGENT	Bindery - SPF	16-1580409-RC	211	9
PW - CUSTODIAL WORKER	KX	3566	01	02	\$ 43,243.20	3400	1	N	N	N	10/17/2016	PLANT OPERATIONS	Building Services Branch			
PW - CUSTODIAL WORKER	KX	3566	01	01	\$ 38,812.80	3400	1	N	N	N	9/6/2016	PLANT OPERATIONS	Engineering Services			
PW - CUSTODIAL WORKER	KX	3566	01	01	\$ 38,812.80	3400	1	N	N	N	9/6/2016	PLANT OPERATIONS	Engineering Services			
PW - CUSTODIAL WORKER	KX	3566	01	01	\$ 38,812.80	3400	1	N	N	N	9/6/2016	PLANT OPERATIONS	Engineering Services			
PW - CUSTODIAL WORKER	KX	3566	01	01	\$ 38,812.80	3400	1	N	N	N	9/6/2016	PLANT OPERATIONS	Engineering Services			
PW - CUSTODIAL WORKER	KX	3566	01	01	\$ 38,812.80	3400	1	N	N	N	9/6/2016	PLANT OPERATIONS	Engineering Services			
PW - CUSTODIAL WORKER	KX	3566	01	01	\$ 38,812.80	3400	1	N	N	N	9/6/2016	PLANT OPERATIONS	Engineering Services			
PW - MOTOR VEHICLE OPERATOR	KX	5703	05	02	\$ 50,440.00	4340	1	N	N	N	12/4/2016	OFFICIAL JOURNALS OF GOV	Congressional Publishing Services			
PW - MOTOR VEHICLE OPERATOR	KX	5703	05	02	\$ 50,440.00	4340	1	N	N	N	11/28/2016	OFFICIAL JOURNALS OF GOV	Congressional Publishing Services			
PW (BINDERY)	KY	4402	03	05	\$ 48,401.60	7400	1	N	N	N	9/21/2015	PLANT OPERATIONS	Bindery			
PW (BINDERY)	KY	4402	03	05	\$ 48,401.60	7200	1	N	N	N	9/21/2015	PLANT OPERATIONS	Bindery			
PW (BINDERY)	KY	4402	03	05	\$ 48,401.60	7100	1	N	N	N	9/21/2015	PLANT OPERATIONS	Bindery			
PW (BINDERY)	KY	4402	03	05	\$ 48,401.60	7000	1	N	N	N	9/21/2015	PLANT OPERATIONS	Bindery			
PW (BINDERY)	KY	4402	03	05	\$ 48,401.60	7100	1	N	N	N	9/21/2015	PLANT OPERATIONS	Bindery			
PW (BINDERY)	KY	4402	03	05	\$ 48,401.60	7000	1	N	N	N	9/21/2015	PLANT OPERATIONS	Bindery			
PW (PRESS)	KX	3502	01	01	\$ 38,812.80	8300	1	Y	N	N	2/8/2016	SECURITY AND INTELLIGENT	Press - SPF	16-1528348-RC	220	226
PW (RECORD ROOM)	KY	4402	03	05	\$ 48,401.60	7400	1	N	N	N	9/20/2015	PLANT OPERATIONS	Bindery			
PW (RECORD ROOM)	KY	4402	03	05	\$ 48,401.60	7400	1	N	N	N	9/21/2015	PLANT OPERATIONS	Bindery			
PW (RECORD ROOM)	KY	4402	03	05	\$ 48,401.60	7400	1	N	N	N	9/21/2015	PLANT OPERATIONS	Bindery			
PW (RECORD ROOM)	KY	4402	03	05	\$ 48,401.60	7400	1	N	N	N	9/21/2015	PLANT OPERATIONS	Bindery			
PW (RECORD ROOM)	KY	4402	03	05	\$ 48,401.60	7400	1	N	N	N	9/21/2015	PLANT OPERATIONS	Bindery			
PW (RECORD ROOM)	KY	4402	03	05	\$ 49,108.80	7100	1	N	N	N	10/19/2015	PLANT OPERATIONS	Bindery			
PW (SECURE CREDENTIAL)	KX	4401	06	03	\$ 51,498.00	7700	1	Y	N	N	8/21/2016	SECURITY AND INTELLIGENT	Smart Card Production - DC	16-1636199-RC	227	235
PW (SECURITY ROOM)	KX	4401	03	02	\$ 46,734.40	8600	1	Y	N	N	11/12/2016	SECURITY AND INTELLIGENT	Bindery - SPF	16-1548888-RC	236	243
PW (SECURITY ROOM)	KX	4401	03	01	\$ 47,070.40	8600	1	Y	N	N	4/18/2016	SECURITY AND INTELLIGENT	Bindery - SPF	16-1548888-RC		
PW (SECURITY ROOM)	KX	4401	03	01	\$ 47,070.40	8600	1	Y	N	N	5/31/2016	SECURITY AND INTELLIGENT	Bindery - SPF	16-1548888-RC		
PW (SECURITY ROOM)	KX	4401	03	01	\$ 47,070.40	8600	1	Y	N	N	6/19/2016	SECURITY AND INTELLIGENT	Bindery - SPF	16-1548888-RC		
PW (SECURITY ROOM)	KX	4401	03	01	\$ 48,422.40	8600	1	Y	N	N	5/15/2017	SECURITY AND INTELLIGENT	Bindery - SPF	16-1548888-RC		
PW (SECURITY ROOM)	KX	4401	00	01	\$ 48,422.40	8600	1	Y	N	N	8/22/2016	SECURITY AND INTELLIGENT	Press - SPF	16-1548888-RC		
PW (SECURITY ROOM)	KX	4401	04	02	\$ 48,794.40	6900	1	N	N	N	11/15/2015	PLANT OPERATIONS	Press			
PW (WEB PRESS)	KX	3566	01	01	\$ 38,812.80	3400	1	N	N	N	3/6/2016	PLANT OPERATIONS	Engineering Services			
PW CUSTODIAL WORKER	KX	3566	01	01	\$ 38,812.80	3400	1	N	N	N	3/6/2016	PLANT OPERATIONS	Engineering Services			
PW CUSTODIAL WORKER	KX	3566	01	02	\$ 42,036.80	3400	1	N	N	N	3/6/2016	PLANT OPERATIONS	Engineering Services			
PW CUSTODIAL WORKER	KX	3566	01	01	\$ 38,812.80	3400	1	N	N	N	3/21/2016	PLANT OPERATIONS	Engineering Services			
PW CUSTODIAL WORKER	KX	3566	01	01	\$ 38,812.80	3400	1	N	N	N	4/20/2016	PLANT OPERATIONS	Engineering Services			
PW SECURE CREDENTIAL	KX	4401	06	01	\$ 50,273.60	8600	1	Y	N	N	5/31/2016	SECURITY AND INTELLIGENT	Bindery - SPF	16-1580900-RC	244	251
PW SECURE CREDENTIAL	KX	4401	06	01	\$ 50,273.60	8600	1	Y	N	N	12/8/2015	SECURITY AND INTELLIGENT	Bindery - SPF	16-1580900-RC		
PW(CUSTODIAL WORKER)	KX	3566	01	02	\$ 41,433.60	3400	1	N	N	N	2/9/2015	PLANT OPERATIONS	Engineering Services			
PW(CUSTODIAL WORKER)	KX	3566	01	02	\$ 41,433.60	3400	1	N	N	N	2/23/2015	PLANT OPERATIONS	Engineering Services			
PW(CUSTODIAL WORKER)	KX	3566	01	02	\$ 45,576.96	3400	2	N	N	N	2/23/2015	PLANT OPERATIONS	Engineering Services			
PW(CUSTODIAL WORKER)	KX	3566	01	02	\$ 45,576.96	3400	2	N	N	N	3/9/2015	PLANT OPERATIONS	Engineering Services			
PW(CUSTODIAL WORKER)	KX	3566	01	02	\$ 41,433.60	3400	1	N	N	N	3/9/2015	PLANT OPERATIONS	Engineering Services			
PW(CUSTODIAL WORKER)	KX	3566	01	02	\$ 41,433.60	3400	1	N	N	N	3/9/2015	PLANT OPERATIONS	Engineering Services			
PW(CUSTODIAL WORKER)	KX	3566	01	02	\$ 38,251.20	3400	1	N	N	N	4/20/2015	PLANT OPERATIONS	Engineering Services			
PW(CUSTODIAL WORKER)	KX	3566	01	02	\$ 46,240.48	3400	3	N	N	N	11/11/2016	PLANT OPERATIONS	Engineering Services			
PW(MOTOR VEHICLE OPERATOR)	KM	4417	00	17	\$ 109,532.80	6900	1	N	N	N	4/18/2016	OFFICIAL JOURNALS OF GOV	Congressional Publishing Services			
PRESS FOREPERSON	KI	4403	00	02	\$ 81,993.60	6900	1	N	N	N	7/26/2015	PLANT OPERATIONS	Press			
PRINT/REVISOR	KI	4403	00	01	\$ 87,058.40	5100	3	Y	N	N	11/14/2016	PLANT OPERATIONS	Proof and Copy Markup Section	16-1685930-AS	252	259
PRINT/REVISOR	KI	4403	00	01	\$ 87,058.40	5100	3	Y	N	N	11/14/2016	PLANT OPERATIONS	Proof and Copy Markup Section	16-1685930-AS		
PRINT/REVISOR	KI	4403	00	01	\$ 87,058.40	5200	3	Y	N	N	11/14/2016	PLANT OPERATIONS	Proof and Copy Markup Section	16-1685930-AS		
PRINT/REVISOR	KI	4403	00	01	\$ 87,058.40	5200	3	Y	N	N	11/14/2016	PLANT OPERATIONS	Proof and Copy Markup Section	16-1685930-AS		
PRINT/REVISOR	KI	4403	00	01	\$ 79,144.00	5100	1	Y	N	N	11/14/2016	PLANT OPERATIONS	Proof and Copy Markup Section	16-1685930-AS		

QFR #24 New Hires from Dec 2014 to May 2017

Table with 20 columns: Position Title, Pay Plan, Job Series, Grade, Step, Annual Salary, Cost Code, Shift, Digital Production, Digital Mgmt, Digital Product Dev, Hire Date, Business Unit, Section, Vacancy Ann. For, Vac. Ann. For Page, PD Start, PD End, Page, Total Pages. Rows include various roles like printer/journeyperson, printing officer, printing plant worker, and procurement technician.

QFR #24 New Hires from Dec 2014 to May 2017

Position Title	Pay Plan	Job Series	Grade	Step	Annual Salary	Cost Code	Shift	Digital Production	Digital Mgmt.	Digital Product Dev.	Hire Date	Business Unit	Section	Vacancy Ann. For Off	Vac. Ann. & PID Start Page	Total Pages
SUPERVISORY GENERAL ENGINEER	PG	0801	15	06	\$ 153,730.00	3000	1	N	N	N	12/11/2016	PLANT OPERATIONS	Managing Director, Operations Support	15-1238853-VT	344	354
SUPERVISORY IT SPECIALIST	PG	2210	14	05	\$ 121,635.00	4940	1	Y	Y	Y	6/1/2015	SECURITY AND INTELLIGENT	Secure Production	16-1751580-ST	365	365
SUPERVISORY LIBRARIAN	PG	1410	13	01	\$ 94,796.00	9100	1	N	Y	N	11/28/2016	LIBRARY SERVICES & CONTENT	Bibliographic Control	16-1751580-ST	366	375
SUPERVISORY SALES AND MARKETING SPECIAL	PG	1101	14	01	\$ 112,021.00	4327	1	N	N	N	11/14/2016	CUSTOMER SERVICES	Library Technical Information Services			
SUPPLY TECHNICIAN	PG	2005	06	01	\$ 35,669.00	9421	1	N	N	N	5/4/2015	PUBLICATION & INFORMATION	Sales and Support Services	16-1731219-DS		
SUPPLY OCCUPATIONAL HEALTH NURSE	PG	2005	05	01	\$ 31,944.00	9423	1	N	N	N	6/15/2015	PUBLICATION & INFORMATION	Administrative - Pueblo			
SUPPLY HR SPEC (RECIPLACE)	PG	0610	12	01	\$ 76,378.00	0880	1	N	N	N	3/9/2015	HUMAN CAPITAL	Physician Services			
SYSTEMS ACCOUNTANT	PG	0201	14	05	\$ 121,635.00	0875	1	N	N	N	3/6/2015	HUMAN CAPITAL	Human Capital Operations			
TRAINING ADMINISTRATOR AND INSTRUCTOR	PG	0510	14	01	\$ 108,887.00	0075	1	N	N	N	6/13/2016	Finance and Administration	Office of Budget			
TRAINING ADMINISTRATOR AND INSTRUCTOR	PG	1712	11	01	\$ 77,490.00	0862	1	N	N	N	1/24/2016	HUMAN CAPITAL	Workforce Development & Training			
TRANSPORTATION ASSISTANT	PG	2102	06	10	\$ 52,579.00	0095	1	N	N	N	5/31/2016	HUMAN CAPITAL	Workforce Development & Training			
VISUAL INFORMATION SPECIALIST	PG	1084	12	01	\$ 77,490.00	4330	1	Y	N	Y	10/5/2015	CUSTOMER SERVICES	Administrative Services	15-1506605-VT	376	385
VISUAL INFORMATION SPECIALIST	PG	1084	12	01	\$ 77,490.00	4330	1	Y	N	Y	10/5/2015	CUSTOMER SERVICES	Creative Services	15-1506605-VT		
VISUAL INFORMATION SPECIALIST	PG	1084	12	01	\$ 77,490.00	4330	1	Y	N	Y	7/11/2016	CUSTOMER SERVICES	Creative Services	15-1506605-VT		
WEB CONTENT SPECIALIST	PG	0301	11	06	\$ 74,343.00	9420	1	Y	N	N	12/28/2014	LIBRARY SERVICES & CONTENT	Library Planning and Development	14-1170514-ST	386	393
WEB CONTENT SPECIALIST	PG	0301	11	01	\$ 64,650.00	9420	1	Y	N	N	3/21/2016	LIBRARY SERVICES & CONTENT	Library Planning and Development	14-1170514-ST		
WEB CONTENT SPECIALIST	PG	0301	11	01	\$ 64,650.00	9420	1	Y	N	N	2/22/2016	PUBLICATION & INFORMATION	Library Planning and Development	14-1170514-ST		
WRITER EDITOR	PG	1082	11	01	\$ 66,510.00	9400	1	N	N	N	3/19/2017	LIBRARY SERVICES & CONTENT	Library Services & Content Management			





# Hand bookbinder


## GOVERNMENT PRINTING OFFICE

2 vacancies in the following location:

 District of Columbia, DC

Work Schedule is Full Time - Permanent

Opened Monday 10/27/2014  
(968 day(s) ago)

 Closed Friday 11/7/2014  
(957 day(s) ago)

### Salary Range

\$35.72 to \$35.72 / Per Hour

### Series & Grade

KB-4402-00/00

### Promotion Potential

00

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

384849300

### Job Announcement Number

15-1246076-JS

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Make Your Mark on the reinvention of a major government enterprise.** The U.S. Government Printing Office (GPO) is *Keeping America Informed* by providing excellent publishing and information dissemination services for official and authentic government publications to Congress, Federal agencies, Judiciary and Federal Depository Libraries and the American public. Established by Congress in 1861, GPO was founded on values of integrity, teamwork, commitment, and dependability. Be a part of history as we continue this tradition through new technologies and strategic initiatives.

**\*\*\* If you applied to 15-1235975-JS you must apply to this announcement to be considered\*\*\***

This position is located in Plant Operations, Office of the Production manager, Bindery Operations, Washington, DC.

The selectee for this position will work Shift 1 and have a tour of duty of 7:30 am- 4:00 pm.

### Duties

- Perform a full range of tasks required for binding books by hand.
- Produce books under Library Binding Institute Standards.
- Produce short run case bound products, both lace and case style of binding, including the forwarding and finishing (foil stamping/titling) requirements as needed.
- Prepare text blocks with a variety of leaf attachment formats, i.e. Smyth sewn, oversewn, double fan adhesive, and etc.
- Inspect equipment to ensure lubrication requirements are satisfied and units are in good working order and perform minor maintenance.
- Set up the machine by making precise adjustment for sequencing, timing, positioning and movement of materials between stations to provide a continuous workflow.
- Monitor machine control panels and operation to identify processing problems, detect irregularities, and make adjustments as needed during operation to accomplish a high quality products.
- Inspect products throughout the bindery process to ensure compliance with established quality standards.
- Ensure safety devices are in place and safety precautions and procedures are followed during operations.
- Ensure 5S practices and procedures are followed.
- Perform other related duties as assigned.

### Travel Required

- Not Required

### Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Due to the nature of the work, selectees must pass a physical exam
- Selectees may be required to pass a strength test.
- Relocation expenses are not authorized.

### Qualifications

Applicants must meet the following screen out job element #1 below to be considered eligible for this position: *Ability to do the work of a Bookbinder with normal supervision.* Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Hand Bookbinder at the journey person level. These duties require skill in the preparation of text blocks, case making and finishing; maintaining quality levels and standards; and interpreting specification related to work.

All qualification requirements must be met by the closing date Friday, November 07, 2014 of this announcement to be considered.

The work involves standing for prolonged periods of time while operating or monitoring equipment and some stooping, bending, and reaching to install material, make adjustments, etc. The work is performed in a well lighted, heated, and ventilated area. However, Bookbinders are occasionally exposed to low and high frequency noise and vibrations from machinery during peak production periods; and the possibility of minor cuts from materials or more serious injuries such as broken bones and severe bruises or lacerations from high speed machine operations.

### Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and assessment questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

### BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

### Other Information

1. To be eligible for Federal employment, male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.
2. Supplementary vacancies may be filled in addition to the number stated in this announcement.



## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume, and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, November 07, 2014.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1246076. Fax your documents to 1-478-757-3144.

NOTE: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

If you cannot apply online:

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume and all required supporting documents (e.g., SF-50, Annual Performance Appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. Do not use a different cover page.

**If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before the closing date.** Friday, November 07, 2014

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or job elements required for the position:

- Ability to do the work of a Hand Bookbinder without more than normal supervision.
- Skill in setting up, operating, and adjusting bindery equipment.
- Knowledge of materials used and/or applied in the trade.
- Ability to troubleshoot equipment and design problems.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or job elements, however your resume should **CLEARLY** show possession of these job elements.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: *Best Qualified*, *Well Qualified*, or *Qualified*. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

### Merit Promotion Eligibility:

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)".

- Current career or career-conditional employees: <http://www.usajobs.gov/EI/transfers.asp#icc>
- 30% Disabled Veterans: <http://www.fedshirevets.gov/job/shav/index.aspx>
- Veterans Employment Opportunity Act (VEOA): <http://www.fedshirevets.gov/job/shav/index.aspx>
- Certain Military Spouses: <http://www.fedshirevets.gov/job/shams/index.aspx>
- Reinstatement: <http://www.usajobs.gov/EI/reinstatementeligibility.asp#icc>
- Family Member Preference (Derived Preference): <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent Annual Performance Appraisal.
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses: Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member.** <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial.

All materials must be received by the closing date of this announcement to be considered.

- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. If you submit a resume, make sure it contains all the pertinent data requested including your social security number, and dates of employment (including month and year). 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).



**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Printing Office


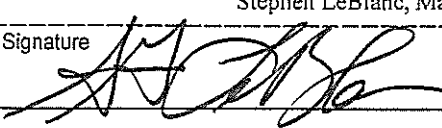
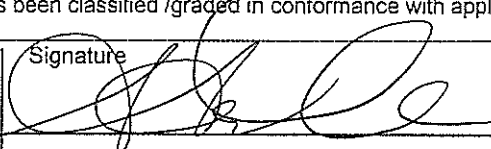
### Contact

Joshua Schwartz  
Phone: (202)512-1308  
Email: JSCHWARTZ2@GPO.GOV

### Address

Government Printing Office  
732 North Capitol Street NW  
HCO Room A-638  
Washington  
DC

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>					1. Agency Position No. 020462	
2. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced.)			3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC		6. Duty Station Washington, DC & Stennis, MS		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory			10. Competitive Level Code KB-4402-00-A		11. Functional Class Code	
12. Official Title of Position Bookbinder			Pay Plan KB	Occupational Code 4402	Grade 103%	Initials RLC
13. Organizational Title of Position (if different from official title) Secure Credential Bookbinder			Date 6 / 26 / 2013			
14. Organizational Location of Position Security & Intelligent Documents			c. Third Subdivision DC 1			
a. First Subdivision Office of the Operations Manager			d. Fourth Subdivision Bindery			
b. Second Subdivision Secure Productions			a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This			certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed or Printed Name and Title of Immediate Supervisor David H. Ford, Operations Manager			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Stephen LeBlanc, Managing Director, SID			
Signature 		Date 6/26/13	Signature 		Date 29 JUN 2015	
c. Concurrence:						
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.						
Typed Name and Title of Official Taking Action Stephanie Smith, Human Resources Manager			Signature 		Date 10/30/2015	
17. Standards Used In Classifying/Grading Position Federal Wage System Job Grading Standard for Bindery Machine Operating, 4402,10/81 (TS-45)			18. FES Applied <u>No</u>		19. Full Performance Level <u>103%</u>	
20. Remarks Added Stennis, MS to the Duty Station. The incumbent of this position requires a Secret Clearance.						
21. Description of Major Duties and Responsibilities (See attached) POSNUM 00181						



SECURE CREDENTIAL BOOKBINDER  
KB-4402-00

**INTRODUCTION**

This position is located in the Security and Intelligent Documents Section, Passport and Smartcard production. Responsibilities include setting up, adjusting, monitoring, operating and providing minor maintenance on a microprocessor controlled cutting machine. The incumbent is required to operate an in-line bindery system producing U.S. Passports. The incumbent is also required to operate in-line secure credential processing equipment. These pieces of equipment contain a number of fully automated bindery functions which produces finished bound passports and smartcards. The numerous interrelated process stations are fed gathered signatures or blank smartcards and perform such functions as end stripping, sewing, gluing, folding, stamping, covering, drying, cutting, bar-coding, encoding, laser engraving and numbering, in addition to banding, labeling, shrink wrapping, packaging and mailing operations. The incumbent provides instructions and assists in directing the activities of Bindery Workers and Printing Plant Workers assigned to the machine. Additional equipment the incumbent may be required to operate include a laminate placement machine.

**MAJOR DUTIES**

- Inspects equipment to ensure lubrication requirements are satisfied and units are in good working order; cleans parts according to instructions, and performs minor maintenance as required.
- Installs and replaces, when required, stripping and cover materials, laminate, foil, adhesives, and other supplies.
- Fills ink fountains and maintains appropriate ink levels for proper flow.
- Sets up the machine by synchronizing the multiple work stations and making precise adjustments for sequencing, timing, and movement of material between stations to provide a continuous workflow.
- Monitors machine control panels and machine operation to identify processing problems and detect irregularities, makes adjustments, as needed, during operation to accomplish a continuous run.
- Inspects passports and secure credentials throughout the production process to determine acceptability and ensure that the quality is in compliance with established quality standards.
- Sees that all safety devices are in place and that procedures applicable to the equipment operation are followed.
- Assists other Bookbinders and assists in directing auxiliary help assigned to the passport and secure credential production line.
- Assists in ordering and testing supplies.
- Performs other duties as assigned.

**SKILL AND KNOWLEDGE**

- Ability to perform the work of a Bookbinder with normal supervision.
- Knowledge of the procedures, requirements, and techniques used to set up, operate, adjust, and maintain bindery and smartcard equipment.
- Knowledge of U.S. Passports and Secure Credential quality requirements and workflow.
- Knowledge of materials used to manufacture Secure Credentials and U.S. Passports.
- Ability to maintain tools and equipment.

- Ability to communicate effectively with other employees.
- Ability to review work to ensure compliance with quality standards.
- Ability to prioritize work, work under pressure, meet deadlines.

### RESPONSIBILITY

The incumbent is under the supervision of the Bindery Group Chief. The incumbent is responsible for independently carrying out work assignments assigned by the Head Bookbinder and exercises initiative and judgment to ensure pre-established standards of quality are met.

### PHYSICAL EFFORT

Duties require the incumbent to handle items or materials weighing up to 60 pounds. The work involves standing for prolonged periods of time while operating or monitoring equipment and some stooping, bending, and reaching to install material, make adjustments, etc.

### WORKING CONDITIONS

Duties are performed in a production environment that is well lit, heated, and ventilated. The area is exposed to low frequency noise generated by Bindery and Secure Credential processing equipment.

# Bookbinder


## GOVERNMENT PUBLISHING OFFICE

5 vacancies in the following location:

 Stennis Space Center, MS

Work Schedule is Full Time - Permanent

Opened Tuesday 10/11/2016  
(254 day(s) ago)

 Closed Tuesday 10/25/2016  
(240 day(s) ago)

### Salary Range

\$39.59 to \$39.59 / Per Hour

### Series & Grade

KB-4402-00/00

### Promotion Potential

00

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

452840000

### Job Announcement Number

16-1820968-TC

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Make Your Mark on the reinvention of a major government enterprise.** The U.S. Government Publishing Office (GPO) is *Keeping America Informed* by providing excellent publishing and information dissemination services for official and authentic government publications to Congress, Federal agencies, Judiciary and Federal Depository Libraries and the American public. Established by Congress in 1861, GPO was founded on values of integrity, teamwork, commitment, and dependability. Be a part of history as we continue this tradition through new technologies and strategic initiatives.

This position is located in Security and Intelligent Documents, Office of the Operations Manager, Secure Production Facility, Stennis Secure Credential Center.

The selectee for this position will work Shift 1 and have a tour of duty 7:30 am to 4:00 pm.

### Duties

- Inspects passports and secure credentials throughout the production process to determine acceptability and ensure that the quality is in compliance with established quality standards.
- Observes that all safety devices are in place and that procedures applicable to the equipment operation are followed.
- Monitors machine control panels and machine operation to identify processing problems and detect irregularities, makes adjustments, as needed, during operation to accomplish a continuous run.
- Installs and replaces, when required, stripping and cover materials, laminate, foil, adhesives, and other supplies.
- Maintains organization's ISO 9001 Quality Management System, as it relates to job functions and job duties.

### Travel Required

- Not Required

### Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.



- Selectees must pass a background check prior to appointment.
- Due to the nature of the work, selectees must pass a physical exam
- Males born after 12/31/1959 must register for selective service
- Relocation expenses are not authorized.
- Selectees must obtain and maintain a Secret level clearance

## Qualifications

### To qualify for this position, you must meet the following requirements:

Applicants must meet the following screen out job element #1 below to be considered eligible for this position:

**Ability to do the work of a Bookbinder with normal supervision.** Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Bookbinder at the Journey person level. These duties require skill in independently setting up, adjusting, monitoring, operating and providing minor maintenance on microprocessor controlled cutting machines, and adjusting the bindery equipment described above; maintaining quality levels and standards; and interpreting specifications related to the work in order to produce finished bound books and/or smartcards.

In addition to the requirements above, GPO Employees competing under merit promotion procedures must meet all of the following criteria in accordance with Federal Merit Promotion Plan, GPO Instruction 615.2C (Appendix B):

- 1) Have completed a formal, recognized apprenticeship or GPO Journey person training program, or possess substantially equivalent practical experience in the trade of the vacancy,
- 2) Have at least 1 year of Journey person experience subsequent to completion of the above apprenticeship or training, AND
- 3) Have served a minimum of 1 year in Career or Career-Conditional appointment in the GPO.

All qualification requirements must be met by the closing date of this announcement.

Duties require the selectee to handle items or materials weighing up to 60 pounds. The work involves standing for prolonged periods of time while operating or monitoring equipment and some stooping, bending, and reaching to install material, make adjustments, etc. The work is performed in a well lighted, heated, and ventilated area. However, Bookbinders are occasionally exposed to low and high frequency noise and vibrations from machinery during peak production periods; and the possibility of minor cuts from materials or more serious injuries such as broken bones and severe bruises or lacerations from high speed machines.

## Security Clearance

Secret

## Additional Information

### What To Expect Next

After a review of your resume, required documents and assessment questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

1. To be eligible for Federal employment, male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

2. Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume or OF-612 Optional Application for Federal Employment, and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

The completed Application Package must be submitted by 11:59 PM (EST) on Tuesday, October 25, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1820968. Fax your documents to 1-478-757-3144.

NOTE: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

If you cannot apply online:

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required supporting documents (e.g., SF-50, performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc. are shown), submit your materials to fax number **1-478-757-3144**. Do not use a different cover page.

**If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before the closing date.** Tuesday, October 25, 2016

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or job elements required for the position:

- Ability to perform the work of a Bookbinder with normal supervision (screen out).
- Knowledge of the procedures, requirements, materials, and techniques used to set up, operate, adjust and maintain bindery and secure credential equipment on the automated production line.
- Ability to inspect to assure that Passport and Secure credential quality requirements and technical accuracy are maintained.
- Ability to work under pressure and meet deadlines.
- Ability to interpret instructions and specifications related to passport and secure credential production.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or job elements, however your resume should **CLEARLY** show possession of these job elements.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: *Best Qualified*, *Well Qualified*, or *Qualified*. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

- **Current career or career-conditional employees:** <http://www.usajobs.gov/EI/transfers.asp#icc>
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** <http://www.usajobs.gov/EI/reinstatementeligibility.asp#icc>
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

**For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal.

- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **All materials must be received by the closing date of this announcement to be considered.**
- **Content of Resume:** Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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, and dates of employment (including month and year). 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).
- DD-214 - If you are claiming Veterans' Preference, provide a copy of your DD-214 (Member Copy 4) Certificate of Release or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge. Failure to provide this documentation may result in your application not receiving preference.

VA Letter and SF-15 - If you are claiming Veterans' Preference based upon a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your DD-214 or other proof of entitlement as described above; an SF-15, and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later. Failure to provide this documentation may result in your application not receiving preference.

Please see [veteran eligibility documentation](#) for more information on veterans preference in federal hiring.

Active Duty Service Members – If you are a veteran who has not yet been discharged, you may provide a statement of intent to discharge from your agency to receive Veterans Preference under the VOW (Veterans Opportunity to Work) to Hire Heroes Act of 2011. Agencies are required to accept, process, and grant tentative veterans' preference to those active duty service members who submit a certification (in lieu of a DD-form 214) along with their job application materials. *Agencies must verify the individual meets*

*the definition of 'preference eligible' under 5 U.S.C. 2108 prior to appointment.* A "certification" is any written document from the armed forces that certifies you are expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. More information may be found at <https://www.opm.gov/policy-data-oversight/veterans-employment-initiative/vet-guide/>



**U.S. GOVERNMENT PUBLISHING OFFICE**  
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# Legislative Branch

## Government Publishing Office

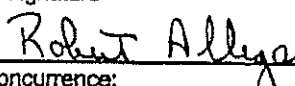
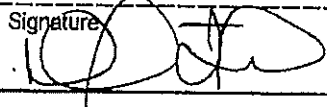

### Contact

Tonshia Corbett  
Phone: (202)512-1308  
Email: [TCORBETT@GPO.GOV](mailto:TCORBETT@GPO.GOV)

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

USE AS ORIGINAL  
U.S. Government Printing Office

POSITION DESCRIPTION				1. Agency Position No.	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.) create multiple positions				020829	
				3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive	
5. Employing Office Location WASHINGTON, DC		6. Duty Station Washington, DC		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		9. Position Is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Leader <input type="checkbox"/> Non-supervisory	
10. Competitive Level Code KB-4402-00- <u>L</u>		11. Functional Class Code		12. Official Title of Position BOOKBINDER	
Pay Plan KB		Occupational Code 4402		Grade 103%	
Initials TCW		Date 9 26 /20:		13. Organizational Title of Position (if different from official title) SECURE CREDENTIAL BOOKBINDER	
14. Organizational Location of Position Security & Intelligent Documents		c. Third Subdivision DC I		a. First Subdivision Office of the Operations Manager	
b. Second Subdivision Secure Productions		d. Fourth Subdivision Bindery		a. Fifth Subdivision Secure Credential Center	
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed or Printed Name and Title of Immediate Supervisor Robert H. Allegar, Senior Passport Manager, SID			b. Typed or Printed Name and Title of Higher-Level Supervisor or Manager (optional) David H. Ford, Operations Manager, SID		
Signature 		Date 7/14/2011		Signature 	
Date 7/14/2011		Date 7/14/11		c. Concurrence:	
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action Maria E. Pacheco, Manager, Human Capital Consult...			Signature 		Date 8/2/11
17. Standards Used In Classifying/Grading Position Federal Wage System Job Grading Standard for Bindery Machine Operating, 4402, 10/81 (TS-45)			18. FES Applied <u>No</u>		19. Full Performance Level <u>103%</u>
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached) POSNUM 00181					



Dta 7/4/11

**SECURITY & INTELLIGENT DOCUMENTS**  
**Office of the Operations Manager**  
**Secure Productions/ Bindery/ Secure Credential Center**  
**SECURE CREDENTIAL BOOKBINDER**  
**KB-4402-00**

**INTRODUCTION**

This position is located in the Security and Intelligent Documents Section, Office of the Operations Manager, Secure Productions, Bindery, Secure Credential Center. Responsibilities include setting up, adjusting, monitoring, operating and providing minor maintenance on a microprocessor controlled cutting machine. The incumbent is required to operate an in-line bindery system producing U.S. Passports. The incumbent is also required to operate in-line secure credential processing equipment. These pieces of equipment contain a number of fully automated bindery functions, which produces finished bound passports and smartcards. The numerous interrelated process stations are fed gathered signatures or blank smartcards and perform such functions as end stripping, sewing, gluing, folding, stamping, covering, drying, cutting, bar-coding, encoding, laser engraving and numbering, in addition to banding, labeling, shrink wrapping, packaging and mailing operations. The incumbent provides instructions and assists in directing the activities of Bindery Workers and Printing Plant Workers assigned to the machine. Additional equipment the incumbent may be required to operate include a laminate placement machine.

**\*This position requires the selectee to obtain and maintain a SECRET security clearance.**

**MAJOR DUTIES**

- Inspects equipment to ensure lubrication requirements are satisfied and units are in good working order; cleans parts according to instructions, and performs minor maintenance as required.
- Installs and replaces, when required, stripping and cover materials, laminate, foil, adhesives, and other supplies.
- Sets up the machine by synchronizing the multiple workstations and making precise adjustments for sequencing, timing, and movement of material between stations to provide a continuous workflow.
- Monitors machine control panels and machine operation to identify processing problems and detect irregularities, makes adjustments, as needed, during operation to accomplish a continuous run.
- Inspects passports and secure credentials throughout the production process to determine acceptability and ensure that the quality is in compliance with established quality standards.
- Sees that all safety devices are in place and that procedures applicable to the equipment operation are followed.
- Assists other Bookbinders and assists in directing auxiliary help assigned to the passport and secure credential production line.
- Assists in ordering and testing supplies.
- Performs other duties as assigned.

### **SKILL AND KNOWLEDGE**

- Ability to perform the work of a Bookbinder with normal supervision.
- Knowledge of the procedures, requirements, and techniques used to set up, operate, adjust, and maintain bindery and smartcard equipment.
- Knowledge of or be certified to run a Data Card machine.
- Knowledge of U.S. Passports and Secure Credential quality requirements and workflow.
- Knowledge of materials used to manufacture Secure Credentials and U.S. Passports.
- Knowledge of ISO practices and 5- S procedures.
- Ability to maintain tools and equipment.
- Ability to communicate effectively with other employees.
- Ability to review work to ensure compliance with quality standards.
- Ability to prioritize work, work under pressure, meet deadlines.

### **RESPONSIBILITY**

The incumbent is under the supervision of the SID Group Chief. The incumbent is responsible for independently carrying out work assignments assigned by the supervisor and exercises initiative and judgment to ensure pre-established standards of quality are met.

### **PHYSICAL EFFORT**

Duties require the incumbent to handle items or materials weighing up to 60 pounds. The work involves standing for prolonged periods of time while operating or monitoring equipment and some stooping, bending, and reaching to install material, make adjustments, etc.

### **WORKING CONDITIONS**

Duties are performed in a production environment that is well lit, heated, and ventilated. The area is exposed to low frequency noise generated by Bindery and Secure Credential processing equipment.

# Supervisory Information Technology Specialist

## GOVERNMENT PUBLISHING OFFICE

1 vacancy in the following location:	<b>Salary Range</b>	<b>Who May Apply</b>
 Washington DC, DC	\$128,082.00 to \$160,300.00 / Per Year	US Citizens and Status Candidates
Work Schedule is Full Time - Permanent	<b>Series &amp; Grade</b>	<b>Control Number</b>
Opened Thursday 2/18/2016 (489 day(s) ago)	PG-2210-15/15	429950700
 Closed Thursday 3/10/2016 (468 day(s) ago)	<b>Promotion Potential</b>	<b>Job Announcement Number</b>
	15	16-1630158-JW
	<b>Supervisory Status</b>	
	Yes	

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

This position is located in the Office of the Chief Information Officer (OCIO) within Information Technology (IT) at the U.S. Government Publishing Office (GPO). The Government Publishing Office (GPO) is looking for an energetic, innovative Information Technology (IT) Specialist who will enjoy working in a dynamic and mission driven organization as the Infrastructure Operations Division Chief. The ideal candidate will have senior management IT experience applying forward-thinking leadership in promoting and implementing a vision that fosters organizational excellence.

**Note 1:** Applicant must be able to obtain and maintain a SECRET clearance.

**Note 2:** Applicants who applied to VIN 1466548 must apply to this announcement in order to receive further consideration.

The selectee will work Shift 1 and have a Tour of Duty 7:30 am – 4:00 pm.

As a Supervisory Information Technology Specialist, Infrastructure Operations Division Chief, the selectee will have the functional responsibility of providing management services within the OCIO to ensure stable operation of the IT Infrastructure (Infrastructure Support) and Customer/User Support for GPO business organizations. This responsibility includes developing, maintaining, supporting, and optimizing key functional areas, particularly network infrastructure, server infrastructure, data communications, telecommunications, and other customer desktop support.

### Duties

As a Supervisory IT Specialist, the selectee, functioning as the Infrastructure Operations Division Chief, will provide leadership and direction to a staff of specialist engaged in providing network infrastructure, server infrastructure, data communications, telecommunications, and Service Desk/Customer support services to GPO business units. Be proactive in service recovery, measure what's important, accountability to all, and recognize and reward. The duties and responsibilities also include, but are not limited to, the following:

- Provide management and support to GPO Headquarters, Regional Offices and Distribution Centers for the delivery of all aspects of IT infrastructure including data center, server, storage, networking, telecommunications, and related IT programs that fall under the responsibility of the CIO.
- Provide expert policy and technical advice related to enterprise Information Technology (IT) engineering and related activities.
- Supervise the day-to-day activities of GPO technical operations and IT Service Desk personnel.
- Manage the performance of Tier 1, 2, and 3 services & support to clients (internal and external) and ensure that service levels are achieved and customer expectations are met or exceeded. Ensure that staff are meeting and exceeding expectations in regards to

performance, meeting defined metrics/benchmarks, and that standards and processes are followed to provide effective customer service and meet requirements.

- Develop an effective and workable framework for managing and improving customer IT support in the organization.
- Proactively advise management on situations that may require additional client support or escalation.
- Oversee and ensure optimal customer support for large-scale computer deployments.
- Establish service level agreements with other OCIO divisions and GPO business units.
- Participate in the development of IT strategies in collaboration with the executive team.
- Prepare RFP's, bid proposals, contracts, scope of work reports, and other documentation for infrastructure projects and associated efforts.
- Negotiate with vendors, outsourcers, and contractors to secure infrastructure-specific products and services.
- Manage and set priorities for the design, maintenance, development, and evaluation of all infrastructure systems, including Systems Integration, LAN, WAN, internet, intranet, security, wireless implementations.
- Manage the IT infrastructure and Customer Support Budget.
- Oversee the administration, operation, back-up, and support of automation, including network systems, remote access, desktop applications, computers, printers, scanners, audio-video systems, telephones, mobile devices, etc.
- Oversee, manage, define and implement projects to involving: Business Continuity/Disaster recovery; cloud technologies; platform services; network and telecom program; end User environment; IT Service (Help) Desk; configuration management; and management and replacement of obsolete IT infrastructure and end-user desktop equipment.
- Practice IT asset management, including maintenance of component inventory and related documentation. Manage operational costs; conduct near- and long-term financial forecasts for expanded functionality/user base.
- Direct and administrate a contingent of network analysts and technician, and where necessary, conduct performance reviews and corrective action.
- Develop and manage Continuity of Operations Plan (COOP) in the event of a disaster or major system failure.
- Oversee projects to manage obsolescence and replacement of IT infrastructure (servers, storage, network devices, and 'back-end' technology components) to support standard and optimized data center infrastructure.
- Oversee projects to manage the obsolescence and replacement of end-user desktop IT equipment, e.g., desktops, laptops, individual and group peripherals (including end-user network devices) to support a standardized and optimized desktop infrastructure.
- Establish and maintain regular written and in-person communications with organization's executive, decision-makers, stakeholders, department heads, and end users regarding pertinent infrastructure activities.
- Perform other related duties as assigned.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- Must be able to obtain and maintain a SECRET clearance.

## Qualifications

**To qualify for this position, you must meet the following requirements:**

To qualify for this position, you must meet the **Basic Requirements** qualifications *and* **Specialized Experience** requirement for a Supervisory IT Specialist, PG-2210-15 as described below. Make sure your resume supports your response. For qualifications

determination, **your resume MUST contain the hours worked per week and the dates of employment (i.e., HRS per week and month/year begun to month/year ended, or month/year to present).**

#### **Basic Requirements:**

- **Attention to Detail** - am thorough when performing work and conscientious about attending to detail.
- **Customer Service**- Work with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; know about available products and services; am committed to providing quality products and services.
- **Oral Communication** - Express information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); make clear and convincing oral presentation; listens to other, attends to nonverbal cues, and respond appropriately. Use critical thinking and strong display of decision making ability.
- **Problem Solving** - Identify problems; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives, and to make recommendations; use critical thinking and strong display of decision making ability.

#### **A-N-D**

**Specialized Experience Requirements:** to minimally qualify, you must:

Possess one (1) year of specialized experience at the PG-14 (or equivalent) level or higher. **Examples of qualifying specialized experience** include *demonstrated leadership and IT management experience that included performing work that involved:*

- leadership and management of a team of supervisors engaged in network infrastructure, telecommunications development, and maintenance and support functions; **and**
- leadership and management of a team of supervisors engaged in delivering IT Help Desk, end-user desktop customer support, and delivering large-scale computer deployments in diverse, multiple geographic locations; **and**
- directing activities to solve hardware/software problems; **and**
- managing IT acquisition projects and budgets for a large infrastructure environment; **and**-planning, implementing, and overall project management for IT objectives; **and**
- forming strategic partnerships to accomplish an agency or organization's IT goals and objectives.

**Note:** 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.'

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible.

***One year of specialized experience at the PG-14 (or equivalent) level of federal service is required to qualify for the PG-15.***

**All qualification requirements must be met by the closing date Thursday, March 10, 2016 of this announcement to be considered.**

## **Security Clearance**

Secret

## **Additional Information**

### **What To Expect Next**

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## **BENEFITS**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.



## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

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3. Attach your resume and all required documents (e.g., SF-50, most recent Annual Performance Appraisal, DD-214, etc.).
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**month/year begun to month/year ended, or month/year to present).** You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Demonstrated ability to develop, coordinate and implement strategic plans to include mission, goals, objectives, and implementation strategies.
- Apply acquisition principles, practices and procedures to acquire IT products and services as well as plan and/or assist with the deployment of the acquired products and services.
- Skill in applying a wide range of technical, managerial, and customer service experience in order to address or manage a broad range of functional areas and to develop integrated operations and policies.
- Skill in applying project management principles, methods, and practices, including developing plans and schedules, estimating and reporting on accomplishments.
- Demonstrate ability to apply innovative approaches and sound personnel practices to the management of a large, multi-faceted organizations in order to attract, retain, coach, mentor, motivate, and direct the work of a subordinate staff.
- Skill in communicating effectively with a wide range of individuals in order to represent specific points of view, influence decisions, and gain acceptance of ideas and recommendations.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent Annual Performance Appraisal. If Annual Performance Appraisal is not dated within the last year or if you are unable to provide a Annual Performance Appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Thursday, March 10, 2016 to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
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# Legislative Branch

# Government Publishing Office

## Contact

Janet Washington  
Phone: (202)512-1308  
Email: JWASHINGTON@GPO.GOV

## Address

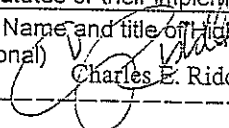
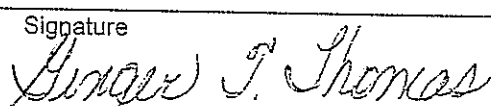
Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

16-1630158-JW

PD# 021201 Grade 13

# U.S. Government Printing Office

## POSITION DESCRIPTION

1. Agency Position No.				
021201				
2. Reason for Submission <input type="checkbox"/> New <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Position is <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input type="checkbox"/> Non supervisory		10. Competitive Level Code PG-2210-15-o		11. Functional Class Code
12. Official Title of Position  Sup'vy IT Specialist		Pay Plan PG	Occupational Code 2210	Grade 15
			Initials JB	Date 7 / 25 / 2015
13. Organizational Title of Position (if different from official title)  Chief, Infrastructure Operations				
14. Organizational Location of Position Office of the Chief Administrative Officer		c. Third Subdivision		
a. First Subdivision Information Technology		d. Fourth Subdivision		
b. Second Subdivision		a. Fifth Subdivision		
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.				
a. Typed or Printed Name and Title of Immediate Supervisor		b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)		
Signature _____  Date / /		Signature  Charles E. Riddle, JR Chief Information Off  Date 2/18/16		
c. Concurrence:				
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.				
Typed Name and Title of Official Taking Action  Ginger T. Thomas, Chief Human Capital Officer		Signature 		Date 2/18/16
17. Standards Used In Classifying/Grading Position  OPM, Job Family Standard for Administrative Work in Information Technology Group, 2200, Issued May 2001, Revised Aug 2003, Sept 2008, May 2001; General Schedule Supervisory Guide HRCD-5 June 1998. April 1998.		18. FES Applied <input checked="" type="checkbox"/>		
20. Remarks  Redescribes the position description to include:  #1: Incumbent must be able to obtain and maintain a SECRET clearance. #2: Additional knowledge.		19. Full Performance Level PG-15		
21. Description of Major Duties and Responsibilities (See attached)  BOSNIIM: 01938				



**Official Title: Supervisory IT Specialist**  
**Organizational Title: Chief, Infrastructure Operations**  
**PG-2210-15**  
**Information Technology**  
**Office of the Chief Information Officer**

**INTRODUCTION**

This staff position is located in the Office of the Chief, Information Officer (OCIO) within Information Technology (IT) at the Government Publishing Office (GPO).

The Chief, Infrastructure Operations, Information Technology provides management and leadership for the GPO information technology service offerings within OCIO that provides stable operations of the IT infrastructure (infrastructure support) and Customer/User Support for GPO business units. This includes developing, maintaining, supporting, and optimizing key functional areas, particularly network infrastructure, server infrastructure, data communications, and telecommunications systems. The Chief, Infrastructure Operation also ensures optimal customer support for large-scale computer deployments and Help Desk via desktop support, as well as schedule and direct activities to resolve hardware/software problems in a timely manner throughout GPO. Infrastructure Management will also schedule and direct activities to resolve hardware and software problems in a timely and accurate fashion.

**MAJOR DUTIES:**

The Chief, Infrastructure Operations performs duties and responsibilities which include, but are not limited to the following:

**Strategy & Planning**

- Design and implement short- and long-term strategic plans to ensure infrastructure capacity meets existing and future requirements.
- Develop, implement, and maintain policies, procedures, and associated training plans for customer support and infrastructure administration and project management.
- Participate in the development of IT strategies in collaboration with the executive team.
- Conduct research and make recommendations on products, services, protocols, and standards in support of all infrastructure procurement and development efforts.
- Establish service level agreements with other OCIO divisions and GPO business units.

## Acquisition & Deployment

- Prepare RFPs, bid proposals, contracts, scope of work reports, and other documentation for infrastructure projects and associated efforts.
- Negotiate with vendors, outsourcers, and contractors to secure infrastructure-specific products and services.
- Assist with the planning and deployment of infrastructure security measures.

## Operational Management

- Manage and set priorities for the design, maintenance, development, and evaluation of all infrastructure systems, including LANs, WANs. Internet, intranet, security, wireless implementations, and so on.
- Conduct feasibility studies for various upgrade projects, improvements, and other conversions.
- Define hardware and software standards in conjunction with owners and stakeholders.
- Test network performance and provide network performance statistics and reports; develop strategies for maintaining network infrastructure.
- Test server performance and provide network performance statistics and reports; develop strategies for maintaining server infrastructure.
- Manage operational costs; conduct near and long-term financial forecast for expanded functionality/user base.
- Establish and maintain regular written and in-person communications with the organization's executives, decision-makers, stakeholders, department heads, and end users regarding pertinent infrastructure activities.
- Practice IT asset management, including maintenance of component inventory and related documentation.
- Direct and administrate a contingent of network analyst and technicians, and where necessary, conduct performance reviews and corrective action.
- Oversee the administration, operation, back-up, and support of automation. Including network systems, remote access, desktop applications, computers, printers, scanners, audio-video systems, telephones, mobile devices, etc.
- Manages system engineering which includes systems integration, design, data architecture, performance engineering, software management, capacity and disaster recovery planning.
- Provides expert technical advice and monitors and evaluates contractor activities.
- Develops, coordinates and implements strategic plans to include mission, goals, objectives, and implementation strategies.
- Ensures physical and logical security and integrity of hardware, software, servers, and database to include user access, off-site storage, and security procedures; and develops and manages a continuity of operations plan (COOP) in the event of a disaster or major system failure.

- Business Continuity/Disaster Recovery – oversees projects supporting the protection of the GPO’s valuable Information Technology assets.
- IT Facilities – projects to evaluate and implement current cloud technologies for integration into the information technology infrastructure.
- Platform Services – projects to define, implement, and manage an infrastructure of consolidated middleware services and tools that include Platform as a Service (PaaS) and Enterprise Software as a Service (SaaS).
- Network and Telecom Program – projects to define, implement, and manage the currency and capacity of the GPO’s network and telecommunications infrastructure and ensure its security and stability.
- End User environment – oversees projects to define, implement, and manage the end-user desktop environment at the US GPO and ensure its security and stability.
- Oversees projects to establish and mature the GPO IT Service Desk based on industry best practices, ITIL principles, improved Service Desk operations, management and reporting.
- Collaboration – defines, implements, and manages integrated technologies and implements processes to advance a collaborative culture that shares information efficiently, effectively, and seamlessly.
- Configuration Management – oversees projects to implement configuration management of the GPO IT infrastructure that is standardized/optimized to ensure integrity if its design, development, test, and operational baseline-configurations; while supporting requirements for a ‘cloud’ computing infrastructure, automated build, test and deploy capabilities, and emerging technologies.
- Oversees projects to manage obsolescence and replacement of IT infrastructure (servers, storage, network devices, and ‘back-end’ technology components to support standard and optimized data center infrastructure
- Oversees projects to manage obsolescence and replacement of end-user desktop IT equipment e.g., desktops, laptops, individual and group peripherals (including end-user network devices) to support a standardized and optimized desktop infrastructure.

**The incumbent needs the following knowledge and experience to perform the job:**

- Demonstrated experience managing and delivering infrastructure design and operation.
- Demonstrated leadership of an infrastructure team.
- Demonstrated experience in troubleshooting hardware.
- Ability to present ideas in a user-friendly language.
- Demonstrated ability to develop, coordinate and implement strategic plans to include mission, goals, objectives and implementation strategies.
- Ability to apply a keen attention to detail and analytical and problem-solving abilities in order to make sound and logical judgements.

- Skill in applying acquisition principles, practices and procedures to acquire IT products and services as well as plan and/or assist with the deployment of the acquired products and services.
- Skill in applying a wide range of technical, managerial, and customer service experience in order to address or manage a broad range of functional areas and to develop integrated operations and policies.
- Skill in applying project management principles, methods and practices, including developing plans and schedules, estimating and reporting on accomplishments.
- Demonstrated ability to apply innovative approaches and sound personnel practices to the management of a large, multi-faceted organizations in order to attract, retain, coach, mentor, motivate, and direct the work of a subordinate staff.
- Skill in communicating effectively with a wide range of individuals in order to represent specific points of view, influence decision, and gain acceptance of ideas and recommendations.
- Ability to provide excellent customer support to a variety of customers.
- Experience in interpreting the applicability of federal laws/regulations to agency operations.
- Demonstrated knowledge of service and application delivery, as well as successful service level agreement accomplishment.
- Ability to perform general mathematical calculations for the purpose of creating needs assessments, budgets, and so on.
- Able to conduct research into issues and products as required.
- Ability to prioritize and execute tasks in a high-pressure environment and make sound decisions in emergency situations.
- Demonstrated experience working in a team-oriented, collaborative environment.

## **PROGRAM SCOPE AND EFFECT**

As the Chief, Infrastructure Operations, the incumbent provides management and leadership for the GPO information technology services offerings within the Office of the Chief Information Officer (OCIO) that provides stable operations of the IT infrastructure (infrastructure support) and Customer/User Support for GPO business units. This includes developing, maintaining, supporting, and optimizing key functional areas, particularly network infrastructure, server infrastructure, data communications, and telecommunications systems. The incumbent also ensures optimal customer support for large-scale computer deployments and Help Desk via desktop support, as well as scheduled ad direct activities to resolve hardware/software problems in a timely manner throughout GPO.

## **ORGANIZATIONAL SETTING**

This position is accountable to the Chief Information Officer (CIO), who outlines overall objectives and available resources. The incumbent independently plans and oversees the work and recommendations are usually accepted without change.

## **SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED**

As the Chief, Infrastructure Operations, the incumbent provides the full range of both administrative and technical supervision over this branch. The incumbent has full responsibility for planning, directing, coordinating and implementing those activities necessary to support of the Infrastructure Operations organizations. The incumbent recommends goals and is responsible for the development and execution of both long-range and short range planning. In addition, the incumbent determines the best approach or solution for resolving budget issues and achieving staffing needs.

## **PERSONAL CONTACTS**

Contacts are primarily with peer level Directors in IT&S, the CIO, and key staff of the GPO, other Federal officials, and other officials of private industry and the academic community. The incumbent also serves as the principal consultant to the CIO, and other principal staff of the GPO on concepts, feasibility, policy and technology relating to system integration, automation and information systems. Contacts are for the purpose of developing, overseeing, and implementing planned actions, to exchange information, and provide leadership, guidance, advice and direction. In addition, the purpose of these contacts is to justify, defend or change highly significant policy or procedures.

## **DIFFICULTY OF TYPICAL WORK DIRECTED**

The incumbent provides the full range of supervision over a staff composed of subordinate Infrastructure Operations sections with Supervisory IT Specialist at the grades 15 and 14 levels, plus non-supervisory IT Specialist at the grades 14, 13, and 12. The work in the Infrastructure Operations consists of a variety of duties requiring the application of infrastructure management technology to a broad range of GPO and Congressional/Agency requests as well as Customer/User Support for GPO business unites. Due to changes in customer requirements and evolving technology, the incumbent makes decisions that involve uncertainties with regard to the most effective approach to be applied to Infrastructure management methodologies. Many uncertainties result from both changes in rapidly evolving technology and complex administrative matters that involve a variety of specialty areas. Solving these problems requires the incumbent to continually integrate these requirements into evolving technology.

## **OTHER CONDITIONS**

The work requires supervision and oversight that demands significant coordination and integration of a number of important program segments of a highly technical nature. This includes developing, maintaining, supporting, and optimizing key functional areas, particularly network infrastructure, server infrastructure, data communications, and telecommunications systems; also responsible for the ensuring optimal customer support for large-scale computer deployments and Help Desk desktop support as well scheduling and directing activities to resolve hardware/software problems throughout GPO. Recommendations made by the incumbent have a direct and substantial effect on the GPO and Congressional/Agency customers.

# Content Acquisition Specialist

## GOVERNMENT PUBLISHING OFFICE

1 vacancy in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Thursday 5/19/2016  
(398 day(s) ago)

🕒 Closed Friday 6/3/2016  
(383 day(s) ago)

### Salary Range

\$64,650.00 to \$84,044.00 / Per Year

### Series & Grade

PG-0301-11/11

### Promotion Potential

11

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

439472300

### Job Announcement Number

16-1706471-ST

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

This position is located in Superintendent of Documents, Publication & Information Sales, Content Acquisitions and Contact Center, Washington, DC.

***The selectee will work shift 1 and have a tour of duty of 8:00 am to 4:30 pm.***

The incumbent is a Content Acquisition Specialist (Print on Demand) in the Content Acquisitions Section who reports to the Chief, Content Acquisitions and Customer Contact Center within the Division of Publications and Information Sales. Incumbent will be responsible for initiating new products to be considered for inclusion in the Sales Program. Liaison between the Agency and the outside vendor. Maintaining ongoing communication with Agency representatives on new potential products coming into the Sales Program.

### Duties

- Works in a team to acquire new products for the GPO Publications & Information Sales Program.
- Coordinates closely with outside printer to reorder publications for sale and for inventory. Manages the storage of print and eBook files within the Print on Demand Repository.
- Updates and monitors administrative and inventory systems, keeps track of items in stock under the sales program to assure items remain in stock, and to prevent stock-out related backorders.
- Recommends ride and formatting decisions appropriate to the requirements of the GPO Publications & Information Sales Program. Decides which incoming publications meet Print on Demand specifications.
- Maintains regular contacts with federal agencies to gather information and follow up on problems related to content acquisitions for GPO programs.
- Monitors and reviews acquisitions and sales information for current and potential publications in order to forecast demand, identify trends and recommend pricing.
- Shares information with staff within the Sales Planning and Development Office and other GPO units as appropriate.
- Works with the Office of Bibliographic Services personnel to resolve issues related to the identification, classification and processing publications for dissemination through the GPO Sales Program.
- Serves as a liaison with other GPO units (GPO Contact Center, Promotions, (warehouse) and Federal Agencies on matters related to content acquisitions and sales management. Takes initiative to foster communication with customers, peers, and management.



- Prepares official and technical notices to customers; answers customer queries related to content acquisitions.
- Works with Federal agencies and other GPO departments to assure that the necessary information (ISBN number, bar code, verso page language, etc.) appears on each publication.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service

### Qualifications

#### To qualify for this position, you must meet the following requirements:

To minimally qualify for the PG-11 level, please select the statement below that best describes your highest level of experience and/or education.

A. I have 1 year of specialized experience at the PG-9 (or equivalent) level or higher. Examples of qualifying specialized experience include: Work with clients/customers; resolve problems; provide quality service; make well-informed decisions; flexible; ability/knowledge in the internet. **OR**

B. I possess a 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. **OR**

C. I do have 1 full year of specialized experience as described in Option A, nor do I completely possess the education as described in Option B. However, I have an equivalent combination of experience and education that equals at least 100% of the total requirement.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. For example:

One year of experience at the PG-09 level (or equivalent grade) of Federal service is required to qualify for the PG-11 level.

**All qualification requirements must be met by the closing date Friday, June 03, 2016 of this announcement to be considered.**

### Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

### BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, June 03, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1706471. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Friday, June 03, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- **Knowledge of theories and methods of acquiring information products of the U.S. Government for use by the library community, sales community, other federal agencies, and/or the general public.**
- **Knowledge of U.S. Government websites, internet search techniques, and formats of electronic information products.**
- **Ability to operate a personal computer in order to create complex records with basic publication order information products.**
- **Ability to establish, develop and maintain solid, long term customer relationships, and cultivate new business opportunities by diagnosing information dissemination needs, presenting solutions.**
- **Ability to communicate orally to respond to audiences regarding acquisition issues.**
- **Ability to effectively communicate in writing to express ideas.**

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal. If performance appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

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**U.S. GOVERNMENT PUBLISHING OFFICE**  
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## Legislative Branch

# Government Publishing Office

## Contact

Sheila D. Thompson  
Phone: (202)512-1308x20611  
Email: SDTHOMPSON@GPO.GOV

## Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

U.S. Government Printing Office

POSITION DESCRIPTION

1. Agency Position No.

021251

2. Reason for Submission

New  Redescription  Reestablishment  Other

Explanation (Show any positions replaced.)

3. Sensitivity

Special  Critical  
 Noncritical  Nonsensitive

4. Service

Departmental  
 Field

5. Employing Office Location

WASHINGTON, DC

6. Duty Station

7. Fair Labor Standards Act

Exempt  Nonexempt

8. Subject to IA Action

Yes  No

9. Position is

Managerial  Supervisory  Leader  Non supervisory

10. Competitive Level Code

AA

11. Functional Class Code

12. Official Title of Position

Content Acquisition Specialist

Pay Plan

PG

Occupational Code

0301

Grade

11

Initials

sdt

Date

/ /

13. Organizational Title of Position (if different from official title)

Content Acquisition Specialist (Print on Demand)

14. Organizational Location of Position

Publications and information Sales

c. Third Subdivision

a. First Subdivision

Content Acquisitions and Customer Contact Centers

d. Fourth Subdivision

b. Second Subdivision

a. Fifth Subdivision

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This

certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor

Esther Edmonds, Chief Content Acquisitions

b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)

Herbert Jackson, Jr., Chief Administrative Office

Signature

Date

Signature

Date

*Esther Edmonds*

3/18/16

*Herbert Jackson, Jr.*

3/18/16

c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action

Signature

Date

Lyvette E. Wallace, Manager

*Lyvette E. Wallace*

4/18/16

17. Standards Used In Classifying/Grading Position

OPM Administrative Analysis Grade Evaluation TS-98 Aug. 1990; intro to Position Class Standard T-134 July 1995. TS-107 Aug 1991. Revised 2009

18. FES Applied Yes

19. Full Performance Level 11

20. Remarks

21. Description of Major Duties and Responsibilities (See attached)

Content Acquisitions Specialist (Print on Demand)  
PG-0301-11

INTRODUCTION:

The incumbent is a Content Acquisition Specialist (Print on Demand) in the Content Acquisitions Section who reports to the Chief, Content Acquisitions and Customer Contact Center within the Division of Publications and Information Sales. Incumbent will be responsible for initiating new products to be considered for inclusion in the Sales Program. Liaison between the Agency and the outside vendor. Maintaining ongoing communication with Agency representatives on new potential products coming into the Sales Program.

DUTIES AND RESPONSIBILITIES:

Works in a team to acquire new products for the GPO Publications & Information Sales Program.

Coordinates closely with outside printer to reorder publications for sale and for inventory. Manages the storage of print and eBook files within the Print on Demand Repository.

Updates and monitors administrative and inventory systems, keeps track of items in stock under the sales program to assure items remain in stock, and to prevent stock-out related backorders.

Recommends ride and formatting decisions appropriate to the requirements of the GPO Publications & Information Sales Program. Decides which incoming publications meet Print on Demand specifications.

Maintains regular contacts with federal agencies to gather information and follow up on problems related to content acquisitions for GPO programs.

Monitors and reviews acquisitions and sales information for current and potential publications in order to forecast demand, identify trends and recommend pricing.

Shares information with staff within the Sales Planning and Development Office and other GPO units as appropriate.

Works with the Office of Bibliographic Services personnel to resolve issues related to the identification, classification and processing publications for dissemination through the GPO Sales Program.

Serves as a liaison with other GPO units (GPO Contact Center, Promotions, warehouse) and Federal Agencies on matters related to content acquisitions and sales management. Takes initiative to foster communication with customers, peers, and management.

Prepares official and technical notices to customers: answers customer queries related to content acquisitions.

Works with Federal agencies and other GPO departments to assure that the necessary information (ISBN number, bar code, verso page language, etc.) appears on each publication.

Performs other related duties as assigned.

#### FACTOR LEVEL DESCRIPTIONS:

##### Factor 1 - Knowledge Required by the Position

Level 1-7 -- 1250 Points

This Factor measures the nature and extent of information or facts an employee must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles and concepts) and the nature and extent of skills necessary to apply that knowledge:

Knowledge of analytical and evaluative techniques and basic data collection techniques, including the application of systems analysis, statistical methods, and related techniques to identify trends in printing and procurement associated with the Office of Content Acquisitions.

Knowledge of the mission and functions of the department and GPO including a basic knowledge of Federal and GPO printing procurement policies and procedures.

Ability to manage a database.

Ability to track and manage inventory stocking positions.

Ability to identify sales potential and to price products.

Ability to find indications from agency web sites that new items are about to be published.

Interpersonal skills, such as understanding, friendliness, courtesy, and tact. Ability to develop and maintain effective working relationships with others.

Listening, verbal, and written communication skills, and knowledge of correct grammar, spelling, punctuation, capitalization, and style.

Ability to operate a personal computer and working knowledge of computer basics (Windows, Excel, Word, Email, and Internet).



Factor 2 – Supervisory Controls

Level 2-4 -- 450 Points

This Factor covers the nature and extent of direct or indirect controls exercised by the supervisor and designated individual over the work performed, the employee's responsibility, and the review of completed work. The supervisor determines what information the employee needs to perform the assignments (e.g., instructions, priorities, deadlines, objectives, and boundaries).

The incumbent works under general supervision, but often works independently within the framework of established procedures or verbal instructions. The incumbent and supervisor develop mutually acceptable program/project plans, which include identification of the work to be done, the scope of the program/project responsibility, and deadlines for completion. The incumbent must draw upon knowledge and experience to resolve situations with occasional assistance from the supervisor or others. Work is reviewed in terms of overall effectiveness, technical accuracy, soundness of decisions, and adherence to established requirements, instructions, methods, procedures, deadlines, and objectives.

Factor 3 - Guidelines

Level 3-3 -- 275 Points

This Factor covers the nature of guidelines and the judgment employees need to apply them.

Guidelines include Title 44, U.S. Code, the Rules and Regulations of the Joint Committee on Printing, GPO rules and regulations, formal and informal divisional procedures and guidelines. Some general guidelines may also be provided in GPO memoranda, directives and manuals, published industry standards, leading industry associations, etc. Sometimes no guidelines exist. The incumbent will often be required to decide between alternatives, to interpret procedures and guidelines, and apply available guidelines to the task at hand.

Factor 4 - Complexity

Level 4-4 -- 225 Points

This Factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty and originality involved in performing the work.

Work affects national and international programs. In making decisions the employee is often required to depart from past approaches and to extend traditional techniques or develop new ones to meet major objectives. The incumbent must assess the impact of actions on programs at all levels.

Factor 5 - Scope and Effect

Level 5-3 -- 150 Points

This Factor covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization.

The work involves carrying out assignments and projects related to the discovery and acquisition of new titles including the initial decision-making processes and the continued monitoring of titles for trend data. The performance of the incumbent serves a role in the success of GPO's information dissemination services to agencies and to the public, and their assistance in this work affects the policies and the acceptance of these programs by key stakeholders.

Factor 6 & 7 - Personal Contacts and Purpose of Contacts Level 2B – 75 Points

Personal Contacts:

This Factor includes face-to-face and remote dialogue (e.g., telephone, email, and video conferences) with persons not in the supervisory chain.

Contacts include employees within GPO at all levels, as well as other Federal agencies. Contacts typically include supervisors, other support personnel, other Federal Government employees, customers located worldwide, and outside vendors.

Purpose of Contacts

This Factor covers the purpose of personal contacts which range from factual exchange of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives.

Personal contacts are required for gathering information, for planning and coordination of work efforts, and for discussion and clarification of product information. Contacts are also made to detect and correct problems. In making these contacts, the incumbent may be required to resolve controversial issues or negotiate compromise solutions.

Factor 8 – Physical Demands

Level 8-1 -- 5 Points

The work is primarily sedentary with some walking from normal working area to adjacent areas. Some travel may be involved for outreach or for product acquisition and development purposes.

Factor 9 – Work Environment

Level 9-1 -- 5 Points

Work is primarily performed in an office setting.

Total: 2435

Points Range: 2355-2750

Grade Conversion: PG-11

References: Miscellaneous Administration and Program Series, GS-0301, TS-34 January  
1979 Administrative Analysis Grade Evaluation Guide, TS-96 August 1990

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# General Engineer (Manufacturing)

## GOVERNMENT PUBLISHING OFFICE

1 vacancy in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Monday 9/5/2016

(289 day(s) ago)

🕒 Closed Monday 9/26/2016

(268 day(s) ago)

### Salary Range

\$108,887.00 to \$141,555.00 / Per Year

### Series & Grade

PG-0801-14/14

### Promotion Potential

14

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

449349900

### Job Announcement Number

16-1792056-TC

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

This position is located in Security and Intelligent Documents, Office of the Managing Director, Office of the Operations Manager, Washington, DC.

Selectee will work Shift 1 and have a tour of duty of 8:00 am to 4:30 pm.

Security and Intelligent Documents (SID) is a secure manufacturing facility where as a recognized technical authority, the employee of the position provides expertise in the resolution of a broad range of critical project management and engineering challenges necessary to ensure successful manufacture of the U.S. Passport and other secure Federal credentials critical to the national interest. The impact of U.S. Passport manufacturing and other Secure Credential work affects GPO's ability to fulfill the needs of the Department of State, Department of Homeland Security and, in a broader sense, U.S. National Security.

### Duties

The employee serves as the General Engineer (Manufacturing) with a background in process, mechanical, electrical, and/or software/industrial controls. The position requires a hands-on engineering background, engineering design/development experience, and a demonstrated ability to solve real problems within a high volume manufacturing environment. The employee is an expert advisor and consultant to officials and managers within as well as other engineers, and industry experts outside the GPO, to advise them on technical and project management issues. Specifically, the employee:

- Will be assigned to "own" and resolve equipment and/or manufacturing process issues and generate a corrective action plan through coordination of pre- and post-operational analysis for U.S. e-Passport and Secure Credential Card Manufacturing. The employee is first and foremost a hands-on problem solver using strong systematic problem solving skills.
- Serves as technical leader of a multi-disciplined, multi-person project team to resolve production problems. The team may include resources from various departments such as production, quality, and product development. The employee may request support from internal departments and outside consultants as required.
- May design mechanical modifications to Bindery and Press equipment to improve production capacity and throughput, and to decrease waste utilizing "best practice methodologies" such as Overall Equipment Effectiveness (OEE), Statistical Process Control (SPC) and other methodologies.
- Verifies if new product designs developed by SID are producible or will recommend changes to make the product producible.
- Creates, designs, builds, and installs a system to track and report factory metrics such as throughput, line balancing, equipment utilization and down time, and product spoilage. Report metrics on OEE. The employee may be asked to resolve problems

adversely affecting these metrics by chartering and leading Kaizen events designed to foster employee engagement and sustain Continuous Improvement.

- Charters and leads Six-Sigma/A3 projects designed to foster employee engagement and sustain Continuous Improvement.
- Develops and executes test plans to verify solutions have solved defined problems.
- Implements sensor systems (such as inspection technology), equipment or software improvements and verify results.
- Develops standard operating procedures for new equipment for the various processes in manufacturing.
- Participates in new product launches - creating Routers, Bills-of-Materials, Standard Work documents, and ISO procedures.
- Develops proposals to cost justify programs to improve productivity, quality, and/or efficiency of the manufacturing operations.
- Develops and tracks project plans including costs, milestones, schedules and resource requirements.
- Makes presentations to peers and senior management regarding project results and performance.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- Selectee must obtain and maintain a Top Secret security clearance.

### Qualifications

To be considered for the position, you must meet A or B of the Basic Requirements ***AND*** meet the Specialized Experience criteria described below.

#### BASIC REQUIREMENTS:

Please click the following link to view the Basic Requirements: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/all-professional-engineering-positions-0800/>

#### SPECIALIZED EXPERIENCE:

Applicants must possess 52 weeks of specialized experience at the PG-13 (or equivalent) grade level. Specialized experience includes: managing complex mechanical, electrical, materials, and/or software engineering projects designed to correct manufacturing processes and equipment issues; conducting indepth analysis to diagnose and establish root causes of potential defects in products and developing recommendations to address these issues; and communicating complex technical engineering information in various formats (i.e. project documents, reports, SOPs) and to varying levels of personnel and management in a comprehensive manner. **PLEASE NOTE:** At the time of application, your resume **MUST** include the dates (month/year) of this experience as well as the number of hours worked per week.

#### SELECTIVE PLACEMENT FACTOR:

In addition to the minimum qualifications, the following has been determined to be a Selective Placement Factor for this position. Applicants who do not possess this criteria are ineligible for further consideration. Applicant **MUST** demonstrate related work experience in a manufacturing environment recommending continuous improvements to methods, processes, and procedures within a Lean Manufacturing Environment.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. For example, one year of related work experience performed successfully at the PG-13 (or equivalent) level of federal service is required to qualify for the PG-14 level. (NOTE: Federal employees must submit their most recent performance appraisal to be considered under merit procedures).

**All qualification requirements must be met by the closing date Monday, September 26, 2016 of this announcement to be considered.**

**APPLICANTS MUST SUBMIT SCHOOL TRANSCRIPT(S) - OFFICIAL OR UNOFFICIAL - TO BE CONSIDERED FOR THIS POSITION.**

## Security Clearance

Top Secret

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

### BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

### Other Information

*Supplementary vacancies may be filled in addition to the number stated in this announcement.*

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Monday, September 26, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1792056. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Monday, September 26, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Professional knowledge of mechanical, electrical, materials, and software engineering concepts, principles, and practices to manage production of e-Passport and Secure Credential Card; and to develop new and improved approaches to resolving potential product issues.
- Ability to lead a team and manage the coordination and overall integration of technical activities in engineering projects.
- Strong systematic and analytical problem solving skills and capability to solve real time equipment and factory problems.
- Ability to communicate effectively with a wide variety of audiences through oral and written presentations.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: *Best Qualified, Well Qualified, or Qualified*. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal.
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.



- **For proof of meeting positive education requirements:** transcripts - official or unofficial. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Monday, September 26, 2016 to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**

Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Publishing Office

### Contact

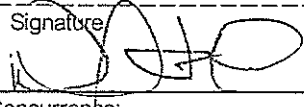
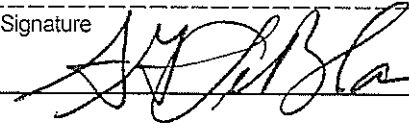
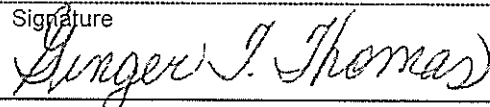
Tonshia Corbett  
Phone: (202)512-1308  
Email: [TCORBETT@GPO.GOV](mailto:TCORBETT@GPO.GOV)

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

U.S. Government Printing Office

Operating Official's Copy

<b>POSITION DESCRIPTION</b>				1. Agency Position No. 021155	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code B		11. Functional Class Code	
12. Official Title of Position  General Engineer		Pay Plan PG	Occupational Code 0801	Grade 14	Initials sfs
13. Organizational Title of Position (if different from official title)					
14. Organizational Location of Position Security and Intelligent Documents			c. Third Subdivision		
a. First Subdivision Office of the Operations Manager			d. Fourth Subdivision		
b. Second Subdivision			a. Fifth Subdivision		
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This			certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		
a. Typed or Printed Name and Title of Immediate Supervisor  David H. Ford, Jr., Operations Manager, SID			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)  Stephen G. LeBlanc, Managing Dir., SID		
Signature 		Date 8/5/14	Signature 		Date 6 AUG 14
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action  Ginger T. Thomas , CHCO			Signature 		Date 8/7/14
17. Standards Used In Classifying/Grading Position  OPM Position Classification Standard for Engineer, GS-801			18. FES Applied <u>yes</u>		
19. Full Performance Level <u>PG-14</u>					
20. Remarks  This position requires the incumbent to maintain a Secret Clearance					
21. Description of Major Duties and Responsibilities (See attached)					

**SECURITY AND INTELLIGENT DOCUMENTS**  
**Office of the Operations Manager**  
**Secure Productions, DC**  
**General Engineer, GS-801-14 (FPL)**  
**(MANUFACTURING PROCESS ENGINEER)**

**INTRODUCTION**

This position is located in the Office of the Operations Manager, Security and Intelligent Documents (SID). The incumbent serves as the MANUFACTURING PROCESS ENGINEER with a background in process, mechanical, electrical, and/or software/industrial controls. This position requires a hands-on engineering background, engineering design/development experience, and a desire to solve real problems within a high volume manufacturing environment. The incumbent must have an excellent analytical and systematic problem solving engineering skill set and an ability to lead others in this process in addition to a demonstrated success in understanding and correcting manufacturing process and equipment issues to ensure product quality is required. As a hands-on engineer/problem solver, you will see your ideas/designs/solutions implemented quickly and the success will have a major impact on the product, factory, and employee morale.

**\* The incumbent needs to obtain and maintain a Top Secret security clearance.**

**MAJOR DUTIES AND RESPONSIBILITIES**

- The incumbent will be assigned to “own” and resolve equipment and/or manufacturing process issues and generate a corrective action plan through coordination of pre- and post-operational analysis for U.S. e-Passport and Secure Credential Card Manufacturing. The incumbent is first and foremost a hands-on problem solver using strong systematic problem solving skills. These issues may cause production to stop, reduce product quality or increase spoilage for example. They must be resolved efficiently and the incumbent will be held accountable for results.
- The incumbent is a technical leader of a multi-disciplined, multi person project team to resolve production problems. This team may include resources from various departments such as production, quality, and product development. The incumbent may request support from internal departments and outside consultants when required.
- The incumbent may design mechanical modifications to Bindery and Press equipment to improve production capacity and throughput, and to decrease waste utilizing “best practice methodologies” such as Overall Equipment Effectiveness (OEE), Statistical Process Control (SPC) and other methodologies.
- The incumbent will verify if new product designs developed by SID are producible. If they are not, the incumbent will recommend changes to make the product producible. Techniques such as design for manufacturability will be used.

- The incumbent will create, design, build, and install system to track and report factory metrics such as throughput, line balancing, equipment utilization and downtime, and product spoilage. Report metrics on OEE. The incumbent may be asked to resolve problems adversely affecting these metrics by chartering and leading Kaizen events designed to foster employee engagement and sustain Continuous Improvement.
- Charter and lead Six-Sigma/A3 projects designed to foster employee engagement and sustain Continuous Improvement.
- Develop and execute test plans to verify solutions have solved defined problems.
- Implement sensor systems (such as inspection technology), equipment, or software improvements and verify results.
- The incumbent will develop standard operating procedures for new equipment for the various processes in manufacturing. This will be done in conjunction with the operators, Quality, and maintenance personnel.
- The incumbent will participate in new product launches – creating Routers, Bills-of-Materials, Standard Work documents, and ISO procedures.
- Develop proposals to cost justify programs to improve productivity, quality, and/or efficiency of the manufacturing operations.
- Develop and track project plans including costs, milestones, schedules and resource requirements.
- The incumbent will make presentations to peers and senior management regarding project results and performance. The position has high visibility to senior executive levels.

## **1. KNOWLEDGE REQUIRED BY THE POSITION**

- Possess a background and experience in an engineering discipline such as mechanical, electrical, industrial controls, chemical, or software engineering.
- The incumbent will be a hands-on problem solver with strong systematic and analytical problem solving skills and demonstrated experience and capability to solve real time equipment and factory problems. This includes experience in a structured approach to diagnose and establish root cause of problems and corrective actions.
- Knowledge of current manufacturing and/or printing plant methodologies including but not limited to planning, scheduling, quality assurance, complex supply chain management, packaging and distribution operations, performance measurement and metrics, plant safety, workforce selection, hiring, training and development. These may include ISO9001, Kanban, Six-Sigma, Lean manufacturing, Statistical Process Control, and Quality Management methodologies.

- The incumbent will have a good understanding and experience in the use of statistics, statistical methods, and design of experiments. This will be used to develop and execute test plans, interpret data, and make recommendations for process improvement.
- Ability to communicate effectively to a wide variety of audiences (e.g., staff, customers, and executives) through oral and written presentations. Ability to communicate proposals, agency viewpoints, business plans, cost/benefit analyses and educational programs to audiences with varied technical and security backgrounds.
- The incumbent must have knowledge of quality systems and inspection technology.
- The incumbent will have an understanding and experience in the implementation of various sensor types and use of data for diagnostics and the development of error/recovery and corrective action procedures.
- The incumbent must be capable and eager to learn new technical areas outside of their education and prior experience. This is necessary as technology used in the factory is continuously changing.
- The incumbent must have an understanding of equipment reliability and maintainability and experience in the use of the metrics associated with it.
- The incumbent must have an understanding of process mapping and use for generating as-is and to-be analysis of factory systems.
- The incumbent must have knowledge of factory throughput analysis to ensure production requirements are met by existing and new equipment.
- The incumbent must understand mechanical and systems design and be amenable to learning CAD system programs.
- The incumbent must have a firm understanding and experience in technical project management techniques and tools and the ability to communicate this information to coworkers and management. This understanding and experience will include development, tracking, and analysis of costs, milestones, schedules, and resource requirements.

## **2. SUPERVISORY CONTROLS**

The incumbent works under the general supervision of the Operations Manager. The supervisor provides general administrative supervision with assignments in terms of broadly defined missions and functions. The incumbent has independent responsibility for actions, decisions, and commitments in his/her field of technical

authority and expertise. In the standard engineering practice of conducting design and project review, the incumbent is responsible for assembling the necessary panel of subject matter experts and/or project teams. The incumbent will serve as the team lead in collaboration and implementation of his/her proposed actions. The supervisor reviews completed work for soundness of overall approach and effectiveness.

### **3. GUIDELINES**

Security and Intelligent Documents is a secure manufacturing facility and as a recognized technical authority, the incumbent must exercise considerable judgment in implementing technical or project solutions that may have considerable impact on production processes and the final product. Guidelines consist of recent resolutions provided by the Department of State, general administrative policies and management and organizational theories, Federal laws and regulations, and GPO directives. Because of the evolution of current practices in Secure Production and GPO's strategic goals, established guidelines may be unavailable or require substantial interpretation. The incumbent is recognized as the technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment, analysis, and ingenuity interpreting and adapting guidelines that exist; while developing new and improved concepts or approaches. The ideas, methods and procedures developed may be on the cutting edge of technology and therefore require sound technical judgment and guidance.

### **4. COMPLEXITY**

Work consists of a variety of complex project management duties requiring many different and unrelated engineering processes and methods for a broad range of activities involving controversial issues. The systems developed for Passport and Secure Credential production span a wide range of technical disciplines including; mechanical, electrical, materials, and software engineering; electro-optics, machine vision, factory automation and control, and disciplines specific to security printing. The work requires innovative and creative problem solving using strong analytical skills to solve unique and one of a kind problems. Delivery of complex systems to cost and schedule (project management) requires a very multifaceted and multi-disciplined individual. In addition, assignments characterized by unusual demand, national emergency, public interest, national security, and economic constraints require the incumbent to develop new concepts and revisions to standard methods and techniques.

### **5. SCOPE AND EFFECT**

The purpose of this work is to provide expertise in the resolution of a broad range of critical project management and engineering challenges necessary to ensure successful manufacture of the U.S. Passport and other secure Federal credentials critical to the national interest. The incumbent serves as an expert advisor and consultant to officials and managers within as well as other engineers, and industry experts outside the GPO, to advise them on these technical and project management issues.

The impact of U.S. Passport manufacturing and other Secure Credential work affects GPO's ability to fulfill the needs of the Department of State, Department of Homeland Security and, in a broader sense, U.S. National Security.

## **6. PERSONAL CONTACTS**

Personal contacts include a wide range of key technical and mid/senior management personnel throughout the offices of SID and GPO including key technical and sales/marketing individuals and executives of manufacturing concerns in a wide variety of commercial industries. Other contacts include representatives of other Federal agencies, especially the U.S. Department of State and the U.S. Department of Homeland Security. Contacts also include vendors.

## **7. PURPOSE OF CONTACTS**

Contact with internal technical and management personnel is required to acquire and disseminate information on the projects. This would include the Director, Operations Manager, Division managers as well as key technical personnel. Contacts are for the purpose of coordinating activities, providing leadership and advice, and accomplishing the goals and fulfilling the mission of the U.S. Passport and Secure Credential manufacturing within a Secure Production Department.

## **8. PHYSICAL DEMANDS**

Sedentary work.

## **9. WORK ENVIRONMENT**

Office setting.



# Program Planner (Recent Graduate)

## GOVERNMENT PUBLISHING OFFICE

2 vacancies in the following location:	<b>Salary Range</b>	<b>Who May Apply</b>
 Washington DC, DC	\$43,057.00 to \$55,970.00 / Per Year	US Citizens and Status Candidates
Work Schedule is Full Time - Recent Graduates	<b>Series &amp; Grade</b>	<b>Control Number</b>
	PG-0301-07/07	420629200
Opened Wednesday 12/2/2015 (568 day(s) ago)	<b>Promotion Potential</b>	<b>Job Announcement Number</b>
	13	16-1538284-MA
 Closed Tuesday 1/5/2016 (534 day(s) ago)	<b>Supervisory Status</b>	
	No	

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

*Established by Congress in 1861, Government Publishing Office (formally the Government Printing Office) is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.*

**The Government Publishing Office (GPO) Pathways Recent Graduates Program** affords developmental experience in the GPO intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government.

Position(s) will be filled under the Government Publishing Office Pathways Recent Graduates Program.

These positions are located in Programs, Strategy and Technology, Office of the Chief Technology Officer, Office of the Chief of Staff, Washington, DC.

The Office of Programs, Strategy and Technology (PST) under the direction of the Chief Technology Officer (CTO) manages state-of-the-art worldwide programs by applying robust technology in fulfilling GPO's business requirements and needs as manifested in the Federal Digital System (FDSys) requirements and documents. These programs are in support of the CTO's mission and initiatives and the programs and projects developed in this office result in information products and applications for the GPO.

The selectee will work Shift 1 and have a tour of duty of 8:00 am to 4:30 pm.

### Duties

As a Program Planner (Recent Graduate), the incumbent serves as a team member working on a wide range of issues, carrying out projects by conducting analysis necessary to conceptualize, evaluate, plan, design and implement GPO technology programs and projects which requires:

- Maintaining an understanding of all programs and projects within specific area of responsibility.
- Conducting feasibility and analytical studies, collaborating with private sector and federal executives and other representatives.
- Assessing cost and human resources implications, identifying technological requirements, coordinating implementation/execution and evaluating effectiveness.
- Participating with higher-level staff in the development of strategic and operational plans with key operating officials; and analyzes proposed changes in operations.

- Planning and scheduling program deliverables, goals, and milestones; and develops and facilitates maintenance of designated program documentation.

Additionally, with the strategic guidance of the supervisor and higher-level management: the incumbent aids in the coordination of major programs and has project responsibility for minor program projects; aids in the advocacy and facilitation of Government-wide awareness of identified technology products that may include both information and dissemination services that GPO can offer; contribute to speeches before groups, publishing agency personnel and various groups comprised of users of GPO products and services; maintains thorough and current awareness of GPO production, procurement, and dissemination capabilities; and provides clients with follow-up information on the results of GPO's efforts on their behalf and makes recommendations on how to refine these efforts in a mutually beneficial way for the future.

## Travel Required

- Occasional Travel
- Incumbent may travel locally or nationally

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Males born after 12/03/59 must be registered for Selective Service
- Selectee is required to sign a Recent Graduates Participant Agreement

## Qualifications

### Recent Graduate Program Eligibility:

To meet the requirements of the Recent Graduate Program you must have obtained a qualifying associates, bachelors, masters, professional, doctoral, or technical/vocational degree or certificate from a qualifying educational institution within the previous two years or students who will graduate with their qualifying degree by May 31, 2016. **This position requires applicants to have a bachelors degree or higher to quality.**

All Recent Graduates must have an overall G.P.A. of 2.5 or higher out of a possible 4.0 scale.

All Recent Graduates are required to sign the Pathways Recent Graduate Program Participant Agreement which outlines program requirements and noncompetitive conversion eligibility.

Preference eligible veterans who were precluded from applying due to their military service obligation begin their 2-year eligibility period upon release or discharge from active duty. Eligibility for these veterans cannot exceed 6 years from the date on which the degree (or certification) was completed.

In addition to the Recent Graduate Program Eligibility requirements, applicants may qualify at the PG-7 grade level if they meet one of the following minimum qualifications:

Qualifying Education – One full year of graduate level education or Bachelor's Degree with Superior Academic Achievement.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

**Superior academic achievement (S.A.A.)** -- It recognizes students who have achieved superior academic standing as evidenced by one of the three methods described below. In order to be creditable under this provision, superior academic achievement must have been gained in a curriculum that is qualifying for the position to be filled.

- a. S.A.A. is based on (1) class standing, (2) grade-point average, or (3) honor society membership.
  1. *Class standing*-- Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
  2. *Grade-point average (G.P.A.)*-- Applicants must have a grade-point average of
    - a. 3.0 or higher out of a possible 4.0 ("B" or better) as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or

b. 3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.

**Election to membership in a national scholastic honor society**-- Applicants can be considered eligible based on membership in one of the national scholastic honor societies. These honor societies are listed by the [Association of College Honor Societies \(external link\)](#). Agencies considering eligibility based on any society not included in the OPM qualification list must ensure that the honor society meets the minimum requirements of the Association of College Honor Societies. Membership in a freshman honor society cannot be used to meet the requirements of this provision.

You must also possess one year of specialized experience identified below to be considered qualified for this position:

Specialized experience is paid or unpaid experience which has equipped you with the specific knowledge, skills, and abilities to successfully perform the duties of the position.

**At the GS-7 applicants must have one year of specialized experience equivalent to at least the GS-5 level.**

**Or** a combination of education and experience as listed. This experience and education must be fully documented in your resume. If using education to qualify, you must provide supporting transcripts.

**Specialized Experience Statement** - Specialized experience includes, but is not limited to: performing administrative duties in support of information dissemination initiatives and programs concentrated in electronic and web collections.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Applicants must submit an unofficial transcript or a list of courses, grades earned, completion dates, and quarter and semester hours earned. Education completed in foreign colleges and universities may be used if the institution has been accredited by an organization recognized by the Department of Education.

FOR FOREIGN EDUCATION PLEASE VISIT: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

You must meet all qualification and eligibility requirements by the closing date of the announcement. Appointment to this position may be subject to successful completion of a 1-year trial period.

**All qualification requirements must be met by the closing date of this announcement** Tuesday, January 05, 2016.

U.S. citizenship is required.

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: [https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits).

## Other Information

Recent Graduates are on a trial period for the duration of the program. If you are selected for a position with further promotion potential, you will be placed under a career development plan, and may be non-competitively promoted if you successfully complete the requirements and if recommended by management. However, promotion is neither implied nor guaranteed.

This position requires 40 hours of formal, interactive training per year. An Individual Development Plan (IDP) must be completed and approved by the supervisor within 30 days of appointment. A mentor must be assigned within 30 days of appointment. Also, the Recent Graduate must participate in a Business Unit Orientation Program within 30 days of appointment.

Recent Graduates may be non-competitively converted to a term or permanent position in the competitive service after the successful completion of one year of continuous service.

**To be eligible for conversion, the Recent Graduate must:**

- Be a U.S. Citizen;
- Have successfully completed all requirements of the Recent Graduates program;
- Have demonstrated successful job performance; and
- Meet the OPM Qualification Standards for the position to which the Recent Graduate may be converted.
- Recommendation of conversion from GPO management and Mentor.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs.\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs._Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Tuesday, January 05, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1538284. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Tuesday, January 05, 2016.

## How You Will Be Evaluated

Your application will be evaluated first for the qualifications described above. The applications that meet the minimum qualifications will be evaluated further against the following criteria:

**(We do not require a separate narrative statement responding to the Knowledge, Skills and abilities (KSAs) and/or competencies, however your resume should clearly show possession of these competencies.)**

- Knowledge and understanding of planning and executing project initiatives.
- Skill in project and process improvement activities including developing documentation and evaluating effectiveness.
- Knowledge of and ability to plan and perform analytical studies and use effective information gathering techniques.
- Skill in communicating effectively in order to report and discuss project activities with a variety of audiences.

For further information on qualification requirements for this position, please visit <http://www.opm.gov/qualifications>.

Additionally, you will be evaluated on your responses to the assessment questionnaire then we will compare it against your educational requirements, resume, and supporting documentation. If you rate yourself higher than is supported by your application materials, you may be excluded from consideration for this position.

The Government Publishing Office, (GPO) uses an application tracking system to evaluate the responses you provide in the applicant assessment questionnaire to place you into an initial quality category via OPM's Category Rating procedures. Then, the HC Office and/or Subject Matter Expert (SME) will conduct a quality review of your application and supporting documentation to ensure you have been placed into the appropriate quality category.

Your application is rated based on the extent and quality of your experience, education (when applicable), and training as described in your resume and applicant assessment. Your credentials are measured against the established duties of the position at the grade level(s) being advertised.

The quality categories are usually defined as "Best Qualified", "Well Qualified", and "Qualified", although they may differ slightly based on individual agency policy.

If you are a Veteran Preference eligible candidate, you will be listed at the top of whichever quality category your rating places you in. CP/CPS veterans are placed at the top of the highest category for all positions except professional and scientific positions at GS-9 and higher.

If you're final rating places you among the top candidates, your application will be referred to the selecting official for further review and consideration.

If your resume is incomplete or does not support the responses you provided in your online questionnaire, or if you fail to submit all required documentation before the vacancy closes, you may be rated 'ineligible' or 'not' qualified.

**To preview questions please [click here](#)**

All qualification requirements must be met by the closing date of this announcement Tuesday, January 05, 2016

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

For Veterans: DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>

- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; **OR** Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; **OR** Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.

**For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required to apply for this position. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA. Official transcripts will be required if appointed to this position.

**Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

All materials must be received by the closing date of this announcement Tuesday, January 05, 2016 to be considered.



U.S. GOVERNMENT PUBLISHING OFFICE  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

## Legislative Branch

### Government Publishing Office

#### Contact

matia ayers  
Phone: (202)512-1308  
Email: MAYERS@GPO.GOV

#### Address

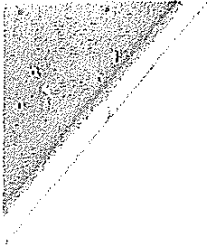
Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC



# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. 021229	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-0301-07-CC		11. Functional Class Code	
12. Official Title of Position Program Planner (Recent Graduate)		Pay Plan PG	Occupational Code 0301	Grade 07	Initials LW
				Date 11 / 2 / 2015	
13. Organizational Title of Position (if different from official title)					
14. Organizational Location of Position Office of the Chief of Staff		c. Third Subdivision			
a. First Subdivision Office of Programs, Strategy & Technology		d. Fourth Subdivision			
b. Second Subdivision		a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This		certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed or Printed Name and Title of Immediate Supervisor		b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Ric Davis, Chief Technology Officer			
Signature		Date 11		Signature <i>Ric Davis CTO</i>	
				Date 11/24/15	
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action Lyvette Wallace, Human Capital Manager		Signature <i>Lyvette Wallace</i>		Date 11/20/15	
17. Standards Used In Classifying/Grading Position Misc. Admin. and Program series GS-0301, TS-34, Jan 1979; the Admin. Anal. Grad Eval. Guide, TS-98, Aug 1990 and Intro to the Pos. Classification Standards TS-134 July 1995, TS-107 August 1991 Revised: August 2009. Primary Standard.		18. FES Applied <u>Yes</u>		19. Full Performance Level <u>13</u>	
20. Remarks The full performance level of this position is PG-0301-13, PD# 019681. This is also associated with PD# 019678, 01679, and 019680.					
21. Description of Major Duties and Responsibilities (See attached) POSNUM 00754					





**Office of the Chief Information Officer  
Program Management  
Program Planner  
PG-0301-7**

**INTRODUCTION**

This position is a Program Planner located within the Office of the Chief Technical Officer (CTO), Office of Programs Technology and Strategy. The incumbent of this position is a team member who assists other, more senior Program Planners in managing state-of-the-art worldwide programs from design and development through production and who applies robust technology to fulfill GPO's business requirements and needs as manifested in program documentation (i.e., FDsys or GBIS requirements documentation). These programs are in support of the GPO's mission and initiatives and the programs and projects developed in this office result in information products and applications for GPO and key strategic customers.

Projects and assignments may, at times, require unusual emphasis and/or the adjustment of priorities by the CTO or management acting on the CTO's behalf. As a result, the incumbent may be assigned work, as needed. Therefore, this position is written in a generic fashion and encompasses both internally and externally generated assignments.

**DUTIES**

Serves as a Program Planner on narrowly defined and simple assignments. Carries out projects by conducting analysis necessary to conceptualize, evaluate, plan, design and implement GPO technology programs and projects.

Maintains an understanding of and current awareness of all programs and projects within the incumbent's specific areas of responsibility.

Aids in conducting feasibility and analytical studies, collaborating with private sector and federal executives and other representatives.

Aids in assess sing cost and human resources implications, identifying technological requirements, coordinating implementation/execution and evaluating effectiveness.

Participate with more senior Program Planners, Lead Program Planners, Supervisory Program Planners and the CTO in the development of strategic and operational plans with key operating officials within the GPO as a whole; analyzes proposed changes in operations.

Aids in the planning and scheduling of program deliverables, goals, milestones, and develops and facilitates maintenance of designated program documentation.

Advises the more senior Program Planners on all aspects of program enhancements and initiatives within the assignment. Assists in leading or participates in meetings to promote acceptance of programs and management initiatives.

Performs the following duties in the complex and rapidly changing field of new technology development and program management with the strategic guidance of the leader, supervisor and higher-level management.

- Aids in the coordination of major elements of major programs.
- Has project responsibility for minor elements of simple programs or projects.
- Aids in the advocacy and facilitation of Government-wide awareness of identified technology products that may include both information and dissemination services that GPO can offer. This includes contributing to speeches before groups regarding GPO services, publishing agency personnel and various groups comprised of users of GPO products and services.
- Maintains a reasonable and current awareness of GPO production, procurement, and dissemination capabilities
- Provides clients with follow-up information on the results of the GPO efforts on their behalf and makes recommendations on how to refine these efforts in a mutually beneficial way for the future.

Performs other duties as assigned.

## **1. KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge and understanding of the key elements and the kinds of business activity involved in operating a new technology program. This includes an understanding of issues such as important mission elements such as product acquisition, information technology, and information dissemination techniques.

Knowledge of analytical methods for program assessment and process improvement to assess execution and performance and advise on corrective actions.

Knowledge of information technology, information dissemination and customer relations concepts, principles, laws, regulations and policies in order to formulate program innovations and ensure adherence to legal and regulatory requirements.

- Knowledge of consumer education, marketing, and customer relations in order to manage, coordinate, and lead programs.
- Knowledge regarding the missions, policies, goals, and objectives of the GPO and the complex relationships internal to as well as among and between organizational components in order to assess considerations of concern to various components and modify programs and projects and to meet those considerations.
- Negotiating skill to effectively deal with management regarding the acceptance and implementation of recommendations.

- Skill in representing agency and department viewpoints to staff, customers, and library or publishing agency partners in meetings at all levels.
- Ability to express ideas, policies, and complex technical, regulatory and legislative issues orally and in writing in a concise, convincing and timely manner.

## **2. SUPERVISORY CONTROLS**

The incumbent identifies and pursues program developmental opportunities as they relate to minor elements of simple programs. The incumbent keeps the supervisor, who is the CTO or delegated management official, informed of potentially controversial issues, or problems with widespread impact. The incumbent consults with more senior Program Planner, Leader or Supervisor in determining the scope of these development efforts. The supervisor or Leader reviews completed projects to ensure compatibility with program objectives and establishes goals. The incumbent receives day-to-day assignments from the Lead Program Planner, who sets priorities and handles the more complex issues.

## **3. GUIDELINES**

Guidelines usually cover program goals and objectives of the GPO and the OCTO. Within these broad guidelines, the employee may refine or develop more specific guidelines such as implementing regulations or methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs. Guidelines that exist include Federal laws and regulations and GPO, OCTO directive, current practices in business development and technology. Evolving Federal information policy may affect GPO production and information dissemination activity.

## **4. COMPLEXITY**

Assignments require analysis of varied and evolving issues, requiring some technical knowledge of a range of fields specific to the work assignment. These issues may involve issues of substance related to technology throughout the GPO. Inherent in this is the ability to seek guidance as needed in order to quickly process new information and make recommendations on the correct course of action. Program proposals may involve minimal agency resources, require minor changes in established procedures, or may be in conflict with the desires of the activity studied.

## **5. SCOPE AND EFFECT**

The performance of the incumbent is vital to the success of GPO and the work involves technology projects that will improve the GPO's business opportunities. As a Program Planner, the incumbent aids in determining and recommending ways by which GPO can capitalize on them. Proposed program development projects may include: processing of data streams in various input formats simultaneously by multiple GPO offices; serving processed data through specialized dissemination channels suited to individual user communities; control, tracking, and reporting of financial data; promotional activities; and user training and support. The performance of the incumbent directly affects the way

in which these activities are viewed by the public, the Congress, and other Federal agencies.

**6/7. PERSONAL CONTACTS & PURPOSE OF CONTACTS**

Personal contacts for the incumbent include employees/managers throughout GPO. In some cases the incumbent will meet with technical officials of other Government agencies, the public and officials of private organizations and associations but will not be in a leadership role.

**8. PHYSICAL DEMANDS**

The work is primarily sedentary. The incumbent may be required to travel locally or nationally. On occasion, this travel may be extensive.

**9. WORK ENVIRONMENT**

The work is performed in a typical office setting.

# U.S. Government Printing Office

## POSITION DESCRIPTION

1. Agency Position No. 019680			
2. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced.) See remarks below		3. Sensitivity <input type="checkbox"/> Special <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive	
4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field		5. Employing Office Location WASHINGTON, DC	
6. Duty Station Washington, DC		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory	
10. Competitive Level Code PG-0301-12-DD		11. Functional Class Code	
12. Official Title of Position Program Planner		Pay Plan PG	Occupational Code 0301
		Grade 12	Initials FSC
			Date / /
13. Organizational Title of Position (if different from official title)			

14. Organizational Location of Position Office of the Chief of Staff		c. Third Subdivision	
a. First Subdivision Office of Programs, Strategy & Technology		d. Fourth Subdivision	
b. Second Subdivision		a. Fifth Subdivision	
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed or Printed Name and Title of Immediate Supervisor Scott Stoval, Chief Strategy and Execution Officer		b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Ric Davis, Chief Technology Officer	
Signature: <i>Scott Stoval</i> Date: 7/11/11		Signature: <i>Ric Davis</i> Date: 7/11/11	
c. Concurrence:			

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.		
17. Standards Used In Classifying/Grading Position Miscellaneous Administration and Program Series GS-0301, TS-34, January 1979 and the Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.		18. FES Applied <u>Yes</u>
19. Full Performance Level <u>PG-13</u>		

20. Remarks

This is to make pen and ink changes to add the full performance level, associated PDs and organizational location. Statement of Difference: This position is similar to the Program Planner, PG-0301-13, PD #019681. The nature and scope of duties and responsibilities are significantly less, with the incumbent working under closer supervision. The full performance level of this position is PG-0301-13, PD# 019681. This PD is also associated with PD# 020792, 019678 and 019679.

21. Description of Major Duties and Responsibilities (See attached)  
POSNUM - 01553

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. 019681	
2. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced.) See remarks below		3. Sensitivity <input type="checkbox"/> Special <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-0301-13-W		11. Functional Class Code	
12. Official Title of Position Program Planner		Pay Plan PG	Occupational Code 0301	Grade 13	Initials FSC
13. Organizational Title of Position (if different from official title)		Date 7 / 26 / 2005			
14. Organizational Location of Position Office of the Chief of Staff		c. Third Subdivision			
a. First Subdivision Office of Programs, Strategy & Technology		d. Fourth Subdivision			
b. Second Subdivision		a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This		certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitutes violations of such statutes or their implementing regulations.			
a. Typed or Printed Name and Title of Immediate Supervisor Scott Stoval, Chief Strategy and Execution Officer		b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Ric Davis, Chief Technology Officer			
Signature <i>Scott Stoval</i>		Date 7/11/11		Signature <i>Ric Davis</i>	
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action Maria Pacheco, Manager, Human Capital Consulting		Signature <i>Maria Pacheco</i>		Date 7/11/11	
17. Standards Used In Classifying/Grading Position Miscellaneous Administration and Program Series GS-0301, TS-34, January 1979 and the Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.		18. FES Applied <input checked="" type="checkbox"/> Yes		19. Full Performance Level PG-13	
20. Remarks This is to make pen and ink changes to add the full performance level, associated PDs and organizational location. This is the full performance level of position PG-0301-12, PD# 019680. This PD is also associated with PD# 020792, 019678 and 019679.					
21. Description of Major Duties and Responsibilities (See attached) POSNUM - 01553					

**Office of the Chief Technology Officer  
Program Management  
Program Planner  
PG-0301-13**

**INTRODUCTION**

This position is a Program Planner located within the Office of the Chief Technology Officer (CTO), Office of Programs Technology and Strategy. The incumbent of this position is a team member who manages state-of-the-art worldwide programs and who applies robust technology to fulfill GPO's business requirements and needs as manifested in the Future Digital System (FDsys) requirements document. These programs are in support of the CTO's mission and initiatives and the programs and projects developed in this office result in information products and applications for the GPO.

This position is that of a Program Planner and the projects and assignments may, at times, require unusual emphasis and/or the adjustment of priorities by the Director. As a result, the incumbents may be assigned work as needed area and the position is, therefore, written in a generic fashion and encompasses both internally and externally generated assignments.

**DUTIES**

- Serves as a Program Planner or Analyst on a wide range of issues. Carries out projects by conducting analysis necessary to conceptualize, evaluate, plan, design, and implement GPO technology programs and projects.
- Maintains an understanding and current awareness of GPO's FDsys and one or more of the related business solution sets that comprise the system. These business solution sets consist of Content Origination and Deposit (e.g., Style Tools and Deposited Content), Content Harvesting, Content Conversion, Content Categorization (e.g., Cataloging and Reference Tools), Content Identification (e.g., Content Authentication, Unique ID, Version Control), Content Search, Data Mining, User Support, Content Preservation, Content Delivery, Content Authentication.
- Conducts feasibility and analytical studies, collaborating with private sector and federal executives and other representatives.
- Participates with the Lead Program Planner and the Director in the development of strategic and operational plans with key operating officials within the GPO as a whole; analyzes proposed changes in operations.
- Incumbent advises the Director on all aspects of program enhancements and initiatives within his/her assignment.
- Provides Leader with options and recommendations for effective operations; advises as to regulatory and legal requirements affecting the operations; leads or participates in meetings to promote acceptance of programs and management initiatives.



--Performs the following duties in the complex and rapidly changing field of new technology with the strategic guidance of the supervisor and higher-level management.

- Acts as a spokesperson and advocate to foster a Government-wide awareness of identified technology products that may include both information and dissemination services that GPO can offer. This includes speaking before groups regarding GPO services, publishing agency personnel, and various groups comprised of users of GPO products and services.
- Facilitates the availability of technology and information products for GPO activities fostered by the CTO.
- Maintains a thorough and current awareness of GPO production, procurement, and dissemination capabilities.
- Provides clients with follow-up information on the results of the GPO efforts on their behalf and makes recommendations on how to refine these efforts in a mutually beneficial way for the future.

Performs other duties as assigned.

## **1. KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge and understanding of the key elements and the kinds of business activity involved in operating a new technology program. This includes an understanding of important mission elements such as concept selection, information systems, and information dissemination techniques.
- Knowledge and understanding of one or more of the related business solution sets that comprise GPO's FDSys. . These business solution sets consist of Content Origination and Deposit (e.g., Style Tools and Deposited Content), Content Harvesting, Content Conversion, Content Categorization (e.g., Cataloging and Reference Tools), Content Identification (e.g., Content Authentication, Unique ID, Version Control), Content Search, Data Mining, User Support, Content Preservation, Content Delivery, Content Authentication.
- Knowledge of a wide range of analytical methods for program assessment and process improvement to assess execution and performance and advise on corrective actions. -- Knowledge of a broad range of information systems, information dissemination and customer relations concepts, principles, laws, regulations and policies in order to formulate program innovations and ensure adherence to legal and regulatory requirements.
- Knowledge of consumer education, marketing, and customer relations in order to manage, coordinate, and lead programs.
- Knowledge regarding the missions, policies, goals, and objectives of the GPO and the complex relationships internal to as well as among and between organizational components in order to assess considerations of concern to various components and modify programs and projects and to meet those considerations.
- Negotiating skill to effectively deal with management regarding the acceptance and implementation of recommendations.
- Skill in conducting programs and projects requiring both analysis and an understanding of leading edge of new technology in order to design, develop, implement and assess systems, methods, and innovations designed to promote agency operational effectiveness, service and profitability where project boundaries are broad and difficult to determine in

advance. This includes programs and programs and projects requiring the use of emerging technologies.

-- Skill in representing agency and department viewpoints to staff, customers, and library or publishing agency partners in meetings at all levels.

--Ability to express ideas, policies, and complex technical, regulatory and legislative issues orally and in writing in a concise, convincing and timely manner.

## **2. SUPERVISORY CONTROLS**

The incumbent identifies and pursues program developmental opportunities. The incumbent keeps the supervisor, who is the Supervisory Program Planner, informed of potentially controversial issues, or problems with widespread impact. The incumbent consults with the Leader or Supervisor in determining the scope of these development efforts. The supervisor reviews completed projects to ensure compatibility with program objectives and establishes goals. The incumbent receives day-to-day assignments from the Lead Program Planner, who sets priorities and handles the more complex issues.

## **3. GUIDELINES**

Guidelines usually cover program goals and objectives of the GPO and the CTO. Within these broad guidelines, the employee may refine or develop more specific guidelines such as implementing regulations or methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs. Guidelines that exist include Federal laws and regulations and GPO, CTO directive, current practices in business development and technology. Evolving Federal information policy may affect GPO production and information dissemination activity.

## **4. COMPLEXITY**

Assignments require analysis of varied and evolving issues, requiring highly technical knowledge of a range of diverse fields and often involve issues of substance related to technology throughout the GPO. Inherent in this is the ability to quickly process new information and decide on the correct course of action. Program proposals may involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

## **5. SCOPE AND EFFECT**

The performance of the incumbent is vital to the success of GPO and the work involves s technology projects that will improve the GPO's business opportunities. As a Program Planner, the incumbent determines and recommends ways by which GPO can capitalize on them. Proposed program development projects may include: processing of data streams in various input formats simultaneously by multiple GPO offices; serving processed data through specialized dissemination channels suited to individual user communities; control, tracking, and reporting of financial data; promotional activities; and user training and support. The performance of the incumbent directly affects the way in which these activities are viewed by the public, the Congress, and other Federal agencies.

## **6/7. PERSONAL CONTACTS & PURPOSE OF CONTACTS**

Personal contacts for the incumbent include employees/managers throughout GPO, technical officials of other Government agencies, the public and officials of private organizations and associations. The purpose of the contacts is to convince officials of other agencies to use GPO services and communicate the results of GPO development activities, or to provide testimony to Congress on the GPO's program development activities.

## **8. PHYSICAL DEMANDS**



The work is primarily sedentary. The incumbent may be required to travel locally or nationally. On occasion, this travel may be extensive.

## **9. WORK ENVIRONMENT**

The work is performed in a typical office setting.

# General Engineer

## GOVERNMENT PRINTING OFFICE

1 vacancy in the following location:	<b>Salary Range</b>	<b>Who May Apply</b>
 Stennis Space Center, MS	\$106,263.00 to \$138,136.00 / Per Year	US Citizens and Status Candidates
Work Schedule is Full Time - Permanent	<b>Series &amp; Grade</b>	<b>Control Number</b>
Opened Tuesday 10/28/2014 (967 day(s) ago)	PG-0801-14/14	385084600
 Closed Monday 11/10/2014 (954 day(s) ago)	<b>Supervisory Status</b>	<b>Job Announcement Number</b>
	No	15-1224418-VT

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

This position is located in the Secure Productions Facility, Office of the Operations Manager, Security & Intelligent Documents, Stennis, MS.

Selectee will work Shift 1 and have a tour of duty of 8:00 am to 4:30 pm.

Security and Intelligent Documents (SID) is a secure manufacturing facility where as a recognized technical authority, the employee of the position provides expertise in the resolution of a broad range of critical project management and engineering challenges necessary to ensure successful manufacture of the U.S. Passport and other secure Federal credentials critical to the national interest. The impact of U.S. Passport manufacturing and other Secure Credential work affects GPO's ability to fulfill the needs of the Department of State, Department of Homeland Security and, in a broader sense, U.S. National Security.

### Duties

The employee serves as the Manufacturing Process Engineer with a background in process, mechanical, electrical, and/or software/industrial controls. The position requires a hands-on engineering background, engineering design/development experience, and a demonstrated ability to solve real problems within a high volume manufacturing environment. The employee is an expert advisor and consultant to officials and managers within as well as other engineers, and industry experts outside the GPO, to advise them on technical and project management issues. Specifically, the employee:

- Will be assigned to "own" and resolve equipment and/or manufacturing process issues and generate a corrective action plan through coordination of pre- and post-operational analysis for U.S. e-Passport and Secure Credential Card Manufacturing. The employee is first and foremost a hands-on problem solver using strong systematic problem solving skills.
- Serves as technical leader of a multi-disciplined, multi-person project team to resolve production problems. The team may include resources from various departments such as production, quality, and product development. The employee may request support from internal departments and outside consultants as required.
- May design mechanical modifications to Bindery and Press equipment to improve production capacity and throughput, and to decrease waste utilizing "best practice methodologies" such as Overall Equipment Effectiveness (OEE), Statistical Process Control (SPC) and other methodologies.
- Verifies if new product designs developed by SID are producible or will recommend changes to make the product producible.
- Creates, designs, builds, and installs a system to track and report factory metrics such as throughput, line balancing, equipment utilization and down time, and product spoilage. Report metrics on OEE. The employee may be asked to resolve problems

adversely affecting these metrics by chartering and leading Kaizen events designed to foster employee engagement and sustain Continuous Improvement.

- Charters and leads Six-Sigma/A3 projects designed to foster employee engagement and sustain Continuous Improvement.
- Develops and executes test plans to verify solutions have solved defined problems.
- Implements sensor systems (such as inspection technology), equipment or software improvements and verify results.
- Develops standard operating procedures for new equipment for the various processes in manufacturing.
- Participates in new product launches - creating Routers, Bills-of-Materials, Standard Work documents, and ISO procedures.
- Develops proposals to cost justify programs to improve productivity, quality, and/or efficiency of the manufacturing operations.
- Develops and tracks project plans including costs, milestones, schedules and resource requirements.
- Makes presentations to peers and senior management regarding project results and performance.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- Selectee must obtain and maintain a Top Secret clearance.

## Qualifications

**To qualify for this position, you must meet the following requirements:**

To be considered for the position, you must meet A or B of the Basic Requirements AND meet the Specialized Experience criteria described below.

### BASIC REQUIREMENTS:

Please click the following link to view the Basic Requirements: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/all-professional-engineering-positions-0800/>

### SPECIALIZED EXPERIENCE:

Applicants must possess 52 weeks of specialized experience at the PG-13 (or equivalent) grade level. Specialized experience includes: managing complex mechanical, electrical, materials, and/or software engineering projects designed to correct manufacturing processes and equipment issues; conducting indepth analysis to diagnose and establish root causes of potential defects in products and developing recommendations to address these issues; and communicating complex technical engineering information in various formats (i.e. project documents, reports, SOPs) and to varying levels of personnel and management in a comprehensive manner. PLEASE NOTE: At the time of application, your resume **MUST** include the dates (month/year) of this experience as well as the number of hours worked per week.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. For example, one year of related work experience performed successfully at the PG-13 (or equivalent) level of federal service is required to qualify for the PG-14 level. (NOTE: Federal employees must submit their most recent performance appraisal to be considered under merit procedures).

**All qualification requirements must be met by the closing date Monday, November 10, 2014 of this announcement to be considered.**

***APPLICANTS MUST SUBMIT SCHOOL TRANSCRIPT(S) - OFFICIAL OR UNOFFICIAL - TO BE CONSIDERED FOR THIS POSITION.***

## Security Clearance

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

### BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

### Other Information

*Supplementary vacancies may be filled in addition to the number stated in this announcement.*

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Monday, November 10, 2014.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascovers.pdf> using the following 1224418. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

## If you cannot apply online, please follow the instructions listed below:

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Monday, November 10, 2014.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Professional knowledge of mechanical, electrical, materials, and software engineering concepts, principles, and practices to manage production of e-Passport and Secure Credential Card; and to develop new and improved approaches to resolving potential product issues.
- Ability to lead a team and manage the coordination and overall integration of technical activities in engineering projects.
- Strong systematic and analytical problem solving skills and capability to solve real time equipment and factory problems.
- Ability to communicate effectively with a wide variety of audiences through oral and written presentations.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal.
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For proof of meeting positive education requirements:** transcripts - official or unofficial. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and



complete. 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).

**All materials must be received by the closing date of this announcement Monday, November 10, 2014 to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
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# Legislative Branch

## Government Printing Office

### Secure Production Facility

#### Contact

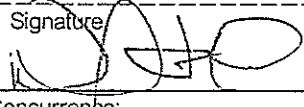
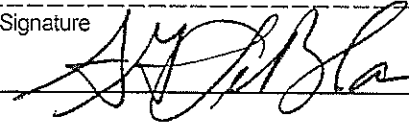
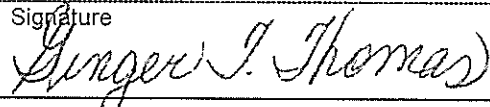
Valerie Tripp  
Phone: (202)512-1453  
Email: [VTRIPP@GPO.GOV](mailto:VTRIPP@GPO.GOV)

#### Address

Government Printing Office  
732 North Capitol Street NW  
Room C-604  
Washington  
DC

U.S. Government Printing Office

Operating Official's Copy

<b>POSITION DESCRIPTION</b>					1. Agency Position No. 021155				
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field					
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes _____ No <input type="checkbox"/>					
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code B		11. Functional Class Code					
12. Official Title of Position General Engineer					Pay Plan PG	Occupational Code 0801	Grade 14	Initials sfs	Date 7 / 25 / 2014
13. Organizational Title of Position (if different from official title)									
14. Organizational Location of Position Security and Intelligent Documents					c. Third Subdivision				
a. First Subdivision Office of the Operations Manager					d. Fourth Subdivision				
b. Second Subdivision					a. Fifth Subdivision				
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This					certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitutes violations of such statutes or their implementing regulations.				
a. Typed or Printed Name and Title of Immediate Supervisor David H. Ford, Jr., Operations Manager, SID					b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Stephen G. LeBlanc, Managing Dir., SID				
Signature 			Date 8/5/14		Signature 			Date 6 AUG 14	
c. Concurrence:									
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.									
Typed Name and Title of Official Taking Action Ginger T. Thomas , CHCO					Signature 			Date 8/7/14	
17. Standards Used In Classifying/Grading Position OPM Position Classification Standard for Engineer, GS-801					18. FES Applied <u>yes</u>				
20. Remarks This position requires the incumbent to maintain a Secret Clearance					19. Full Performance Level <u>PG-14</u>				
21. Description of Major Duties and Responsibilities (See attached)									

**SECURITY AND INTELLIGENT DOCUMENTS**  
**Office of the Operations Manager**  
**Secure Productions, DC**  
**General Engineer, GS-801-14 (FPL)**  
**(MANUFACTURING PROCESS ENGINEER)**

**INTRODUCTION**

This position is located in the Office of the Operations Manager, Security and Intelligent Documents (SID). The incumbent serves as the MANUFACTURING PROCESS ENGINEER with a background in process, mechanical, electrical, and/or software/industrial controls. This position requires a hands-on engineering background, engineering design/development experience, and a desire to solve real problems within a high volume manufacturing environment. The incumbent must have an excellent analytical and systematic problem solving engineering skill set and an ability to lead others in this process in addition to a demonstrated success in understanding and correcting manufacturing process and equipment issues to ensure product quality is required. As a hands-on engineer/problem solver, you will see your ideas/designs/solutions implemented quickly and the success will have a major impact on the product, factory, and employee morale.

**\* The incumbent needs to obtain and maintain a Top Secret security clearance.**

**MAJOR DUTIES AND RESPONSIBILITIES**

- The incumbent will be assigned to “own” and resolve equipment and/or manufacturing process issues and generate a corrective action plan through coordination of pre- and post-operational analysis for U.S. e-Passport and Secure Credential Card Manufacturing. The incumbent is first and foremost a hands-on problem solver using strong systematic problem solving skills. These issues may cause production to stop, reduce product quality or increase spoilage for example. They must be resolved efficiently and the incumbent will be held accountable for results.
- The incumbent is a technical leader of a multi-disciplined, multi person project team to resolve production problems. This team may include resources from various departments such as production, quality, and product development. The incumbent may request support from internal departments and outside consultants when required.
- The incumbent may design mechanical modifications to Bindery and Press equipment to improve production capacity and throughput, and to decrease waste utilizing “best practice methodologies” such as Overall Equipment Effectiveness (OEE), Statistical Process Control (SPC) and other methodologies.
- The incumbent will verify if new product designs developed by SID are producible. If they are not, the incumbent will recommend changes to make the product producible. Techniques such as design for manufacturability will be used.

- The incumbent will create, design, build, and install system to track and report factory metrics such as throughput, line balancing, equipment utilization and downtime, and product spoilage. Report metrics on OEE. The incumbent may be asked to resolve problems adversely affecting these metrics by chartering and leading Kaizen events designed to foster employee engagement and sustain Continuous Improvement.
- Charter and lead Six-Sigma/A3 projects designed to foster employee engagement and sustain Continuous Improvement.
- Develop and execute test plans to verify solutions have solved defined problems.
- Implement sensor systems (such as inspection technology), equipment, or software improvements and verify results.
- The incumbent will develop standard operating procedures for new equipment for the various processes in manufacturing. This will be done in conjunction with the operators, Quality, and maintenance personnel.
- The incumbent will participate in new product launches – creating Routers, Bills-of-Materials, Standard Work documents, and ISO procedures.
- Develop proposals to cost justify programs to improve productivity, quality, and/or efficiency of the manufacturing operations.
- Develop and track project plans including costs, milestones, schedules and resource requirements.
- The incumbent will make presentations to peers and senior management regarding project results and performance. The position has high visibility to senior executive levels.

## **1. KNOWLEDGE REQUIRED BY THE POSITION**

- Possess a background and experience in an engineering discipline such as mechanical, electrical, industrial controls, chemical, or software engineering.
- The incumbent will be a hands-on problem solver with strong systematic and analytical problem solving skills and demonstrated experience and capability to solve real time equipment and factory problems. This includes experience in a structured approach to diagnose and establish root cause of problems and corrective actions.
- Knowledge of current manufacturing and/or printing plant methodologies including but not limited to planning, scheduling, quality assurance, complex supply chain management, packaging and distribution operations, performance measurement and metrics, plant safety, workforce selection, hiring, training and development. These may include ISO9001, Kanban, Six-Sigma, Lean manufacturing, Statistical Process Control, and Quality Management methodologies.

- The incumbent will have a good understanding and experience in the use of statistics, statistical methods, and design of experiments. This will be used to develop and execute test plans, interpret data, and make recommendations for process improvement.
- Ability to communicate effectively to a wide variety of audiences (e.g., staff, customers, and executives) through oral and written presentations. Ability to communicate proposals, agency viewpoints, business plans, cost/benefit analyses and educational programs to audiences with varied technical and security backgrounds.
- The incumbent must have knowledge of quality systems and inspection technology.
- The incumbent will have an understanding and experience in the implementation of various sensor types and use of data for diagnostics and the development of error/recovery and corrective action procedures.
- The incumbent must be capable and eager to learn new technical areas outside of their education and prior experience. This is necessary as technology used in the factory is continuously changing.
- The incumbent must have an understanding of equipment reliability and maintainability and experience in the use of the metrics associated with it.
- The incumbent must have an understanding of process mapping and use for generating as-is and to-be analysis of factory systems.
- The incumbent must have knowledge of factory throughput analysis to ensure production requirements are met by existing and new equipment.
- The incumbent must understand mechanical and systems design and be amenable to learning CAD system programs.
- The incumbent must have a firm understanding and experience in technical project management techniques and tools and the ability to communicate this information to coworkers and management. This understanding and experience will include development, tracking, and analysis of costs, milestones, schedules, and resource requirements.

## **2. SUPERVISORY CONTROLS**

The incumbent works under the general supervision of the Operations Manager. The supervisor provides general administrative supervision with assignments in terms of broadly defined missions and functions. The incumbent has independent responsibility for actions, decisions, and commitments in his/her field of technical

authority and expertise. In the standard engineering practice of conducting design and project review, the incumbent is responsible for assembling the necessary panel of subject matter experts and/or project teams. The incumbent will serve as the team lead in collaboration and implementation of his/her proposed actions. The supervisor reviews completed work for soundness of overall approach and effectiveness.

### **3. GUIDELINES**

Security and Intelligent Documents is a secure manufacturing facility and as a recognized technical authority, the incumbent must exercise considerable judgment in implementing technical or project solutions that may have considerable impact on production processes and the final product. Guidelines consist of recent resolutions provided by the Department of State, general administrative policies and management and organizational theories, Federal laws and regulations, and GPO directives. Because of the evolution of current practices in Secure Production and GPO's strategic goals, established guidelines may be unavailable or require substantial interpretation. The incumbent is recognized as the technical authority in the interpretation of such broad guidelines, and must exercise considerable judgment, analysis, and ingenuity interpreting and adapting guidelines that exist; while developing new and improved concepts or approaches. The ideas, methods and procedures developed may be on the cutting edge of technology and therefore require sound technical judgment and guidance.

### **4. COMPLEXITY**

Work consists of a variety of complex project management duties requiring many different and unrelated engineering processes and methods for a broad range of activities involving controversial issues. The systems developed for Passport and Secure Credential production span a wide range of technical disciplines including; mechanical, electrical, materials, and software engineering; electro-optics, machine vision, factory automation and control, and disciplines specific to security printing. The work requires innovative and creative problem solving using strong analytical skills to solve unique and one of a kind problems. Delivery of complex systems to cast and schedule (project management) requires a very multifaceted and multi-disciplined individual. In addition, assignments characterized by unusual demand, national emergency, public interest, national security, and economic constraints require the incumbent to develop new concepts and revisions to standard methods and techniques.

### **5. SCOPE AND EFFECT**

The purpose of this work is to provide expertise in the resolution of a broad range of critical project management and engineering challenges necessary to ensure successful manufacture of the U.S. Passport and other secure Federal credentials critical to the national interest. The incumbent serves as an expert advisor and consultant to officials and managers within as well as other engineers, and industry experts outside the GPO, to advise them on these technical and project management issues.

The impact of U.S. Passport manufacturing and other Secure Credential work affects GPO's ability to fulfill the needs of the Department of State, Department of Homeland Security and, in a broader sense, U.S. National Security.

## **6. PERSONAL CONTACTS**

Personal contacts include a wide range of key technical and mid/senior management personnel throughout the offices of SID and GPO including key technical and sales/marketing individuals and executives of manufacturing concerns in a wide variety of commercial industries. Other contacts include representatives of other Federal agencies, especially the U.S. Department of State and the U.S. Department of Homeland Security. Contacts also include vendors.

## **7. PURPOSE OF CONTACTS**

Contact with internal technical and management personnel is required to acquire and disseminate information on the projects. This would include the Director, Operations Manager, Division managers as well as key technical personnel. Contacts are for the purpose of coordinating activities, providing leadership and advice, and accomplishing the goals and fulfilling the mission of the U.S. Passport and Secure Credential manufacturing within a Secure Production Department.

## **8. PHYSICAL DEMANDS**

Sedentary work.

## **9. WORK ENVIRONMENT**

Office setting.



# IT Specialist (APPSW).Net

## GOVERNMENT PUBLISHING OFFICE

1 vacancy in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Thursday 4/2/2015  
(811 day(s) ago)

🕒 Closed Wednesday 4/29/2015  
(784 day(s) ago)

### Salary Range

\$90,823.00 to \$118,069.00 / Per Year

### Series & Grade

PG-2210-13/13

### Promotion Potential

13

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

399601200

### Job Announcement Number

15-1371192-JW

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

This position is located in the Composition Support Section of the Production Engineering Division within Plant Operations, Washington, DC.

**\*\*\* Amended to Extend Closing Date. \*\*\***

The selectee will work Shift 1 and have a Tour of Duty of 7:30 am to 4:00 pm.

The selectee will serve as a Senior IT Specialist, responsible for analyzing document workflows, and developing web and systems applications using .Net and C# technologies; and designing, programming, documenting and maintaining systems. The selectee must have a strong working knowledge of current software development tools and methodologies such as C#, Visual Studio, SQL Server and TFS. As a senior IT Specialist, the selectee is the technical authority responsible for problem analysis with the business unit, and implements solutions based on analysis, programming experience and knowledge.

### Duties

This position has three primary areas of responsibilities: (1) Workflow analysis (2) Systems Specification Gathering (3) Software Development and Testing.

#### Workflow Analysis

- Works with a cohesive team in analyzing publication workflows and develops software applications using .NET and C# technologies. Designs solutions based on requirements as well as Enterprise Architecture guidelines.
- Performs process mapping; analyzes weakness and repetitions in established process. Identifies areas where programming would reduce overall cost and/or labor in a process. Presents solutions, and associated risks, to management for approval. Analyzes and deploy off-the-shelf programs that can be integrated in the current process to save labor/cost.
- Utilizes XPath to parse XML documents from .Net

#### Systems Specification Gathering

- Develops abstract systems specifications and then uses it to produce a final tangible software product using C# and .NET.
- Designs and conducts analytical studies, cost benefit analyses, or other similar research.

- Performs research of hardware and software, develops specification documents; and advises and recommend architecture direction to management.
- Defines project scope, requirements, and final deliverables based upon utilization of extensive knowledge of .NET and related technologies.
- Coordinates with other organizations to accomplish goals and integrate simultaneous project activities. Participate in phase, milestone, and final project reviews. Identifies errors and omissions in requirements supplied from outside organizations and/or other departments. Participate on multiple team efforts in support of all Plant Operations to include projects from separate organizations. Designs solutions based on EA solution architecture guidelines and SDLC documentation.

#### Software Development and Testing

- Serves as the technical authority on web applications utilizing ASP.NET MVC, C#, HTML, CSS and Javascript that facilitate business processes utilized by the business unit.
- Designs abstractions of third party tools and business processes utilizing web services and Service Oriented Architectures (SOA) with either WCF or Web API.
- Serves as a leader of a software development team and assists in the development of best practices to process data using Visual Studio and the .NET framework.
- Develops software applications using enterprise accepted methodologies and programming languages, primarily C# and Object Oriented programming. Makes improvements, solves problems, and debugs problems as they arise.
- Responsible for application design techniques that include integrating existing data sources such as SQL Server using standard interfaces such as ADO.NET, Entity Framework and Linq.
- As part of a team, responsible for designing database schemas that are fully normalized. Proficient with SQL Server database programming concepts such as: T-SQL, stored procedures, triggers, indexes, etc.
- Leads and oversees the development and use of a code repository system based on Team Foundation Server (TFS) following Enterprise Solution Architecture guidelines.
- Develops best practices for monitoring unit test coverage of .NET source code and component test plans.
- Coordinates cloud migration efforts (i.e., Azure, IIS) for new application development projects.
- Performs other related duties as assigned.

#### **Travel Required**

- Not Required

#### **Relocation Authorized**

- No

### **Job Requirements**

#### **Key Requirements**

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service

#### **Qualifications**

**To qualify for this position, you must meet the following requirements:**

Applicants must meet the **Basic Requirements** and **Specialized Experience Requirement**:

#### **Basic Requirements:**

- **Attention to Detail** – I am thorough when performing work and conscientious about attending to detail.
- **Customer Service** - Work with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the

Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; know about available products and services; am committed to providing quality products and services.

- **Oral Communication** - Express information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); make clear and convincing oral presentation; listen to other, attend to nonverbal cues, and respond appropriately.
- **Problem Solving** - Identify problems; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives, and to make recommendations.

**AND**

### **Specialized Experience Requirements:**

Possess one year of specialized experience at the PG-12 (or equivalent) level or higher. **Examples of qualifying specialized experience** include performing work that involved:

- applying application software design principles, methodologies, and approaches in designing, writing, debugging, testing, and maintaining software applications with .NET to meet technical and functional requirements; **and**
- developing .Net applications using Visual Studio (2010,2012 or 2013); **and**
- proficiency in .NET framework and C# object oriented programming language; **and**

translating business requirements into web and systems applications utilizing ASP.NET MVC, WCF, SQL and C#.

**Note: For qualifications determination, your resume MUST contain hours worked per week and dates of employment (i.e., HRS per week and month/year begun to month/year ended, or month/year to present).**

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible.

One year of experience at the PG-12 (or equivalent grade) level of federal service is required to qualify for the PG-13 level.

**All qualification requirements must be met by the closing date Wednesday, April 29, 2015 of this announcement to be considered.**

### **Security Clearance**

Not Applicable

## **Additional Information**

### **What To Expect Next**

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

### **BENEFITS**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

### **Other Information**

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## **How to Apply**

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Wednesday, April 29, 2015.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1371192. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Wednesday, April 29, 2015.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Skill in applying object oriented programming language to complex problems using .Net framework and C# in order to design, code and debug software applications.
- Skill in developing and implementing web services.
- Knowledge of computer hardware, software, and requirements gathering to build software solutions.
- Knowledge of XML.
- Skill in designing and developing relational database schemas and applications.
- Skill in designing and developing systems applications using .Net.
- Ability to effectively communicate orally.

- Ability to effectively communicate in writing.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal. **If performance appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation why must be provided).**
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Wednesday, April 29, 2015 to be considered.**



# Legislative Branch

## Government Publishing Office

### Contact

Janet Washington  
Phone: (202)512-1308  
Email: JWASHINGTON@GPO.GOV

### Address

Government Publishing Office  
732 North Capitol Street NW  
HCO Room A-638  
Washington  
DC

15-1371192-JW

PD# 021178 Grade 13

## U.S. Government Printing Office

POSITION DESCRIPTION				1. Agency Position No.	
				021178	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC		6. Duty Station Washington, DC		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-2210-c		8. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Official Title of Position IT Specialist (APPSW)		Pay Plan PG	Occupational Code 2210	Grade 13	11. Functional Class Code JKW <i>JKW</i> 07 / 2015
13. Organizational Title of Position (if different from official title) IT Specialist (APPSW).Net					
14. Organizational Location of Position Plant Operations			c. Third Subdivision Composition Support End User Support		
a. First Subdivision Office of the Production Manager			d. Fourth Subdivision		
b. Second Subdivision Production Engineering Division			a. Fifth Subdivision		
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed or Printed Name and Title of Immediate Supervisor David J. Robare, Supervisory Printing Services Specialist			b. Typed or Printed Name and Title of Higher-Level Supervisor or Manager (optional) John W. Crawford, Managing Director		
Signature <i>David J. Robare</i>		Date 4/18/15	Signature For John Crawford, Greg Estep		Date 3/6/15
c. Concurrence: Gregory E. Estep <i>Greg Estep</i> Date 3/6/15 Deputy, Managing Director, Plant Operations					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action Stephanie F. Smith, Supervisory Human Capital Manager			Signature <i>Stephanie F. Smith</i>		Date 4/22/15
17. Standards Used In Classifying/Grading Position Administrative Work in the Information Technology Group, 2200 Revised May 2011			18. FES Applied <u>Yes</u>		19. Full Performance Level <u>13</u>
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached)					



INFORMATION TECHNOLOGY SPECIALIST (APPSW)  
Plant Operations, Office of the Production Manager,  
Production Engineering Division  
PG-2210-13 PD# 021178

**INTRODUCTION**

The incumbent serves in the capacity of a Senior Information Technology (IT) Specialist located in the Composition Support Section of Production Engineering Division within Plant Operations. The incumbent is responsible for analyzing document workflows, and developing web and system applications using .NET and C# technologies; and designing, programming, documenting and maintaining systems. The incumbent must have a strong working knowledge of current software development tools and methodologies such as C#, Visual Studio, SQL Server and TFS.

As a senior IT Specialist, the incumbent is the technical authority responsible for problem analysis within the business unit, and implements solutions based on analysis, programming experience and knowledge. The incumbent works within a team and is also responsible for special projects or assignments associated with Pre-Press, Press, Bindery Equipment, Quality Control, and Central Receiving.

**MAJOR DUTIES**

This position has three primary area of responsibilities: (1) Work flow analysis (2) Systems Specification Gathering and (3) Software Development and Testing, using C# and .NET technologies.

**Workflow Analysis**

- Works with a cohesive team in analyzing publication workflows and develops software applications using .NET and C# technologies. Designs solutions based on requirements as well as Enterprise Architecture guidelines.
- Performs process mapping; analyzes weakness and repetitions in established process. Identifies areas where programming would reduce overall cost and/or labor in a process. Presents solutions, and associated risks, to management for approval. Analyzes and deploys off-the-shelf programs that can be integrated in the current process to save labor/cost.
- Utilize XPath to parse XML document from .Net.

**Systems Specification Gathering**

- Develops abstract systems specifications and then uses it to produce a final tangible software product using C# and .NET.
- Designs and conducts analytical studies, cost- benefit analyses, or other similar research.
- Perform research of hardware and software, develop specification documents; and advises and recommends architecture direction to management.
- Defines project scope, requirements, and final deliverables based upon utilization of extensive knowledge of .NET and related technologies.
- Coordinates with other organizations to accomplish goals and integrate simultaneous project activities. Participate in phase, milestone, and final project reviews. Identifies errors and omissions in requirements supplied from outside organizations and/or other departments. Participate on multiple team efforts in support of all Plant Operations to include projects from separate organizations. Designs solutions based on EA solution architecture guidelines and SDLC documentation.

**Software Development and Testing**

- Serves as the technical authority on web applications utilizing ASP.NET MVC, C#, HTML, CSS and Javascript that facilitate business processes utilized by the business unit.

- Designs abstractions of third party tools and business processes utilizing web services and Service Oriented Architectures (SOA) with either WCF or Web API.
- Serves as a leader of a software development team and assists in the development of best practices to process data using Visual Studio and the .NET framework. Develops software applications using enterprise accepted methodologies and programming languages, primarily C# and Object Oriented programming. Makes improvements, solves problems, and debugs problems as they arise.
- Responsible for application design techniques that include integrating existing data sources such as SQL Server using standard interfaces such as ADO.NET, Entity Framework, and Linq.
- As part of a team, responsible for designing database schemas that are fully normalized. Proficient with SQL Server database programming concepts such as: T-SQL, stored procedures, triggers, indexes, etc.
- Leads and oversees the development and use of a code repository system based on Team Foundation Server (TFS) based on Enterprise Solution Architecture guidelines.
- Develops best practices for unit test coverage of .NET source code and component test plans.
- Coordinates cloud migration efforts (i.e., Azure, IIS) for new application development projects.
- Performs other related duties as assigned.

#### **FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION**

- Extensive knowledge of .NET development to design and build web applications and web services, including but not limited to: ASP.NET MVC, WCF, Web API, C#, Entity Framework (EF), Linq, ADO.NET.
- Extensive knowledge of relational databases and SQL programming techniques to develop highly scalable and normalized database systems. Must have programming experience with stored procedures for Microsoft SQL Server.
- Demonstrated ability utilizing XML and related technologies for analyzing and designing data markup techniques and transformations.
- Experience with TFS configuration and management, including build definitions and deployment best practices.
- Experience with SQL Server such as: triggers, indexes, relational schemas, stored procedures, and query analyzer.
- Knowledge of Windows Server 2012/R2 and IIS 7.0/8.0 deployment configurations.
- Experience with SDL and change/release management utilizing Agile Scrum methodology.
- Ability to communicate technical information effectively, orally and in writing for user interpretation.

#### **FACTOR 2 -SUPERVISORY CONTROL**

The incumbent works under the general supervision of the Assistant Manager, Production Engineering Division, who defines the overall objectives. The employee and the supervisor discuss timeframes and scope of assignments, and the incumbent is responsible for operating independently in the performance of assigned systems design projects. The incumbent resolves problems and coordinates the work with other computer and printing specialists and personnel, as required and keeps the supervisor informed of progress and unusual problems and complications. The incumbent is also responsible for interpreting policy and making technical decisions in all phases of assignments. Completed work is reviewed and evaluated in terms of results, soundness of overall approach, adherence to requirements, and timeliness of assignments.

#### **FACTOR 3 – GUIDELINES**

Guidelines include automated data processing standards and policies, technical manuals of vendors and manufacturers and specific production requirements. Some of the guidelines specific to assignments are very general or may not exist, and the incumbent must interpret and adapt applications to issues and problems. The employee must also research data needs and anticipate problem areas to ensure that production schedules are met.

#### FACTOR 4 - COMPLEXITY

The work consists of a variety of duties requiring the application of many different and unrelated processes and methods. Assignments require a high degree of computer skills that span operating systems knowledge, application programming knowledge, and XML database knowledge. The activities involve designing or developing methods or techniques that are needed in order to facilitate the automation and publication of data. The work involves an in-depth analysis of the systems hardware, software, and data requirements, and may entail significant departures from established practices. The work is in a field of rapidly changing technology, and the employee must be aware of technological developments and new major items of systems software and hardware.

#### FACTOR 5 - SCOPE AND EFFECT

The work involves identifying, defining, and solving business solutions based on the .NET framework. Scope encompasses producing .NET applications and extracting requirements from existing .NET software. Timely and accurate preparation of .NET system components will enable the GPO to better serve its customers by ensuring timely print production. The incumbent of this position is regarded as a technical authority on the .NET framework (technologies such as ASP.NET MVC, WCF, Web API, Entity Framework, ADO.NET) and efforts that affect the work of the rest of the Production Department, as well as the GPO.

#### FACTOR - 6 & 7 PERSONAL CONTACTS and PURPOSE OF CONTACTS

Contacts include employees and managers throughout the Production Department and the GPO, private contractors or vendors, IT computer specialists, printing specialists of other Government agencies, and officials of the Congressional staff, Legislative Council and the Joint Committee on Printing.

The purpose of contacts is to exchange and provide information regarding the services of the Composition Support Division as they relate to other sections of Production. The incumbent is also responsible for advising GPO officials of progress and problems and justifying needed changes of both an immediate and long range nature.

#### FACTOR- 8 PHYSICAL DEMANDS

The work is sedentary.

#### FACTOR - 9 WORK ENVIRONMENT

The work is performed in an office setting or a computer room that is adequately lighted, heated, and ventilated and in close proximity to several types of computer equipment

# IT Specialist (APPSW)

## GOVERNMENT PRINTING OFFICE

1 vacancy in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Thursday 9/18/2014  
(1007 day(s) ago)

🕒 Closed Wednesday 10/1/2014  
(994 day(s) ago)

### Salary Range

\$98,916.00 to \$128,591.00 / Per Year

### Series & Grade

PU-2210-13/13

### Promotion Potential

13

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

381325300

### Job Announcement Number

14-1215701-JS

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Make Your Mark on the reinvention of a major government enterprise.** The U.S. Government Printing Office (GPO) is Keeping America Informed by providing excellent publishing and information dissemination services for official and authentic government publications to Congress, Federal agencies, Judiciary and Federal Depository Libraries and the American public. Established by Congress in 1861, GPO was founded on values of integrity, teamwork, commitment, and dependability. Be a part of history as we continue this tradition through new technologies and strategic initiatives.

This position is located in the Composition Support Section of the Production Engineering Division within Plant Operations, Washington DC.

The selectee will work shift 3 and have a tour of duty of 11:00 pm to 7:30 am.

The selectee will serve as a Senior Information Technology (IT) Specialist, responsible for analyzing publication workflows including XML, and developing software application solutions to problems and designing, programming, documenting and maintaining systems.

### Duties

The selectee is responsible for analyzing publication workflows, some of which are in XML, and developing software application solutions to problems. The four primary areas of responsibilities are (1) Workflow Analysis, (2) Systems Specifications Gathering, (3) Software Development and Testing (4) Software Training, Configuration Management and Documentation and performs the following:

Analyze current workflows of Plant processes to include: 1) actual XML workflow used in segments of software or 2) following the flow of a publication and its production jacket throughout the process.

Analyze current XML Document Type Definitions (DTDs) and/or XML schemas in order to accomplish necessary changes to publication workflows.

Perform process mapping where none exist and analyzes weaknesses and repetitions in current established processes.

Develop abstract systems specifications and then use to produce a final tangible software product.

Uses knowledge of XML workflows to help identify customers' information systems requirements and analyzes for redundancies and errors.

Determine feasibility of systems interfacing a variety of automated XML data systems. Designs and conducts analytical studies, cost benefit analyses or other similar research.

Program unique solutions to problems based on analysis. Uses extensive knowledge of XML data translation techniques such as XSLT, object oriented programming techniques, and event driven programming techniques to implement systems specification and produce software products to meet plant wide objectives.

Develop and implements software product release plans. Identifies project documentation requirements or procedures. Ensures appropriate product related training and documentation are developed and made available to software users.

Perform other duties as assigned.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service

### Qualifications

To qualify for this position, you must meet the following requirements:

Possess one (1) year of specialized experience at the PG-12 (or equivalent) level or higher. Examples of qualifying specialized experience includes: analyzing and developing XML workflows for different publications, developing Document Type Definitions (DTDs) and Schemas; recommending improvements and modifications to batch pagination composition systems; tests, debugs and documents software; Gathers software requirements and defines system specifications; translating data using any of the following: XML, DOM, XSLT 2.0, XQuery and XPATH

For all positions individuals must have IT-related experience demonstrating each of the four competencies listed below:

1. Attention to Detail - Is thorough when performing work and conscientious about attending to detail.
2. Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations

TIME-IN-GRADE REQUIREMENTS: Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. One year of experience at the PG-12 level or equivalent grade level of federal service is required to qualify for the PG-13 level.

All qualification requirements must be met by the closing date of this announcement Wednesday, October 01, 2014.

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Wednesday, October 01, 2014.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascovers.pdf> using the following 1215701. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).

2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume and all required documents (e.g., SF-50, most recent performance Annual Performance Appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Wednesday, October 01, 2014.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Knowledge of XML documents such as ASCII and Unicode Character sets, encoding mechanisms such as UTF-8, Document Type Definition (DTDs) and Schemas, XML markup, and validating techniques.
- Ability to apply IT theories, principles, standards, and practices sufficient to develop software and provide user training in support of delivering quality systems and services.
- Knowledge of computer hardware, software and requirements gathering to build software solutions.
- Skill in applying object-oriented programming languages on XML data (e.g. XSLT, Java, Python, C++, C#).
- Ability to effectively communicate orally.
- Ability to effectively communicate in writing.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

**For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent Annual Performance Appraisal.

- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).



All materials must be received by the closing date of this announcement Wednesday, October 01, 2014 to be considered.



**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Printing Office

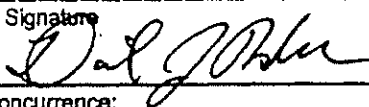


### Contact

Joshua Schwartz  
Phone: (202)512-1308  
Email: JSCHWARTZ2@GPO.GOV

### Address

Government Printing Office  
732 North Capitol Street NW  
HCO Room A-638  
Washington  
DC

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. 020904	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes _____ No <input type="checkbox"/>	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code C		11. Functional Class Code	
12. Official Title of Position IT Specialist (APPSW)		Pay Plan PG	Occupational Code 2210	Grade 13	Initials / /
13. Organizational Title of Position (if different from official title)					
14. Organizational Location of Position Plant Operations			c. Third Subdivision		
a. First Subdivision Production Engineering Division			d. Fourth Subdivision		
b. Second Subdivision			a. Fifth Subdivision		
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This			certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		
a. Typed or Printed Name and Title of Immediate Supervisor David J Robare, Supervisory Printing Officer			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) John W Crawford, Production Manager		
Signature 		Date 2/29/12	Signature 		Date 2/29/12
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action Lakeshia D. Rose Manager, TalenteAcquisitions			Signature 		Date 3/1/12
17. Standards Used In Classifying/Grading Position Administrative Work in the Information Technology Group, 2210, Revised May 2011			18. FES Applied <u>Yes</u>		19. Full Performance Level <u>PG-13</u>
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached) POSNUM: 00693					

## **INFORMATION TECHNOLOGY SPECIALIST (APPSW)**

**PG-2210-13**

### **INTRODUCTION**

The incumbent serves in the capacity of a Senior Information Technology (IT) Specialist located in the Composition Support Section of Production Engineering Division within Plant Operations. The incumbent is responsible for analyzing publication workflows, some of which are in XML, and developing software application solutions to problems. The systems will be designed, programmed, documented and maintained by the incumbent.

The incumbent will have a strong working knowledge of current software development tools such as Java, C++, C# and/or Python, as well as working knowledge of XML and XSLT. Relational databases operational understanding will be necessary to store and retrieve production data. The incumbent is also responsible for special projects or assignments associated with Pre-Press, Press, Bindery Equipment, Quality Control, and Central Receiving.

As a senior IT Specialist, the incumbent is the technical authority responsible for problem analysis within Production, and implements solutions based on analysis, programming experience and knowledge.

The duties of this IT Specialist position are broken into multiple categories. The incumbent is expected to interact constantly with areas of the Plant in order to successfully perform the duties assigned to the position. The incumbent constantly researches and recommends improvements and modifications to various graphic systems within Plant Operations. The incumbent may be tasked with attending staff meetings, briefings, or conferences on behalf of the Manager, Production Engineering and provides weekly and monthly status reports on status of assigned projects.

### **MAJOR DUTIES AND RESPONSIBILITIES**

This position has four primary areas of responsibilities – (1) Workflow Analysis, (2) Systems Specifications Gathering, (3) Software Development and Testing, and (4) Software Training, Configuration Management and Documentation.

## WORKFLOW ANALYSIS

Analyzes current workflows of Plant processes to include: 1) actual XML workflow used in segments of software or 2) following the flow of a publication and its production jacket throughout the process. Analyzes current XML Document Type Definitions (DTDs) and/or XML schemas in order to accomplish necessary changes to publication workflows. Performs process mapping where none exist and analyzes weaknesses and repetitions in current established processes. Identifies areas where programming would reduce overall cost and/or labor in a process. Presents multiple solutions, as well as associated risks, to management for approval. Analyzes and deploys off-the-shelf programs that can be integrated in the process to save labor/cost.

## SYSTEMS SPECIFICATIONS GATHERING

Incumbent must be able to develop an abstract systems specification and then use it to produce a final tangible software product. Uses knowledge of XML workflows to help identify customers' information systems requirements and analyzes for redundancies and errors. Determines feasibility of systems interfacing a variety of automated XML data systems. Designs and conducts analytical studies, cost-benefit analyses, or other similar research. Performs research of hardware and software, develops specification documents, and advises and recommends architecture direction to management. Uses extensive knowledge of XML documents and XML parsing techniques to define project scope, requirements, and final deliverables. Interacts with management for acceptance and approval of alternatives. Coordinates with other organizations to accomplish goals and integrate simultaneous project activities. Participates in phase, milestone, and final project reviews. Identifies errors and omissions in requirements supplied from outside organizations and/or other departments. Actively participates on multiple team efforts in support of all Plant Operations to include projects from separate organizations.

## SOFTWARE DEVELOPMENT AND TESTING

Programs unique solutions to problems based on analysis. Uses extensive knowledge of XML data translation techniques such as XSLT, object oriented programming techniques, and event driven programming techniques to implement systems specification and produce software products to meet Plant-wide objectives. Implements project plans to meet objectives. Organizes work, sets priorities, and determines resource requirements. Develops complete software solutions to process data using state-of-the-art software engineering tools. Develops software applications using enterprise accepted methodologies and programming languages. Develop software using accepted languages such as XSLT, Java, and Python as well as .NET language implementation. Makes improvements, solves problems, and debugs problems when they arise. Responsible for application design techniques that include integrating existing XML data environments using existing commercial interfaces or Open Data Base Connectivity (ODBC) programming. Responsible for XML application design and modification that is in concurrence with the agency's standard security model for databases and environments. Creates and develops methods and programs procedures used by staff. Studies computer models, system flow charts, general narrative description of the actions included and indication of the program routines needed. Develops and manipulates numerous mathematical routines and multiple data input such as XML, processing and output views in designing internal program structure and determining detailed sequences of action. Software development includes the development and/or interaction with relational databases

to store and retrieve data. Software development includes frequent conversions of data into and out of XML using XSLT and other techniques. Documents software in order to ensure developers have access and can understand the coding and unit tests software. Develops test data and tests and debugs programs. Performs testing and validation of changes to the system. Creates error conditions for detection and correction of program deficiencies. Reviews test results, identifies problems, and makes corrective changes in software logic or operating instructions. Observes and evaluates systems performance and responses, taking action to correct errors and inadequacies.

#### **SOFTWARE TRAINING, CONFIGURATION MANAGEMENT AND DOCUMENTATION.**

Develops and implements software product release plans. Identifies project documentation requirements or procedures. Ensures appropriate product-related training and documentation are developed and made available to software users. Develops training materials for all applications and procedures for the Plant staff. Conducts training on software created (and modified) for multiple shifts. Deploy software applications within the Plant under current configuration management control scenarios and by working in accordance with Information Technology and Services (IT&S). Adheres to industry best practices in configuration management processes in order to save multiple versions of software and to follow revision control policies within GPO. Participates in regular quality assurance post-implementation system reviews to determine if projected benefits have been achieved and the customer's expectations are met. Attends conferences, training, and also reads materials at the direction of the management to ensure software programming techniques are current.

Performs other related duties, as assigned.

#### **FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION FL1-8**

**1550 Pts**

- Extensive knowledge of XML documents, including but not limited to: ASCII and Unicode character sets, character encoding mechanisms such as UTF-8, Document Type Definitions (DTD's) and Schemas, XML markup, parsing and validating techniques.
- Extensive knowledge of XML data translation techniques, including but not limited to: the Document Object Model (DOM), XSLT 2.0, XQuery and XPATH, and event driven XML handling such as SAX2.
- Knowledge of applicable computer hardware, software, and printing data.
- Knowledge of computer programming techniques.
- Ability to write detailed specifications and requirements for new XML applications and systems needed by the agency.
- Ability to assess feasibility of new software designs for use within established environments

- Thorough knowledge of the various processes being performed by printing and composition equipment and batch pagination software in order to carry out the mission of the office and develop best practices and guides for use by other developers.
- Ability to adapt to new computer systems as they are introduced into production.

**FACTOR 2. SUPERVISORY CONTROLS**

**FL 2-4**

**450Pts**

The incumbent works under the general supervision of the Assistant Manager, Production Engineering Division, who defines the overall objectives. The employee and the supervisor discuss timeframes and scope of assignments, and the incumbent is responsible for operating independently in the performance of assigned systems design projects. The incumbent resolves problems and coordinates the work with other computer and printing specialists and personnel, as required and keeps the supervisor informed of progress and unusual problems and complications. The incumbent is also responsible for interpreting policy and making technical decisions in all phases of assignments. Completed work is reviewed and evaluated in terms of results, soundness of overall approach, adherence to requirements, and timeliness of assignments.

**FACTOR 3. GUIDELINES**

**FL 3-4**

**450 Pts**

Guidelines include automated data processing standards and policies, technical manuals of vendors and manufacturers and specific production requirements. Some of the guidelines specific to assignments are very general or may not exist, and the incumbent must interpret and adapt applications to issues and problems. The employee must also research data needs and anticipate problem areas to ensure that production schedules are met.

**FACTOR 4. COMPLEXITY**

**FL 4-5**

**325 Pts**

The work consists of a variety of duties requiring the application of many different and unrelated processes and methods. Assignments require a high degree of computer skills that span operating systems knowledge, application programming knowledge, and XML database knowledge. The activities involve designing or developing methods or techniques that are needed in order to facilitate the automation and publication of data. The work involves an in-depth analysis of the systems hardware, software, and data requirements, and may entail significant departures from established practices. The work is in a field of rapidly changing technology, and the employee must be aware of technological developments and new major items of systems software and hardware.

**FACTOR 5. SCOPE AND EFFECT**

**FL 5-5**

**325 Pts**

The work involves identifying, defining, and solving XML publication problems and conditions, and the establishment of guidelines for processing XML documents. Scope encompasses producing publication data, as well as XML processing to produce other content such as HTML. Timely and accurate preparation of XML system components will enable the GPO to better serve its customers by ensuring timely print production. The incumbent of this position is regarded as a technical authority on

composition systems and efforts that affect the work of the rest of the Production Department, as well as the GPO.

**FACTOR 6&7. PERSONAL CONTACTS and PURPOSE OF CONTACTS FL 2B 75 Pts**

Contacts include employees and managers throughout the Production Department and the GPO, private contractors or vendors, IT computer specialists, printing specialists of other Government agencies, and officials of the Congressional staff, Legislative Council and the Joint Committee on Printing.

The purpose of contacts is to exchange and provide information regarding the services of the Composition Support Division as they relate to other sections of Production. The incumbent is also responsible for advising GPO officials of progress and problems and justifying needed changes of both an immediate and long range nature.

**FACTOR 8. PHYSICAL DEMANDS FL 8-1 5 Pts**

The work is sedentary.

**FACTOR 9. WORK ENVIRONMENT FL 9-1 5 Pts**

The work is performed in an office setting or a computer room that is adequately lighted, heated, and ventilated and in close proximity to several types of computer equipment.

**Total Points : 3185 (3155-3600 equates to PG-13)**



# IT Specialist (DATAMGT/SYSADMIN)

## GOVERNMENT PUBLISHING OFFICE

2 vacancies in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Monday 3/7/2016

(472 day(s) ago)

🕒 Closed Friday 3/25/2016

(454 day(s) ago)

### Salary Range

\$92,145.00 to \$119,794.00 / Per Year

### Series & Grade

PG-2210-13/13

### Promotion Potential

13

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

431092700

### Job Announcement Number

16-1639886-TC

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

*This position is located in the Office of the Operations Manager, Secure Productions, Engineering, Washington, DC)*

*The selectee will work shift 1 and have a tour of duty of 7:00 am to 3:30 pm*

**This position provides IT support for the manufacturing and assembly of E-passports and related product lines and reports to the IT Systems Manager.**

### Duties

As a IT Specialist (DATAMGT/SYSADMIN) you will,

- Support all IT systems (Inspectron, Oracle etc.) associated with the manufacturing and assembly of E-Passports and related product lines; also serves as a technical specialist in the use of various Manufacturing Execution Systems related software.
- Reviews and recommends improvements to the current E-passport production, Waste Processing Center and Return Book Processing Center processes as they relate to IT technology.
- Leads data archiving, data mining efforts and creates reports to expose meaningful trends etc. for return, supplier and production throughout and waste.
- Develops, implements and documents the systems related to the supply chain management, raw goods and work-in-process and finished goods tracking, manufacturing, processing, assembly, packaging and distribution of E-Passports.
- Ensures logical and physical data base management appropriate for E-Passports and related products.
- Outlines priorities and deadlines, and makes changes in operations when necessary. As required, makes recommendations to Senior Secure Credential Production Manager, SPF regarding commitment of resources to initiate, conduct, intensify, extend and complete planned work;
- Responsible for the weekly production schedule for Secure Credential manufacturing and card personalization activities;
- Assesses employee and equipment productivity, and makes recommendations to the Senior Secure Credential Production Manager, regarding manpower requirements, methods of improvement, acquisition of new equipment, etc. Monitors and understands business unit expenses and profits, controlling cost as necessary to preserve and increase revenue.
- Provides options and recommendations for effective operations; advises as to regulatory and legal requirements affecting the operations; leads or participates in meetings to promote acceptance of programs and management initiatives.

- Participates in the development of strategic and operational plans; analyzes operations and assesses the impact on program requirements; develops information for and prepares special or recurring reports and studies relating to Passport manufacturing operations.
- Directly or indirectly performs the full range of supervisory functions including hiring, evaluating performance, approving leave, resolving grievances, and disciplining employees.
- As required, represents the GPO at conferences, meetings, etc.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- Must pass a Physical Fitness Test (PFT), Psych. Eval. & Physical Exam.

### Qualifications

#### To qualify for this position, you must meet the following requirements:

Specialized Experience: In order to qualify applicants must possess one year of specialized experience at the PG-12 (or equivalent) level or higher. Examples of qualifying specialized experience includes experience providing IT support for manufacturing or production systems, performing data archiving and data mining functions, and analyzing system components to establish hardware and software requirements.

#### SELECTIVE PLACEMENT FACTOR:

In addition to the minimum qualifications, the following has been determined to be a Selective Placement Factor for this position. Applicants who do not possess this criteria are ineligible for further consideration. Applicant **MUST** have experience with Programmable Logic Controller (PLC).

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. *One year of experience at the PG-12 level or equivalent grade level of federal service is required to qualify for the PG-13 level.*

**All qualification requirements must be met by the closing date Friday, March 25, 2016 of this announcement to be considered.**

## Security Clearance

Secret

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care,

life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/El/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** <https://help.usajobs.gov/index.php/Career vs. Career Conditional>
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** <https://help.usajobs.gov/index.php/What is reinstatement%3F Am I eligible%3F>
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, March 25, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1639886. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Friday, March 25, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Knowledge of manufacturing and assembly technologies of E-Passport products or equivalent.
- Expert knowledge of (a) fundamentals and principles of computer science, and (b) computer hardware, systems software, and computer system architecture and integration.
- Broad knowledge of shop-floor system design, Oracle database concepts and infrastructure theories to anticipate potential problems which could emerge in pursuing various E-Passport support and process improvement efforts.
- Knowledge of analysis methods, metrics, tools and techniques in order to conduct and direct studies of information needs as they relate to E-Passports.
- Skill in researching, testing, evaluating and maintaining computer hardware and software systems in an integrated manner.
- Ability to conduct analysis of leading edge technology products and solutions designed to promote agency operational effectiveness, service and profitability where project boundaries are not pre-established.
- Skill in expressing ideas, policies and technical, regulatory and legislative issues in a concise, convincing and timely manner.
- Knowledge of project management principles and the ability to coordinate the efforts of project teams.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal. If performance appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Friday, March 25, 2016 to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Publishing Office

### Contact

Tonshia Corbett  
Phone: (202)512-1308  
Email: [TCORBETT@GPO.GOV](mailto:TCORBETT@GPO.GOV)

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. 020113	
2. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced.)   Pen & Ink		3. Sensitivity <input type="checkbox"/> Special <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input type="checkbox"/> Yes _____ No <input checked="" type="checkbox"/>	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-2210-13-D		11. Functional Class Code	
12. Official Title of Position Information Technology Specialist (DATAMGT/SYSADMIN)		Pay Plan PG	Occupational Code 2210	Grade 13	Initials RLC
				Date 9 / 25 / 2015	
13. Organizational Title of Position (if different from official title)					
14. Organizational Location of Position Security and Intelligent Documents			c. Third Subdivision		
a. First Subdivision Office of the Operations Manager			d. Fourth Subdivision		
b. Second Subdivision Secure Production Engineering			a. Fifth Subdivision		
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This			certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitutes violations of such statutes or their implementing regulations.		
a. Typed or Printed Name and Title of Immediate Supervisor Stephen LeBlanc, Managing Director, SID			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)		
Signature		Date	Signature		Date
		/ /			/ /
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action Stephanie F. Smith, HC Manager			Signature		Date
					/ /
17. Standards Used In Classifying/Grading Position Information Technology Management Series Standard, GS-2210 issued May 2001 and revised August 2003.			18. FES Applied <u>YES</u>		
			19. Full Performance Level <u>PG-13</u>		
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached) POSNUM 00970					

**IT Specialist (DATAMGT/SYSADMIN)  
Production Engineering Specialist  
PG-2210-13**

**INTRODUCTION**

This position provides IT support for the manufacturing and assembly of E-passports and related product lines and reports to the IT Systems Manager.

**DUTIES**

- Supports all IT systems (Inspectron, Oracle, etc.) associated with the manufacturing and assembly of E-Passports and related product lines; also serves as a technical specialist in the use of various Manufacturing Execution Systems related software.
- Reviews and recommends improvements to the current E- Passport production, Waste Processing Center, and Return Book Processing Center processes as they relate to IT technology.
- Leads data archiving and data mining efforts, and creates reports to expose meaningful trends, etc for return, supplier, and production throughput and waste.
- Develops, implements and documents the systems related to the supply chain management, raw goods and work-in-process and finished goods tracking, manufacturing, processing, assembly, packaging and distribution of E-Passports.
- Designs and maintains Oracle inventory control and chip-tracker IT architecture for E-Passports.
- Ensures logical and physical database management appropriate for E-Passports and related products.
- Analyzes system components to establish functional requirements, identify and perform hardware/software trade-offs. Follows procedural guidelines to ensure discovery and implementation of emerging technology. Maintains current awareness of enterprise wide GPO capabilities.
- Provides GPO management with options and technology recommendations for effective E-Passport operations; advises as to regulatory and legal requirements affecting the operations and participates in meetings to promote acceptance of new technology and management initiatives. Develops position papers on special issues and areas dealing with E-Passport information management and related technologies.
- Develops hardware and software specifications for contract work, evaluation of contract work and establishment of test requirements and validation procedures to measure performance quality and reliability.
- Performs other duties as assigned.

**FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of manufacturing and assembly technologies of E-Passport products or equivalent.
- Expert knowledge of (a) fundamentals and principles of computer science, and (b) computer hardware, systems software, and computer system architecture and integration.



- Broad knowledge of shop-floor system design, Oracle database concepts and infrastructure theories to anticipate potential problems which could emerge in pursuing various E-Passport support and process improvement efforts.
- Knowledge of analysis methods, metrics, tools and techniques in order to conduct and direct studies of information needs as they relate to E-Passports.
- Skill in researching, testing, evaluating, and maintaining computer hardware and software systems in an integrated manner.
- Ability to conduct analysis of leading edge technology products and solutions designed to promote agency operational effectiveness, service and profitability where project boundaries are not pre-established.
- Skill in expressing ideas, policies, and technical, regulatory and legislative issues in a concise, convincing and timely manner.
- Knowledge project management principles and the ability to coordinate the efforts of project teams.

\*\*\*This position requires the incumbent to attain and maintain a Secret Security Clearance.\*\*\*

## **FACTOR 2. SUPERVISORY CONTROLS**

The incumbent works under the general supervision of the IT Systems Manager but has a high degree of freedom and responsibility regarding the design and maintenance of E-Passport system architecture.

The incumbent keeps the supervisor informed of progress, potentially controversial issues, or problems. The incumbent exercises discretion and judgment in determining the scope of developmental efforts and recommend new methods to resolve problems that arise. Work is reviewed for compatibility with organizational goals and effectiveness in meeting these objectives after completion.

## **FACTOR 3. GUIDELINES**

Guidelines consist of GPO and Federal laws and regulations pertaining to technology, GPO directives, and current practices in business development and technology. Incumbent must have knowledge of the guiding engineering principles related to computer security, system lifecycles, to include the Computer Security Act of 1987 and the Information Technology Management Reform Act of 1996, specifically 15 U.S.C. 278 g-3(a)(5), and the requirements of OMB Circular A-130, Appendix III. The incumbent must use some judgment in researching and interpreting regulations to determine the relationship between guidelines and applicability to the work in SID. Continual changes in manufacturing and security technology require the incumbent to adapt quickly, often with limited information.

## **FACTOR 4. COMPLEXITY**

Assignments require analysis of varied and evolving issues, requiring highly technical knowledge of a range of diverse fields (such as Computer Science, Computer Engineering, Product Development, Research, Inventory Management, ERP system integration, etc.) and often

involve issues of substance related to technology throughout the GPO. Inherent in this is the ability to quickly process information and decide on the correct course of action. Program proposals may involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

#### **FACTOR 5. SCOPE AND EFFECT**

Technical recommendations by this person affect the quality and security of Security and Intelligent Documents products and by extension, how customer agencies, vendors, and the public perceive the GPO and their capability to handle security and intelligent documents. The success of the Security and Intelligent Documents product lines is essential to the success of both the office and the agency. This program receives close scrutiny from agency management and has a large impact on agency mission and goals.

#### **FACTOR 6: PERSONAL CONTACTS**

Personal contacts for this individual will include all Security and Intelligent Documents staff and management, including both technical and non-technical personnel. The incumbent also works with staff from other GPO internal organizations as well as officials from private sector companies, government and vendors organizations. Contacts occur in both structured and unstructured settings and will occur on a routine basis.

#### **FACTOR 7: PURPOSE OF CONTACTS**

The purpose of contacts is to gather information for and within the Security and Intelligent Documents regarding new and existing products to design a secure IT architecture system. Contacts also provide an understanding of the potential business needs of Security and Intelligent Documents customers and how emerging technology solutions will meet those needs.

#### **FACTOR 8. PHYSICAL DEMANDS**

The work is primarily sedentary but may require visits to a production environment or occasional walking for short distances from one office to another. Travel may also be required.

#### **FACTOR 9. WORK ENVIRONMENT**

Work is typically performed in an office setting directly adjacent to the production floor. The incumbent will be expected to spend significant time in a factory environment.

# IT Specialist (Network)

## GOVERNMENT PUBLISHING OFFICE

Few vacancies in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Monday 7/11/2016  
(345 day(s) ago)

🔴 Closed Friday 7/29/2016  
(327 day(s) ago)

### Salary Range

\$92,145.00 to \$141,555.00 / Per Year

### Series & Grade

PG-2210-13/14

### Promotion Potential

14

### Supervisory Status

No

### Who May Apply

Status Candidates (Merit Promotion and VEOA Eligibles)

### Control Number

442943000

### Job Announcement Number

16-1737920-JW

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Make Your Mark on the reinvention of a major government enterprise.** The U.S. Government Printing Office (GPO) is Keeping America Informed by providing excellent publishing and information dissemination services for official and authentic government publications to Congress, Federal agencies, Judiciary and Federal Depository Libraries and the American public. Established by Congress in 1861, GPO was founded on values of integrity, teamwork, commitment, and dependability. Be a part of history as we continue this tradition through new technologies and strategic initiatives.

This position is located in Systems integration, Network, Messaging, and Telecommunications, Washington, DC.

The selectee will work Shift I and have a Tour of Duty 7:30 am to 4:00 pm.

#### Salary:

13 Step 01 – 13 Step 10 \$ 92,145.00 - \$ 119,749.00

14 Step 01 – 14 Step 10 \$ 108,887.00 – 141, 887.00

The selectee has the full responsibility for management of voice and data communications, the management of integrated Cisco Voice over IP (VoIP), cable management, remote access, and security services supporting the GPO Headquarters, all Regional Printing Procurement Offices as well as the Laurel and Pueblo Facilities.

Selectee must be able to obtain a SECRET clearance.

Selectee must be able to maintain a SECRET clearance.

### Duties

**At the PG-13 level**, the selectee will perform the following duties:

- Manage and perform the more complex assignment activities of the telecommunications program and coordinate the resolution and implementation of technical solutions and problems.
- Provide technical expertise for the agency on matters relating to computer based networking.
- Assist and guide agency personnel as it pertains to communication systems.
- Coordinate life-cycle management for existing network infrastructures, as well as based on long range agency needs and trends in the marketplace. Acts as a liaison between host organizations and other functional groups.
- Plan, analyze designs, develop tests, configure, install, implement, maintain provide quality assurance, manage networked systems used for the transmission of information in voice, data and video formats.
- Configure and optimize network servers, hubs, routers, and switches to implement network operating objective.

- Determine procedural changes required to implement new technology and the feasibility of adapting existing equipment and facilities to technological improvements in networked systems. –Diagnose and resolve network problems, and coordinate the efforts of other information technology specialist, contractors, and service providers.
- Perform repairs and installations of communication cables, devices, and terminal equipment from ladders, platforms and other hard-to-reach places; with the ability to maneuver in small spaces.
- Perform other related duties as required.

**At the PG-14 level**, in addition to the duties described at the PG-13 level, the selectee will perform the following duties:

- Act as the expert liaison between host organizations and other functional groups recommend organizational technical needs in the management meetings, other branches, users, and special interest groups to develop accurate plans, resource estimates and time frames for various tasks associated with long-term plans.
- Serve as an expert administrator to manage network systems used for transmission of information in voice, data, and video formats.
- Define, install, implement, and maintain network architecture, infrastructure, and terminal equipment.
- Review existing or proposed network systems; diagnose, analyze and resolve complex problems with hardware/software, architecture, bandwidth, transmission lines, and differences between organization priorities and requirements.
- Provide high level expertise to create telecommunications network plans and conduct special studies and analysis on communications networked installation; implement resulting network changes.
- Ensure rigorous application of Information Security Information Assurance policies, principles, and practices in the delivery of network services.
- Advise customers and GPO representatives on integration and interpretation of technical and operational data based on the review of plans and projects for network systems. –Perform other related duties as required.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/31/59 must be registered for Selective Service

### Qualifications

**To qualify for this position, you must meet the following requirements:**

*In addition to the Basic Requirements as mentioned below, you must possess one year of Specialized Experience as mentioned below:*

#### **Specialized Experience:**

**To minimally qualify for the PG-13 level**, you must possess one year of specialized experience at the PG-12 (or equivalent) grade level. Specialized experience is described as experience:

- planning and implementing voice and data communication systems, cable management, remote access and security services;
- diagnosing and resolving telecommunications network problems/issues; and
- configuring and maintaining related IT equipment.

**To minimally qualify for the PG-14 level**, you must possess one year of specialized experience at the PG-13 (or equivalent) grade level. ***IN ADDITION*** to the specialized experience need to qualify for the PG-13 level, specialized experience is described as experience:

- planning and implementing the integration of network systems;
- defining network systems requirements and specifications; overseeing the installation, customization, implementation of Cisco network architecture, infrastructure, and terminal equipment;

- developing policies and procedures documenting changes required to implement new IT systems; **and**
- serving as a lead during the entire life-cycle of a network from conception to service.

## A-N-D

**Basic Requirements.** For all positions individuals must have IT-related experience demonstrating each of the four competencies listed below in as a BASIC Requirements.

1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible.

*One year of specialized experience at the PG-12 (or equivalent) level federal service is required to qualify for the PG-13.*

*One year of specialized experience at the PG-13 (or equivalent) level federal service is required to qualify for the PG-14.*

**All qualification requirements must be met by the closing date Friday, July 29, 2016 of this announcement to be considered.**

## Security Clearance

Secret

## Additional Information

### What To Expect Next

After a review of your resume, required documents and assessment questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

### BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

### Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked if you wish apply under "Status Candidates (Merit Promotion)". The following areas can be considered under Merit Promotion eligibles (also known as "status candidates"):

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, July 29, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1737920. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Friday, July 29, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Skill in applying advanced telecommunications network principles, concepts, and practices related to Cisco systems for data, Voice over IP (VoIP), and video transmission.
- Knowledge of system life cycle management concepts used to plan, integrate, implement, troubleshoot and maintain network systems.
- Ability to install, configure, and support a Cisco VoIP network.
- Ability to communicate technical and non-technical information verbally and in writing to provide guidance and resolve IT issues.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal. If Annual Performance Appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Friday, July 29, 2016 to be considered.**



# Legislative Branch

## Government Publishing Office

### Contact

Janet Washington  
Phone: (202)512-1308  
Email: JWASHINGTON@GPO.GOV

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC



16-1737920-JW

PD# 021293 (Grade 13) and PD# 021292 (Grade 14)

# U.S. Government Printing Office

## POSITION DESCRIPTION

1. Agency Position No.

021293

2. Reason for Submission

New    Redescription    Reestablishment    Other

Explanation (Show any positions replaced.)

3. Sensitivity

Special    Critical  
 Noncritical    Nonsensitive

4. Service

Departmental  
 Field

5. Employing Office Location

WASHINGTON, DC

6. Duty Station

Washington, DC

7. Fair Labor Standards Act

Exempt    Nonexempt

8. Subject to IA Action

Yes    No

9. Position is

Managerial    Supervisory    Leader    Non supervisory

10. Competitive Level Code

PG-2210-14-

11. Functional Class Code

12. Official Title of Position

IT Specialist (Network Services)

Pay Plan

PG

Occupational Code

2210

Grade

13

Initials

JB

Date

6 / 11 / 2016

13. Organizational Title of Position (if different from official title)

IT Spec (Network Services)

14. Organizational Location of Position

Office of the Chief Administrative Officer

c. Third Subdivision

Infrastructure Services

a. First Subdivision

Information Technology & Systems

d. Fourth Subdivision

Network Messaging and Telecommunication

b. Second Subdivision

Systems Integration

a. Fifth Subdivision

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This

certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor

R. Tracee Boxley, Deputy CIO

b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)

Charles E. Riddle, JR Chief Information Off

Signature

Date

6 / 30 / 2016

Signature

Date

6 / 30 / 2016

c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action

Lyvette E. Wallace, Human Capital Manager

Signature

Date

7 / 8 / 2016

17. Standards Used In Classifying/Grading Position

OPM, Job Family Standard for Administrative Work in Information Technology Group, 2200, Issued May 2001, Revised Aug 2003, Sept 2008, May 2001

18. FES Applied X

19. Full Performance Level PG-14

20. Remarks

The full performance level of this position is PG-2210-14, Position Description # 021292, Position No. 00969.

21. Description of Major Duties and Responsibilities (See attached)

POS No. 00972

**Office of Information Technology and Systems  
Operations Division  
Infrastructure Branch  
IT Specialist (Network Services), PG-2210-13**

## **INTRODUCTION**

The IT Specialist (Network Services) position is located in the Infrastructure Branch, Operations Division, Office of Information Technology and Systems of the Government Printing Office (GPO). As a senior IT Specialist for this function, the incumbent has responsibility for management of voice and data communications, cable management, remote access, and security services supporting the GPO Headquarters, all Regional Printing Procurement Offices as well as the Laurel and Pueblo Facilities.

## **DUTIES AND RESPONSIBILITIES**

Manages the more complex activities of the telecommunications program and coordinates the resolution and implementation of technical solutions and problem resolution for voice over IP, voice and data communications systems.

Provides technical expertise for the agency on technical matters relating to computer based networking to include, but not limited to, computer based communications services; convergent networks, performance equipment, and complete voice/data networks.

Coordinates activities between GPO and contractors in project and task management, long range planning and budgeting, contract management, providing life-cycle management for existing networking infrastructures.

Plans, analyzes, designs, develops, tests, configures, installs, implements, maintains, provides quality assurance, and manages networked systems used for the transmission of information in voice, data and video formats.

Represents organizational needs in meetings with other branches as well as with users and special interest groups.

Coordinates study activities related to advanced voice and data networking requirements based on long-range agency needs and trends in the marketplace.

Presents findings and recommendations to management and develop accurate plans, resource estimates and time-frames for the various tasks associated with the long term plans.

Performs the more complex assignments for a wide range of telecommunications network requirements (voice, data and video) in support of diverse functional areas to include

coordinating the objectives and plans of one or more specialized communications projects.

Analyzes and defines network requirements based on agency's overall business plans and objectives.

Defines, installs, implements and maintains network architecture, infrastructure, and terminal equipment.

Configures and optimizes network servers, hubs, routers, and switches to implement network operating objectives.

Reviews existing or proposed network systems, diagnoses, analyzes and resolves complex problems, i.e. hardware/software, architectures, bandwidth, transmission lines, and differences between organizational priorities and requirements.

Installs, tests, maintains, and upgrades as necessary communications operating systems software.

Conducts special studies and analysis on the communications network installation and provided telecommunications network plans. Studies such factors as traffic load and bandwidth on existing infrastructure, and the flexibility of exiting infrastructure to meet changing needs. Implements resulting network changes as required.

Uses a variety of unusual and highly specialized equipment, i.e., traffic monitoring devices and diagnostic equipment.

Ensures the rigorous applications of information security/information assurance policies, principles, and practices in the delivery of network service.

Frequently meets with customers and GPO representatives for the purpose of integrating and interpreting a variety of technical and operational data by advising on and/or reviewing plans and projects for network systems.

Determines procedural changes required to implement new technology and the feasibility of adapting existing equipment and facilities to technological improvements in network systems.

Diagnoses and resolved network problems, coordinating the efforts of other information technology specialists, contractors, and service providers.

Provides assistance and guidance to agency personnel as pertains to communication systems.

Performs other related duties as assigned.

## 1. KNOWLEDGE REQUIRED BY THE POSITION

Advanced knowledge of complex voice and data networking environments, including the requirements for budgeting, planning, scheduling allocation of resources and prioritizing tasks.

Applies expert knowledge when: providing recommendations to management; working with technical support staff; analyzing network performance and trends; managing of voice, data circuits and remote access services and creating, reading and using space layout diagrams and construction blue prints for proposed cabling requirements.

Utilizes knowledge of network architecture, topology, protocols, and related technology sufficient to plan, design, develop, integrate, and implement network systems consistent with existing or planned network infrastructures.

Possesses knowledge of networking and communications in an operations environment and the ability to identify, analyze, and resolve technical issues resulting from changes in service requirements, technology, and workload.

Maintains advanced skill in applying networking and customer support principles, methods and practices. Maintains expert knowledge concerning the interrelationships among different IT disciplines, the enterprise IT infrastructure and project management principles and methods used to manage special projects that have a significant impact on the delivery of telecommunications and network services.

Expert knowledge of advanced technologies, network management, network enterprise architecture, bandwidth management, information and systems security, and customer business requirements to participate in developing and maintaining highly efficient network and telecommunications applications, and to formulate a vision for future services that will meet requirements and capabilities for the agency's telecommunications services.

Advanced knowledge of a wide range of telecommunications network principles, concepts and methodologies (pertaining to data, voice, and video transmission) necessary to work on a variety of information systems, Wide Area Networks, and Local Area Networks. This includes familiarity with the capabilities and applications of network equipment, transmission media and related hardware.

Knowledge of agency networks policy as well as those of other agencies, in order to evaluate alternative approaches for satisfying communication requirements.

Knowledge of contracting procedures in order to review proposals and monitor vendor performance in fulfilling contractual obligations.

Ability to climb ladders and maneuver in small places.

## **2. SUPERVISORY CONTROLS**

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes, scope of the assignment including possible stages and possible approaches. The employee determines the most appropriate principles, practices, and methods to apply in all phases of the assignment including the approach to be taken, and degree of intensity. The employee frequently interprets regulations on his/her own initiative applies new methods to resolve complex and/or intricate, controversial or unprecedented issues and problems and resolves most of the conflicts that arise. Finished work is reviewed from an overall standpoint in terms of comparability with other work, effectiveness in meeting requirements, and achieving expected results.

## **3. GUIDELINES**

The employee uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, inapplicable or have gaps in specificity that require considerable interpretation. The employee uses judgment, initiative and resourcefulness in deviating from established method to develop new methods and criteria, propose new policies and/or practices and resolve specific complex and intricate issues.

## **4. COMPLEXITY**

Although some policy statements are available, the rapidly evolving nature of IT technologies will necessitate the use of the incumbent's extensive knowledge of those technologies to develop new and creative approaches to the networking of the agency. Assignments consist of various projects characterized by the need for significant departures from established practice. These assignments are complex in nature and require the application of study methods, current knowledge of the technologies, sound judgment, and innovative thought. Project development will often require the incumbent to balance the needs, resources, and limitations of the GPO and the various departmental users to ensure the selection of the most effective means to accomplish a secure efficient network environment for all users.

## **5. SCOPE AND EFFECT**

Work involves contributing to a major network project. Responsibilities include developing project plans, prioritizing the work, and monitoring the implementation of project activities. Work affects the work of other technical experts in the development of major aspects of agency-wide IT programs as well as agency activities. Planning and procedural developments will impact all areas of the GPO. Timely submissions of findings, conclusions, and recommendations may be critical to high-level management decision-making processes. Successful completion of work will also impact end users throughout GPO. The work affects a wide range of agency activities and the activities of other organizations. Successful completion of work will also impact end users throughout GPO, the Congress and the general public.

## **6. PERSONAL CONTACTS**

Contacts include personnel at all levels of the GPO, Congressional staff, federal communications personnel and private vendors.

## **7. PURPOSE OF CONTACTS**

The purpose of contacts is to influence and persuade employees and Managers to accept and implement findings, advice, guidance, and recommendations in the technology specialty area(s) of the position. May encounter resistance as a result of issues such as competing objectives, or resource problems. Must be skillful in approaching contacts to obtain the desired effect and gain compliance with established policies and regulations by persuasion or negotiation.

## **8. PHYSICAL DEMANDS**

Work assignments require moderate physical effort. Employees will perform repairs and installations of communication cables, devices, and terminal equipment from ladders, platforms and other hard-to-reach places. They work in a sitting position for extended periods. Frequent standing, walking, bending, crouching, reaching, climbing, and stooping are required. Employees will frequently lift and carry tools equipment, and parts weighing up to 60 pounds. Occasionally employees may lift or move with assistance moderately heavy objects weight up to 60 pounds.


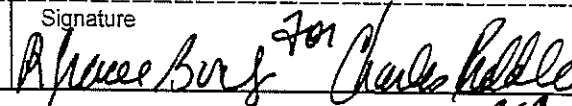
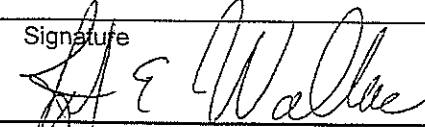
## **9. WORK ENVIRONMENT**

The incumbent's work is normally performed throughout the main GPO office. However, work is performed both inside and outside. The work is performed in a combination of an office environment and in work areas that are noisy, dirty and dusty. The employee may sometimes be required to make repairs and installations in bad weather. Travel to remote sites may sometimes be required.



# U.S. Government Printing Office

## POSITION DESCRIPTION

<b>POSITION DESCRIPTION</b>					1. Agency Position No. 021292	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)			3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location <b>WASHINGTON, DC</b>		6. Duty Station Washington, DC		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes _____ No <input type="checkbox"/>
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory			10. Competitive Level Code PG-2210-14-		11. Functional Class Code	
12. Official Title of Position IT Specialist (Network Services)			Pay Plan PG	Occupational Code 2210	Grade 14	Initials JB
					Date 6 / 11 / 2016	
13. Organizational Title of Position (if different from official title) IT Spec (Network Services)						
14. Organizational Location of Position Office of the Chief Administrative Officer			c. Third Subdivision Infrastructure Services			
a. First Subdivision Information Technology & Systems			d. Fourth Subdivision Network Messaging and Telecommunication			
b. Second Subdivision Systems Integration			a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.						
a. Typed or Printed Name and Title of Immediate Supervisor R. Tracee Boxley, Deputy CIO			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Charles E. Riddle, JR Chief Information Off			
Signature 		Date 6 / 30 / 2016	Signature 		Date 6 / 30 / 2016	
c. Concurrence:						
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.						
Typed Name and Title of Official Taking Action Lyvette E. Wallace, Human Capital Manager			Signature 		Date 7 / 8 / 2016	
17. Standards Used In Classifying/Grading Position OPM, Job Family Standard for Administrative Work in Information Technology Group, 2200, Issued May 2001, Revised Aug 2003, Sept 2008, May 2001			18. FES Applied <u>X</u>		19. Full Performance Level <u>PG-14</u>	
20. Remarks This is the full performance level of Position Description # 021293, Position Number 00972, PG-2210-13.						
21. Description of Major Duties and Responsibilities (See attached) POS No. 00969						

## IT SPECIALIST (NETWORK SERVICES) PG-2210-14

### INTRODUCTION

The IT Specialist (Network Services) position is located in the Network, Messaging, and Telecommunications Branch, Systems Integration Division, Office of Information Technology and Systems of the Government Printing Office (GPO). As a Senior IT Specialist for this function, the incumbent has responsibility for the management of integrated Cisco Voice over IP (VoIP) and data communications, cable management, remote access, and security services supporting the GPO Headquarters, all Regional Printing Procurement Offices as well as the Laurel and Pueblo Facilities.

### DUTIES AND RESPONSIBILITIES

- Coordinate the resolution and implementation of technical solutions and problems. Diagnose and resolve network problems, coordinate the efforts of other Information Technology Specialists, contractors, and service providers.
- Perform repairs and installations of communication cables, devices, and terminal equipment from ladders, platforms and other hard-to-reach places.
- Provide expert technical advice on matters related to computer-based networking. Assist and guide personnel regarding all communication systems and related issues.
- Coordinate life-cycle management for existing networking infrastructures, based on long-range agency needs and trends in the marketplace.
- Act as the expert liaison between host organizations and other functional groups. Recommend organizational technical needs in management meetings, other branches, users, and special interest groups to develop accurate plans, resource estimates and timeframes for various tasks associated with the long-term plans.
- Manage network systems used for the transmission of information in voice, data, and video formats. This includes the plan, analysis, design, development, testing, configuration, installation, implementation and maintenance of all network systems. Provide quality assurance on all systems to ensure compliance with regulations and capability.
- Define, install, implement, and maintain network architecture, infrastructure, and terminal equipment. Review existing or proposed network systems; diagnose, analyze and resolve complex problems with hardware/software, architecture, bandwidth, transmission lines, and differences between organization priorities and requirements.
- Create telecommunications network plans and conduct special studies and analysis on communications network installation. Studies include such factors as traffic load and bandwidth on existing infrastructure and the flexibility of existing infrastructure to meet changing needs; implements resulting network changes as required.
- Determine procedural change required to implement new technology and the feasibility of adapting existing equipment and facilities to technological improvements in network systems.
- Ensure the rigorous application of information security information assurance policies, principles, and practices in the delivery of network service.

- Advise customers and GPO representatives on integration and interpretation of technical and operational data based on the review of plans and projects for network systems.
- Perform repair and installation of communication cables, devices, and terminal equipment.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of a wide range of telecommunications network principles, concepts, and methodologies (pertaining to data, Voice over IP (VoIP), and video transmission). This includes familiarity with the capabilities and applications of network equipment, transmission media, and related hardware.
- Knowledge of complex Voice over IP (VoIP) and data networking environments, including the requirements for budgeting, planning, scheduling allocation of resources, and prioritizing tasks.
- Knowledge of telecommunications and networking programs. This includes providing recommendations to management; working with technical support staff; analyzing network performance and trends; managing voice, data circuits and remote access services; creating, reading and using space layout diagrams and construction of blueprints for proposed cabling requirements.
- Ability to diagnose and resolve network problems and implement technical solutions.
- Skill in performing testing, configuration, installation, implementation, and management of networked systems used for the transmission of information in voice, data, and video formats.
- Knowledge of the layers of network infrastructure and what equipment interacts appropriately with each layer.
- Skill in using unusual and highly specialized equipment such as traffic monitoring devices and diagnostic equipment to configure and repair network problems.
- Knowledge of network architecture, topology, protocols, and related technology.
- Ability to plan, develop, integrate, and implement network systems with existing or planned network infrastructures.
- Skill in applying networking and customer support principles, methods and practices.
- Knowledge of advanced technologies, network management, network enterprise architecture, bandwidth management, information and systems security, and customer business requirements.
- Knowledge of agency and federal network policies in order to evaluate alternative approaches for satisfying communication requirements.
- Knowledge of contracting procedures in order to review proposals and monitor vendor performance in fulfilling contractual obligations.

### **SUPERVISORY CONTROLS**

The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes, scope of the assignment including possible stages and approaches. The employee determines the most appropriate principles, practices, and methods to apply in all phases of the assignment including the approach taken and degree of intensity. The employee frequently interprets regulations on his/her own initiative. Applies new methods to resolve complex and/or intricate,

controversial or unprecedented issues and problems and resolves most of the conflicts that arise. Finished work is reviewed from an overall standpoint in terms of comparability with other work, effectiveness in meeting requirements, and achieving expected results.

### **GUIDELINES**

The employee uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, inapplicable or have gaps in specificity that require considerable interpretation. The employee uses judgment, initiative and resourcefulness in deviating from established methods to develop new methods and criteria, propose new policies and/or practices and resolve specific complex and intricate issues.

### **COMPLEXITY**

Manages and performs the more complex assignments activities at an expert level of the telecommunications program. Although some policy statements are available, the rapidly evolving nature of IT technologies will necessitate the use of the incumbent's extensive knowledge of those technologies to develop new and creative approaches to the networking of the agency. Assignments consist of various projects characterized by the need for significant departures from established practice. These assignments are complex in nature and require the application of study methods, current knowledge of the technologies, sound judgment, and innovative thought. Project development will often require the incumbent to balance the needs, resources, and limitations of the GPO and the various departmental users to ensure the selection of the most effective means to accomplish a secure efficient network environment for all users.

### **SCOPE AND EFFECT**

Work involves contributing to major network projects. Responsibilities include contributing to the development of project plans, prioritizing the work, and monitoring the implementation of project activities. Work affects the work of other technical experts in the development of major aspects of agency-wide IT programs as well as agency activities. Planning and procedural developments will impact all areas of the GPO. Timely submissions of findings, conclusions, and recommendations may be critical to high-level management decision-making processes. Successful completion of work will also impact end users throughout GPO. The work also affects a wide range of agency activities and the activities of other organizations. Successful completion of work will impact end users throughout GPO, the Congress and the general public.

### **PERSONAL CONTACTS**

Contacts include personnel at all levels of the GPO, Congressional staff, federal communications personnel and private vendors.

### **PURPOSE OF CONTACTS**

The purpose of contacts is to influence and persuade employees and managers to accept and implement findings, advice, guidance, and recommendations in the technology specialty area(s) of the position. Incumbent may encounter resistance as a result of issues

# IT Specialist (OS/Network)

## GOVERNMENT PUBLISHING OFFICE

1 vacancy in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Wednesday 10/28/2015  
(602 day(s) ago)

🔴 Closed Wednesday 11/18/2015  
(581 day(s) ago)

### Salary Range

\$90,823.00 to \$118,069.00 / Per Year

### Series & Grade

PG-2210-13/13

### Promotion Potential

13

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

419781500

### Job Announcement Number

16-1541586-JW

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

This position is located in Systems Integration, Infrastructure Branch, Washington, DC.

The selectee will work Shift 1 and have a Tour of Duty 7:30 am – 4:00 pm.

The selectee will plan, configure, implement, and manage the systems/server environment of the organization's IT architecture and business needs.

### Duties

- Plans and schedules the installation of new or modified hardware and operation systems.
- Provides expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues.
- Applies new developments to previously unsolvable problems; makes decisions and recommendations that significantly influence important IT policies or programs.
- Plans and coordinates agency-wide implementation of process improvement methods and concepts to improve the quality of system integration activities.
- Consults with senior specialist and IT managers throughout the agency in the implementation of system integration and server administration.
- Manages accounts, network rights, and access to systems and equipment.
- Manages and monitors' server and storage resources including performance, capacity, availability, serviceability, and recoverability.
- Integrates hardware and software components within the systems environment; installs and integrates systems' fixes, updates, and enhancements.
- Configures and optimizes enterprise servers; installs, tests, maintains, and upgrades network operating systems software.
- Ensures the rigorous application of information security information assurance policies, principles, and practices in the delivery of system integration services.

- Reviews the impact of new system, design policies, network operating system configurations for potential risks; makes recommends for migration or counter measures; resolves integration issues related to the implementation of new systems within the existing infrastructure.
- Isolates and defines unprecedented conditions; resolving critical problems; develops tests, and implements new technologies.
- Performs other related duties as assigned.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service

### Qualifications

To qualify for this position, you must meet the following requirements:

To minimally qualify at the PG-13 level, you must possess one (1) year of specialized experience at the PG-12 (or equivalent) grade level.

**Note:** Makes sure your resume supports your responses. **For qualifications determinations, your resume MUST contain hours worked per week and the dates of employment (i.e., HRS per week and month/year begun to month/year ended, or month/year to present).**

Specialized experience is described as experience:

- planning, implementing and managing of a computer systems/server environment, to include installation of hardware, operations systems (OS) with specific emphasis on Red Hat Linux OS;
- managing network operating system accounts, user group profiles and rights, computer system configurations, and user access to systems and equipment;
- diagnosing and resolving computer system network connectivity problems/issues; **and**
- configuring and maintaining server, storage, messaging, and data backup related IT equipment.

**Note:** Possession of server operating system certification with a minimum Red Hat Certified System Administrator (RHCSA) certification is desired, but not required. Please include a copy of your RHCSA if you do possess it.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible.

*One year of specialized experience at the PG-12 (or equivalent) level of federal service is required to qualify for the PG-13.*

**All qualification requirements must be met by the closing date Wednesday, November 18, 2015 of this announcement to be considered.**

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection

has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs.\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs._Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Wednesday, November 18, 2015.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1541586. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume and all required documents (e.g., SF-50, most recent Annual Performance Appraisal, DD-214, etc.).



4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Wednesday, November 18, 2015.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. **Note:** Makes sure your resume supports your responses. **For qualifications determinations, your resume MUST contain hours worked per week and the dates of employment (i.e., HRS per week and month/year begun to month/year ended, or month/year to present).** *You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:*

- Skill in applying advanced IT principles, concepts, and practices sufficient to develop policies, procedures, strategies and delivery of services throughout the agency.
- Knowledge of system life cycle management concepts used to plan, integrate, implement, troubleshoot and maintain information systems.
- Ability to install, test, configure, and support server communications computer systems.
- Ability to communicate technical and non-technical information verbally and in writing to provide guidance and resolve IT issues.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent Annual Performance Appraisal. If Annual performance Appraisal is not dated within the last year or if you are unable to provide an Annual Performance Appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Wednesday, November 18, 2015 to be considered.**





**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Publishing Office

### Contact

Janet Washington  
Phone: (202)512-1308  
Email: [JWASHINGTON@GPO.GOV](mailto:JWASHINGTON@GPO.GOV)

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

16-1541586-JW

PD# 020031 Grade 13

U.S. Government Printing Office *Operating Official's Copy*

**POSITION DESCRIPTION**

1. Agency Position No.

**020031**

2. Reason for Submission

New  Redescription  Reestablishment  Other

Explanation (Show any positions replaced.)

3. Sensitivity

Special  Critical  
 Noncritical  Nonsensitive

4. Service

Departmental  
 Field

5. Employing Office Location

WASHINGTON, DC

6. Duty Station

Washington, DC

7. Fair Labor Standards Act

Exempt  Nonexempt

8. Subject to IA Action

Yes  No

9. Position is

Managerial  Supervisory  Leader  Nonsupervisory

10. Competitive Level Code

PG-1210-13-U

11. Functional Class Code

12. Official Title of Position

IT Specialist (OS/NETWORK)

Pay Plan

PG

Occupational Code

2210

Grade

13

Initials

nbp

Date

09/26/08

13. Organizational Title of Position (if different from official title)

14. Organizational Location of Position

Office of the Chief Management Officer

c. Third Subdivision

Systems Integration

a. First Subdivision

Office of the Chief Information Officer

d. Fourth Subdivision

b. Second Subdivision

Operations

a. Fifth Subdivision

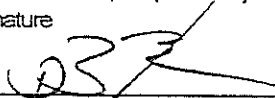
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This

certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor

Jack D. Baxter, Supervisory IT Specialist

Signature



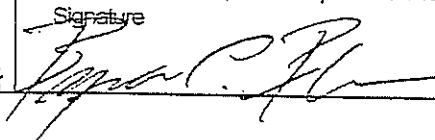
Date

10/16/08

b. Typed or Printed Name and Title of Higher-Level Supervisor or Manager (optional)

Byron C. Blocker, Chief Systems Integration Officer

Signature



Date

10-20-08

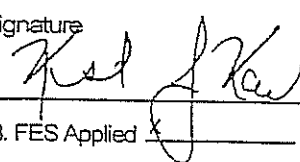
c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action

Kristina J. Kaptur, Human Capital Manager

Signature



Date

11/21/08

17. Standards Used In Classifying/Grading Position

Administrative Work in the IT Group, GS-2200, (5/01)

18. FES Applied

19. Full Performance Level PG-13

20. Remarks

PD Coversheet updated in 2008.

21. Description of Major Duties and Responsibilities (See attached)

POSNUM: 00991

CHIEF INFORMATION OFFICE  
OPERATIONS  
SYSTEMS INTEGRATION

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IT Specialist (OS/Network)  
PG-2210-13

Introduction

This position is located in the Chief Information Office, Operations, Systems Integration. The purpose of this position is to plan, configure, implement, and manage the systems environments in support of the organization's IT architecture and business needs.

Duties

- Plans and schedules the installation of new or modified hardware and operation systems and applications software.
- Provides expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues; applies new developments to previously unsolvable problems; and make decision or recommendations that significantly influence important agency IT policies or programs
- Plans and coordinates agency-wide implementation of process improvement methods and concepts to improve the quality of software products.
- Serves as the principle advocate within the agency for the application process improvement concepts and practices; and consults with senior specialists and IT managers throughout the agency in the implementation of process improvement practices.
- Manages accounts, network rights, and access to systems and equipment. Manages and monitors systems' resources including performance, capacity, availability, serviceability, and recoverability.
- Integrates hardware and software components within the systems environment; installs and integrates systems' fixes, updates, and enhancements.
- Develops and documents systems administration standard operating procedures.
- Develops new standards, methods, and techniques; evaluations the impact of technological change; and/or conceives of solutions to highly complex technical issues.
- Evaluations and communicates the effectiveness of installed systems and services. Recommends the most beneficial implementation approaches, and leads implementation activities.
- Configures and optimizes networked serves; installs, tests, maintains, and upgrades network operating systems software.
- Maintains enterprise systems' configuration and defines and maintains the environments backup and recovery processes.

- Ensures the rigorous application of information security, information assurance policies, principles, and practices in the delivery of network services.
- Reviews the impact of new systems, design policies, networks, and software designs for potential risks; recommend for mitigation or countermeasures; resolve integration issues related to the implementation of new systems within the existing infrastructure.
- Coordinates the review and evaluation of the agency Configuration Management program, including policies, guidelines, tools, methods, and technologies; identifies current and potential problem areas, updates or establishes new requirements; and makes recommendations for a fully compliant Configuration Management program to be implemented throughout the agency.
- Isolates and defines unprecedented conditions; resolving critical problems; develops tests, and implements new technologies.
- Performs other duties as assigned.

## **FACTORS**

### **1. KNOWLEDGE REQUIRED BY THE POSITION.**

Expert knowledge of, and skill in applying, advanced IT principles, concepts, methods, standards, practices and new hardware and software systems sufficient to develop and interpret policies, procedures, and strategies governing the planning and delivery of services throughout the agency.

Expert technical knowledge of computer operating systems and architecture with the ability to implement hardware and software changes without adversely affecting overall operation.

Expert knowledge of file structures, communications access methods, and data back up methodologies to support the enterprise network.

Advanced knowledge of systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems.

Ability to communicate effectively in providing guidance to resolve IT issues with others in the Federal and private sectors.

Knowledge of network systems design, development, testing, installation, management and maintenance concepts and methods to implement network services to support the Agency's daily business operations.

### **2. SUPERVISORY CONTROLS**

The Supervisory IT Specialist sets the overall objectives and, in consultation with the employee, determines timeframes and possible shifts in other resources required for the projects. The employee is responsible for planning and carrying out the projects; resolving most of the conflicts that arise and interpreting policy on own initiative in terms of established objectives. The supervisor is kept informed of progress and problems with policy implications, and need for major changes in approach. Completed work is reviewed from an overall standpoint in terms of

# IT Specialist (OS/SysAdmin)

## GOVERNMENT PUBLISHING OFFICE

3 vacancies in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Thursday 9/8/2016  
(287 day(s) ago)

🕒 Closed Wednesday 9/21/2016  
(274 day(s) ago)

### Salary Range

\$92,145.00 to \$119,794.00 / Per Year

### Series & Grade

PG-2210-13/13

### Promotion Potential

13

### Supervisory Status

No

### Who May Apply

Status Candidates (Merit Promotion and VEOA Eligibles)

### Control Number

449482400

### Job Announcement Number

16-1793081-JW

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Make Your Mark on the reinvention of a major government enterprise.** The U.S. Government Printing Office (GPO) is Keeping America Informed by providing excellent publishing and information dissemination services for official and authentic government publications to Congress, Federal agencies, Judiciary and Federal Depository Libraries and the American public. Established by Congress in 1861, GPO was founded on values of integrity, teamwork, commitment, and dependability. Be a part of history as we continue this tradition through new technologies and strategic initiatives.

This position is located in the Systems Integration, Information Technology, Washington, DC.

\*\*\* If you applied to VIN 1687148 (Announcement #16-1687148-JW), you must apply to this announcement to receive further considerations. \*\*\*

The applicants selected for these positions will be selected to work one of the following Tour of Duties:

- The Selectee for Shift 1 will have a Tour of Duty 7:00 am to 3:30 pm.
- The Selectee for Shift 2 will have a Tour of Duty 3:30 pm – Midnight plus 10% Night Rate.\*
- The Selectee for Shift 3 will have a Tour of Duty Midnight - 8:30 am Plus 10% Night Rate.\*

\*The Salary Range for Shift 2 and Shift 3 is: 13 Step 01 @ \$101,360.00 – 13 Step 10 @ \$131,773.00, which includes the 10% Night Rate.

When you apply for this position, you will be required to indicate on the Occupational Questionnaire which Shift Tour of Duty you would like to be consider for:

- Status (Merit Promotion & VEOA Eligible) Shift 1
- Status (Merit Promotion & VEOA Eligible) Shift 2
- Status (Merit Promotion & VEOA Eligible) Shift 3

\*\*\*This position requires a SECRET Clearance. The Selectees for this position must be able to Obtain and Maintain a SECRET Clearance.\*\*\*

The selectee will work with Client/Server systems and provide services to include Windows Server operating systems and architecture, Active Directory domain services and Microsoft Exchange service, Enterprise backup and recovery utilizing Symantec Net Backup, Symantec Endpoint Protection (SEP) services, VMware virtual systems provisioning and administration, Microsoft cloud technologies and Windows IIS Web Site configuration, testing, management and maintenance.

### Duties

- Plan and schedule the configuration and installation of operating systems and application software on the enterprise hardware platforms.
- Monitor and optimize enterprise server installations, test, maintain and upgrade operating systems software.

- Provide expert technical advice, guidance, and recommendations to management and other technical specialist on critical IT issues. Serve as the principle advocate within the agency for the application process improvement concepts and practices.
- Manage network user accounts, network resource access, and access to systems and equipment.
- Evaluate the impact of technological change and provide solutions to highly complex technical issues.
- Evaluate and determine the effectiveness of installed systems and services, providing recommendations on the most beneficial implementation approaches, and lead implantation activities.
- Maintain and monitor enterprise network backup and recovery processes.
- Ensure the application of information security assurance policies, principles, practices and tools in the delivery of network services.
- Isolate and define unprecedented conditions; resolve critical problems: develop, test, and implement new technologies.
- Perform other related duties as assigned.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/31/59 must be registered for Selective Service
- The Selectee must be able to OBTAIN and MAINTAIN a SECRET Clearance.

### Qualifications

**To qualify for this position, you must meet the following requirements:**

To minimally qualify for the PG-13 level, in addition to the Basic Requirements as mentioned below,

you must possess one year of specialized experience at the PG-12 (or equivalent) grade level. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills, and abilities to successfully perform the duties of the position. Such experience is typically gained in the Information Technology (IT) field or through the performance of work where the primary concern is IT. *Qualifying specialized experience includes performing work that involved:*

- planning, implementing and managing of enterprise Client/Server systems environment, to include installation of physical and virtual servers, operating systems and applications software;
- managing network accounts, network rights and user access to systems and equipment;
- diagnosing and resolving network problems/issues; **and**
- configuring and maintaining related IT equipment.

**Basic Qualifications.** For all positions individuals must have IT-related experience demonstrating each of the four competencies listed below in as a BASIC Requirements.

1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible.

*One year of experience at the PG-12 level (or equivalent grade level) of federal service is required to qualify for the PG-13 level.*

**All qualification requirements must be met by the closing date** Wednesday, September 21, 2016 **of this announcement to be considered.**

## Security Clearance

Secret

## Additional Information

### What To Expect Next

After a review of your resume, required documents and assessment questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked if you wish apply under "Status Candidates (Merit Promotion)". The following areas can be considered under Merit Promotion eligibles (also known as "status candidates"):

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs.\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs._Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.



The completed Application Package must be submitted by 11:59 PM (EST) on Wednesday, September 21, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1793081. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume and all required documents (e.g., SF-50, most recent Annual Performance Appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Wednesday, September 21, 2016.

## How You Will Be Evaluated

**You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.**

**You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:**

1. Skill in applying IT principles, concepts, and practices sufficient to develop policies, procedures, strategies and delivery of services throughout the agency.
2. Knowledge of system life cycle management concepts used to plan, integrate, implement, troubleshoot and maintain information systems.
3. Ability to install, test, configure, and support networked computer systems.
4. Ability to use file structures, communications access methods, and data backup methodologies to support the enterprise network.
5. Ability to communicate technical and non-technical information verbally and in writing to provide guidance and resolve IT issues.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent Annual Performance Appraisal. If Annual Performance Appraisal is not dated within the last year or if you are unable to provide an Annual Performance Appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>

- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member.  
<http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Wednesday, September 21, 2016 to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
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# Legislative Branch

## Government Publishing Office

### Contact

Janet Washington  
Phone: (202)512-1308  
Email: JWASHINGTON@GPO.GOV

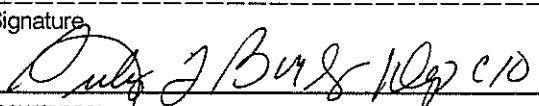
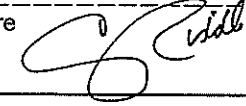
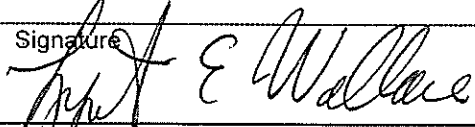
### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

16-1793081-JW

PD# 021256 Grade 13

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No.  021256	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station 110010001	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-2210-13		11. Functional Class Code	
12. Official Title of Position  IT Specialist (OS/SysAdmin)		Pay Plan PG	Occupational Code 2210	Grade 13	Initials JKW
					Date 4 / 22 / 2016
13. Organizational Title of Position (if different from official title)					
14. Organizational Location of Position Information Technology		c. Third Subdivision			
a. First Subdivision Systems Integration		d. Fourth Subdivision			
b. Second Subdivision Infrastructure Services		a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This		certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitutes violations of such statutes or their implementing regulations.			
a. Typed or Printed Name and Title of Immediate Supervisor  Ruby T. Boxley, Deputy CIO		b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)  Charles E. Riddle, Jr., CIO			
Signature 		Date 5 / 4 / 2016		Signature 	
				Date 5 / 4 / 2016	
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action  Lyvette E. Wallace, Supvy HC Specialist, HC Talent Acquisition		Signature 		Date 5 / 5 / 2016	
17. Standards Used In Classifying/Grading Position  Administrative Work in the Information Technology Group, 2200 Issued: May 2001 Revised: Aug 2003, Sept 2008, May 2011		18. FES Applied <input checked="" type="checkbox"/> Yes		19. Full Performance Level <u>PG-13</u>	
20. Remarks  *** THIS POSITION REQUIRES THE INCUMBENT TO OBTAIN AND MAINTAIN A SECRET SECURITY CLEARANCE.****					
21. Description of Major Duties and Responsibilities (See attached) POSNUM: 01197					

**CHIEF INFORMATION OFFICE  
INFORMATION TECHNOLOGY  
SYSTEMS INTEGRATION  
INFRASTRUCTURE SERVICES**

---

**IT Specialist (OS / SysAdmin)  
PG-2210-13**

**INTRODUCTION**

The position is located at the Chief Information Office, Systems Integration. The purpose of this position is to plan, configure, implement, and manage the systems environments in support of the organization's IT architecture and business needs.

**MAJOR DUTIES:**

- Plans and schedules the configuration and installation of operating systems and applications software hardware platforms utilized by IT.
- Monitor and optimize networked servers; installs, tests, maintains, and upgrades network operating systems software.
- Provides expert technical advice, guidance, and recommendations to management and other technical specialists on critical IT issues; applies new developments to previously unsolvable problems; and make decision or recommendations that significantly influence important agency IT policies or programs.
- Serves as the principle advocate with the agency for the application process improvement concepts and practices; and consults with senior specialists and IT managers throughout the agency in the implementation of process improvement practices.
- Manages network accounts, network rights, and access to systems and equipment.
- Assist in developing, documenting, and organizing the branch system administration standard operating procedures.
- Evaluates the impact of technological change and provides solutions to highly complex technical issues.
- Evaluates and determines the effectiveness of installed systems and services, providing recommendations on the most beneficial implementation approaches, and leads implementation of said activities.
- Maintains and monitors enterprise network backup and recovery processes.

- Ensures the application of information security assurance policies, principles, practices and tools in the delivery of network services.
- Reviews the impact of new systems design policies, networks, and software designs for potential risks; providing recommendations for risk mitigation and or countermeasures. Resolve system integration issues related to the implementation of new systems within the existing infrastructure.
- Isolates and defines unprecedented conditions; resolving critical problems; develops tests, and implements new technologies.
- Performs other duties as assigned.

## **FACTORS**

### **KNOWLEDGE REQUIRED BY THE POSITION:**

- Expert knowledge of, and skill in applying, advanced IT principles, concepts, methods, standards practices.
- Expert knowledge of new hardware and software systems, sufficient to develop and interpret policies, procedures, and strategies governing the planning and delivery of services throughout the agency.
- Expert technical knowledge of the Windows Server computer operating systems and architecture with the ability to implement hardware and software changes without adversely affecting overall operations.
- Expert knowledge of the Active Directory domain services and Microsoft Exchange services, including Outlook and Office 365 mail services.
- Expert knowledge of Enterprise backup and recovery strategies utilizing Symantec NetBackup in support of the Enterprise network resources.
- Expert knowledge of Symantec Endpoint Protection service delivery within the Enterprise.
- Knowledge of and skill in VMware virtual system provisioning and administration as well as Microsoft cloud technologies.
- Knowledge of Windows IIS Web Site configuration, testing, management and maintenance concepts and methods; knowledge of the PHP scripting language use in web site designs..

- Knowledge of systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems.
- Ability to communicate effectively in providing guidance to resolve IT issues with others in the Federal and private sectors.

## **SUPERVISORY CONTROLS**

The supervisory IT Specialist sets the overall objects and, in consultation with the employee, determines timeframes and possible shifts in other resources required for the projects. The employee is responsible for planning and carrying out the projects; resolving most of the conflicts that arise and interpreting policy on own initiative in terms of established objectives. The supervisor is kept in informed of progress and problems with the policy implications, and needs for major changes in approach. Completed work is reviewed from an overall standpoint in terms of feasibility, compatibility with other work and effectiveness in meeting requirements or expected results..

## **GUIDELINES**

Guidelines consist of very general agency IT standards, policies, equipment manufacturer's manuals, system software vendor's literature, and established test practices. The guides seldom provide solutions to specific design or operational problems. Considerable interpretation is required. There is limited formal guidance available when considering system evaluation. Incumbent relies on knowledge and experience when developing or evaluating technical specifications or IT systems or components. The broad requirement statement must be refined to resolve specific complex issues. Existing systems and other planned systems with which the new systems must be integrated serve as both constraints and partially applicable precedents. The employee is required to use judgment and resourcefulness in deviating from traditional methods to solve problems or improve operations in existing systems and to investigate trends and patterns in the applicable technology.

## **COMPLEXITY**

Work consists of a variety of duties requiring the application of many different and unrelated processes and methods to a broad range of IT activities or to the in-depth analysis of IT issues. The incumbent makes decisions that involve major uncertainties with regard to the most effective approach or methodology to be applied. These changes typically result from: continuing changes in customer or business requirements; or rapidly evolving technology in the specialty areas. Work consists of establishing, implementing, and interpreting the requirements for agency compliance with higher level policy directives and Executive orders governing Configuration Management. The work frequently involves integrating the activities of multiple specialty areas.

## **SCOPE AND EFFECT**

The work involves planning and coordination efforts to develop and deliver systems and services that are responsive to the need of customer organizations. The work also involves evaluating the feasibility of new systems design methodologies in terms of meeting agency systems design requirements and recommending the adoption of the most promising new methodologies. The work results in the continuous evaluation of new technologies that lead to improvements in the agency's systems design and development process and the delivery of high quality information systems that support achievement of core agency mission requirements. Work ensures the agency's ability to respond to meet mission requirements through the optimal application of IT systems and services. The incumbent's work affects the work of other technical experts or the development of major aspects of agency wide IT programs.

## **PERSONAL CONTACTS**

Personal contacts are at all levels outside the organization, such as: consultants; contractors; or, company officials. Other contacts outside of the organization will include Congressional officials and other agency officials. Routine contacts within the organization such as: senior program and management officials of all levels. Contacts will include GPO employees, in formal situations, such as the announcement of new system development initiatives; training of users; or, demonstration of new online services.

## **PUPROSE OF CONTACTS**

Contacts are to provide technical information, coordinate work efforts with applications and test programming groups. Influence managers and employees and resolve problems encountered in meeting the requirements and deadlines and influence users of the computer to utilize particular technical methods and procedures.

## **PHYSICAL DEMANDS**

The work is generally sedentary in nature. Some walking, standing, and light lifting (up to 40 lbs.) may be required.



## **WORK ENVIRONMENT**

Work is performed in an office setting. There is adequate light, heat, and ventilation.



# Librarian

## GOVERNMENT PRINTING OFFICE

1 vacancy in the following location:	<b>Salary Range</b>	<b>Who May Apply</b>
 Washington DC, DC	\$63,091.00 to \$82,019.00 / Per Year	US Citizens and Status Candidates
Work Schedule is Full Time - Permanent	<b>Series &amp; Grade</b>	<b>Control Number</b>
Opened Friday 9/5/2014 (1021 day(s) ago)	PG-1410-11/11	380184200
 Closed Friday 9/19/2014 (1007 day(s) ago)	<b>Promotion Potential</b>	<b>Job Announcement Number</b>
	12	14-1206054-ST
	<b>Supervisory Status</b>	
	No	

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

This position is located in Library Services and Content Management, Technical Services, Bibliographic Control & Metadata, Washington, DC

Selectee will work shift 1 and have a tour of duty of 8:30 am to 5:00 pm

The Bibliographic Control and Metadata Section supports the mission of the Technical Services by creating, maintaining and managing the bibliographic and metadata records for all formats of U.S. Government information products.

### Duties

**As a Librarian, the employee must:**

- Perform copy and/or original cataloging of all newly acquired government publications (including monographs, maps, serials and integrating resources) in all formats, based on RDA (Resource Description and Access), AACR2 (Anglo-American Cataloging Rules, 2nd ed.), and other national/international standards followed by members of PCC (Program for Cooperative Cataloging). Library Services and Content Management is responsible for all of GPO's metadata, cataloging and authority control efforts including those associated with the Cataloging and Indexing Program.
- Create bibliographic records using OCLC bibliographic utility and/or in GPO's Integrated Library System (ILS) and other automated applications. Creates original records (more than 90% of GPO's cataloging output) or adapt existing records available in the OCLC database or from other bibliographic resources.
- Perform subject analysis of all materials. Utilize a wide-range of controlled vocabularies and taxonomies, such as Library of Congress Subject Headings, NASA Subject Headings. Assignment of subject headings and use of controlled vocabularies are important for access/retrieval purposes.
- Monitor bibliographic and metadata records created for online resources. Correctly assess the nature of cataloging problems associated with online resources and devise solutions. Identify changes in electronic resources and make the necessary revisions to bibliographic and metadata records following established national and international cataloging guidelines and practice.
- When creating bibliographic and metadata records, analyze complex information products (online and tangible) and, when no clear guidelines for cataloging exist, apply professional judgment to create authoritative, high-quality bibliographic, sales and metadata records. Successfully defend cataloging decisions when they are made without the availability of clear precedents.

- Work with staff of Federal Depository Libraries, the Library of Congress and others on cooperative projects involving bibliographic and metadata exchange.
- Recommend modifications and revisions to internal policies, procedures, workflow processes and documentation to enhance workflow and access to GPO bibliographic data.
- Research and prepare replies to complex inquiries received through AskGPO, the Customer Relations Management (CRM) for GPO in areas of specialization: cataloging and metadata creation, PURL maintenance and other bibliographic control issues.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- Applicants must submit school transcript(s) - Official or Unofficial

### Qualifications

#### To qualify for this position, you must meet the following requirements:

As a basic requirement, all librarians must have professional education in library science or possess equivalent experience and/or education as shown below in A or B;

A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree. **OR**

B. A total of at least 5 years of a combination of college-level education, training and experience. To qualify on this basis, the applicant must show conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge, skills, and abilities essential for providing effective library and information services.

#### **In addition to minimally qualify for the PG-11 level, applicants must meet the following criteria:**

Applicants must possess one year of specialized experience at the PG-9 (or equivalent) grade level. Specialized experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. Specialized experience is described as using OCLC bibliographic utility and the MARC21 format; creating and/or editing bibliographic records using an ILS; using the Library of Congress Subject Headings (LCSH) and experience using RDA (Resource Description and Access), Library of Congress Policy Statements (LCPS), AACR2 (Anglo-American Cataloging Rules 2nd ed.) and Library of Congress Rule Interpretations (LCRIs) to apply descriptive cataloging and subject analysis of monographs and/or serials in all formats, including maps.

At this level, applicants may also qualify by substituting and/or combining directly related education and specialized experience. To qualify on this basis, applicants must have 3 full years of progressively higher level graduate education in library science; **OR** possess a doctoral degree (Ph.D. or equivalent) related to the position; **OR** possess an equivalent combination of education and specialized experience.

**Applicants must submit a copy (official or unofficial) of their school transcript(s) which documents 1) name of the institution, 2) applicant's name, 3) list of completed courses, and 4) cumulative GPA. Education must have been obtained through studies in an accredited college or university.**

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. One year of experience at the PG-09 level or equivalent grade level of federal service is required to qualify for the PG-11 level.

**All qualification requirements must be met by the closing date Friday, September 19, 2014 of this announcement to be considered.**

Applicants using education to qualify for this position must submit a copy of their school transcript(s) or degree to receive consideration. Education completed outside the United States must be deemed equivalent to that gained in conventional/accredited U.S. educational programs to be acceptable for Federal employment.

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, September 19, 2014.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1206054. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Friday, September 19, 2014.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Knowledge of the theories, principles, and techniques of library science as applied in cataloging and technical services operations.
- Knowledge of a variety of cataloging rules and guidelines utilized in creating bibliographic and authority records that meet national and international standards.
- Skills in applying and using current technologies and programs to create, modify, or retrieve bibliographic and authority records.
- Ability to create and manage bibliographic and cataloging information in an Integrated Library System (ILS) and other automated applications.
- Ability to communicate effectively orally and in writing to convey ideas, facts and make recommendations.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

**For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal.

- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>

- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Friday, September 19, 2014 to be considered.**



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# Legislative Branch

## Government Printing Office

### Contact

Sheila D. Thompson  
Phone: (202)512-1308x20611  
Email: SDTHOMPSON@GPO.GOV

### Address

Government Printing Office  
732 North Capitol Street NW  
HCO Room A-638  
Washington  
DC


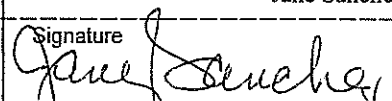
# U.S. Government Printing Office

**Operating Official's Copy**

<b>POSITION DESCRIPTION</b>				1. Agency Position No.  021076	
2. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced.) See Remarks (*)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location <b>WASHINGTON, DC</b>		6. Duty Station Washington, DC		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code H		8. Subject to IA Action <input checked="" type="checkbox"/> Yes _____ No <input type="checkbox"/>	
12. Official Title of Position  Librarian		Pay Plan PG	Occupational Code 1410	Grade 11	Initials RF/VJT
13. Organizational Title of Position (if different from official title)  Metadata Specialist		Date 7 / 2 / 2013			

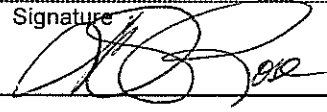
14. Organizational Location of Position Superintendent of Documents		c. Third Subdivision Bibliographic Control and Metadata	
a. First Subdivision Library Services and Content Management		d. Fourth Subdivision	
b. Second Subdivision Technical Services		a. Fifth Subdivision	

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor  Laurie B. Hall, Director, Technical Services		b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)  Jane Sanchez, Director, LSCM	
Signature 	Date 7/13/2013	Signature 	Date 7/13/2013

c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action  Lakeshia D. Rose, Human Capital Manager, HC Operations		Signature 	Date 7/8/13
17. Standards Used In Classifying/Grading Position  Librarian Series, GS-1410 TS-130 August 1994		18. FES Applied <u>Yes</u>	
		19. Full Performance Level <u>PG-12</u>	

20. Remarks  
  
\*Description copied from Librarian, PG-1410-11 (#019229) for Cataloger based on organizational change proposed 7/2/13: Effective 07-03-13.  
Description is included in a career-ladder for Librarian, PG-1410-12 (#021077).

21. Description of Major Duties and Responsibilities (See attached)  
POSNUM: 01026

Librarian  
PG-1410-11  
(Organizational Title: Metadata Specialist)

### Introduction

Serves as Bibliographic Control and Metadata Librarian for serials, monographs, maps, name, series and subject authorities in Bibliographic Control and Metadata Section, Technical Services, Library Services and Content Management, Superintendent of Documents. The position performs portions of necessary serial cataloging. Library Services and Content Management is responsible for all of GPO's metadata, cataloging and authority control efforts including those associated with the Cataloging and Indexing Program as mandated by Sections 1710, 1711, and 4101 of Title 44 U.S.C. the mission of the Technical Services is to create bibliographic, authority and metadata records for the complete range of U.S. Government publications, and provide access to and distribution of bibliographic data through catalogs, record distribution and products and services. The Bibliographic Control and Metadata Section supports the mission of the Technical Services by creating, maintaining and managing the bibliographic and metadata records for all formats of U.S. Government information products.

### Major Duties

Creates high-quality bibliographic, authority and metadata records for monographs, maps, and serial publications published in all formats (paper, microfiche, machine readable data files, audio-visual resources, and electronic web accessible documents) by U.S. Government agencies. Bibliographic, authority and metadata records:

- a) follow national and international standards-based rules and practices (AACR2, Resource Description and Access (RDA), *GPO Cataloging Guidelines*, *Library of Congress Rule Interpretations*, *Library of Congress Policy Statement (LCPS, CPS, etc.)* and data tagging schemes (MARC, MARC XML, Dublin Core, MODS, METS, etc).
- b) are created and edited for electronic, harvested content and collections of electronic content available through GPO's Federal Digital System (FDsys)
- c) are disseminated through GPO's Online Public Access Catalog (OPAC) and participation in the OCLC Network to library customers I the Federal Depository Library Program, the library community at large, commercial vendors and customers in the publishing industry community,
- d) support the preservation and metadata initiatives of the Superintendent of Documents.



Creates bibliographic records in GPO's Integrated Library System (ILS) and other automated applications. Creates original records (more than 90% of GPO's cataloging output) or adapts already existing records available in the OCLC database or from other bibliographic resources.

Performs subject analysis of all materials. Utilizes a wide-range of controlled vocabularies and taxonomies, such as *Library of Congress Subject Headings*, NASA Subject Headings. Assignment of subject headings and use of controlled vocabularies are in order to assign appropriate subject terms for access/retrieval purposes.

Monitors bibliographic and metadata records created for online resources. Correctly assesses the nature of cataloging problems associated with online resources and devises solutions. Identifies changes in electronic resources and make the necessary revisions to bibliographic and metadata records following established national and international cataloging guidelines and practice.

When creating bibliographic and metadata records, analyzes complex information products (online and tangible) and, when no clear guidelines for cataloging exists, applies professional judgment to create authoritative, high-quality bibliographic, sales and metadata records. Successfully defends cataloging decisions when they are made without the availability of clear precedents.

Works with staff of Federal Depository Libraries, the Library of Congress and others on cooperative projects involving bibliographic and metadata exchange.

Recommends modifications and revisions to internal policies, procedures, workflow processes and documentation to enhance workflow and access to GPO bibliographic data.

Works with staff (\*) of Library Services and Content Management and GPO on projects and tasks related to the:

- a) creation of bibliographic, sales, subject authority and metadata records for repurposing/distribution and in support of Superintendent of (\*) Documents (SuDOC) products and services,
- b) preservation and archiving of online products,
- c) use of ILS functionality in the preparation of bibliographic and metadata records,
- d) acquisitions and classification of information products requiring bibliographic control,



- e) creation and editing of metadata for collections of electronic materials available through Fdsys.

Researches and prepares replies to complex inquiries received through AskGPO, the Customer Relations Management (CRM) for GPO in areas of specialization: cataloging and metadata creation, PURL maintenance and other bibliographic control issues.

Performs other related duties as assigned.

### **Knowledge Required by the Position**

Professional knowledge of theories, principles and techniques of library science, specifically those employed in cataloging and technical services operations.

Specialized knowledge of *Anglo American Cataloging Rules, 2<sup>nd</sup> ed.*, Library of Congress, *Rule Interpretations*, Resource Description and Access (RDA), Library of Congress Policy Statement (LCPS), *GPO Cataloging Guidelines* and other guidance utilized in the creation of high-quality bibliographic, authority, and metadata records for a wide range of technical, scientific and research publications in a variety of formats that meet international and national standards.

Skill in applying controlled vocabularies and taxonomies, such as *Library of Congress Subject Headings*, NASA Subject Headings. .

Skill in applying national and international data tagging schemes such as MARC (Machine Readable Cataloging), ONIX (Online Information Exchange), and Dublin Core.

Skill in creating bibliographic records as required by Program for Cooperative Cataloging (PCC), and other cooperative cataloging initiatives.

Knowledge of current information technologies utilized in the management of bibliographic and cataloging information, specifically Integrated Library Systems (ILS).

Experience with OCLC, specifically with creating/modifying and retrieving bibliographic and subject authority records.

Ability to interpret and apply a variety of cataloging guidelines and rules and utilize online tools and services to develop authoritative bibliographic, authority and metadata records.

Ability to work with other staff of (\*)Library Services and Content Management and GPO on teams to complete special projects or activities.

### Supervisory Controls

Bibliographic Control and Metadata Librarians are assigned to two section/teams in the Bibliographic Control and Metadata Section, (\*)Library Technical Services. The incumbent works under the direction of the Team Supervisor who provides guidance regarding policy, planning and program objectives. Exercises considerable independence in performing duties, but keeps Team Supervisor informed on policy matters and special problems. Work is evaluated for overall effectiveness, quality of professional services rendered, compliance with organizational policies, and accomplishment of goals. The Team Supervisor reviews completed work from an overall standpoint in terms of feasibility, compatibility with prior cataloging decisions, or effectiveness in meeting objectives.

### Guidelines

Incumbent has an array of written and online guidelines, documentation and reference material, including, but not limited to:

- a) *Anglo-American Cataloging Rules, 2<sup>nd</sup> ed. (AACR2)*
- b) *Resource Description and Access (RDA)*
- c) *Library of Congress, Rule Interpretations*
- d) *Library of Congress Policy Statement (LCPS)*
- e) *Library of Congress, Subject Headings*
- f) *OCLC and ILS System Documentation*
- g) *Dublin Core documentation*
- h) *Library of Congress, Descriptive Cataloging Manual*
- i) *USMARC Format for Bibliographic Data*
- j) *BIBCO documentation (Monographic Bibliographic Record Program of the PCC)*
- k) *GPO Cataloging Guidelines*
- l) *United States Government Manual*

To meet production requirements, the Bibliographic Control and Metadata Librarian assimilates and applies an eclectic assortment of bibliographic and metadata standards. In addition, the Librarian relies on in-depth knowledge of the theories and techniques of bibliographic control and metadata creation, and exercises professional judgment and ingenuity to develop solutions to unusual bibliographic control problems not anticipated by established policies. Librarian uses initiative and resourcefulness in

applying guidelines independently to specific cases. In the case of bibliographic control to electronic resources, for which established written guidelines require modification or may not exist, the Librarian suggests that new policies or practices be established for use in managing these resources.

## **Complexity**

GPO is the authority for the cataloging and classification of federal government publications. Bibliographic Control and Metadata Librarians perform 90% original cataloging for U.S. Government publications that are monographs, maps, electronic resources and others in many document formats including paper, microfiche, machine-readable and web based. Standards applied by Bibliographic Control Librarians are complex. Publications, particularly web-based documents, often have subtle and complex relationships in terms of government authorship (issuing body), and web presentation.

## **Scope and Effect**

The creation and entry of bibliographic and metadata records in GPO's ILS and through data exchange with OCLC and the Library of Congress allows for the rapid dissemination of GPO cataloging to the widest possible audience. Through daily additions to the GPO's OPAC, to OCLC, to GPO's FDsys and other locator tools and distribution through commercial vendors, the work of Library Technical Services supports a national information infrastructure that meets the U.S. Government information needs of librarians, scientists, engineers, scholars, attorneys, and the public throughout the United States and the world. The effect of GPO's bibliographic and metadata creation impacts more than 1200 libraries in the Federal Depository Library Program, including academic libraries, law libraries, special libraries, and public libraries. These libraries use GPO produced bibliographic and metadata records to provide free public access to information published by the U.S. Government.

## **Personal Contacts**

Bibliographic Control and Metadata Librarians have regular and recurring personal contacts with other librarians in the Bibliographic Control and Metadata Section, staff of Library Technical Services, staff in Education and Outreach and other personnel in the Superintendent of Documents and Library Services and Content Management. In addition, Bibliographic Control and Metadata Librarians work directly with staff in GPO, GPO IT and staff responsible for FDsys development and electronic collection maintenance. Additionally, incumbent may work on cataloging and metadata projects

with cataloging and technical services librarians from Federal Depository Libraries, the Library of Congress, National Agricultural Library, National Library of Medicine, OCLC, and other library professionals in the library community.

### **Purpose of Contacts**

Contacts are to exchange specialized information, provide advice on bibliographic and metadata creation, and resolve issues concerning the bibliographic control of U.S. Government publications. Outside contacts are to provide information, discuss GPO bibliographic and metadata policies and practice, and exchange information for cooperative projects. The effect of contacts are to advise and influence users of GPO bibliographic and metadata information in the full utilization of the programs and services of Library Services and Content Management, to resolve problems, to achieve objectives when there are conflicting views, and to obtain cooperation. Contacts require considerable tact, persuasion and negotiation skills.

### **Physical Demands**

The work is sedentary; however, recurring lifting of moderately heavy items such as boxes of books or journals weighing up to 40 lbs may be required. Work may also require attendance at meetings in the local metropolitan area.

### **Work Environment**

The work is performed in an automated office setting. Significant portion of work is conducted at a computer workstation.

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

**This position is located in Library Technical Information Services, Library Services and Content Management, Superintendent of Documents, Washington, DC.**

**Selectee will work Shift 1 and have a tour of duty of 8:00 am to 4:30 pm.**

The mission of Library Services and Content Management (LSCM) is to administer a variety of GPO initiatives including the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C & I), the International Exchange Service (IES) and the By-Law Program. Specifically, LTIS administers the FDLP and C & I programs which include the acquisition, classification and cataloging of U.S. Government information resources in tangible and electronic formats. LTIS uses a wide variety of tools and applications to manage the processing and organization of information resources, primarily the Integrated Library System (ILS) that is used on a daily basis.

Travel Required: Not Required

Relocation Authorized: No

U.S. Citizenship is required.

Selectees must pass a drug test prior to appointment.

Selectees must pass a background check prior to appointment.

Relocation expenses are not authorized.

Males born after 12/03/59 must be registered for Selective Service

As a professional librarian, the incumbent performs a wide variety of library functions including content acquisitions, bibliographic control, serials management and technical services support. Additionally, the incumbent supports LTIS management with planning and executing complex projects associated with work flow, operational processes, quality control, procedures and policy development demonstrating a high level of analytical, research, communication, and organizational skills. Duties within areas of responsibility include:

- ***Content Acquisitions:*** Identifying appropriate Government information resources (monographs, serials, and other formats) to be acquired for all Programs in LSCM. Performing outreach functions including contacting agencies and monitoring agency Web sites, performing Web Harvesting in order to identify, acquire, and process Government information products. Determining the format and quantities to acquire for various Programs. Providing guidance to other staff to ensure that appropriate acquisitions decisions are made to meet specified collection requirements.

- ***Bibliographic Control:*** Cataloging U.S. Government publications in tangible and electronic formats; performing original and derived (copy cataloging) including descriptive and subject cataloging, PURL assignments, and archiving tasks following national and international standards (i.e. Resource, Description and Access (RDA). Conducting research to establish name, series, and subject headings for inclusion in national authority databases.
- ***Library Technical Services Support:*** Performing analysis, developmental work, and making contributions to LTIS operations including project documentation and management, analysis and evaluation of work flows and processes for enhancements, improved customer services, and ongoing quality control efforts. Providing professional guidance and advice for systems in use throughout LTIS, including the Superintendent of Documents and Library of Congress classification systems, and the Federal Depository Library Program (FDLP) item number system.
- ***Serials Management:*** Training and providing guidance for staff performing routine serials check-in and maintenance using the ILS, including assisting with the research to locate missing serial titles; and individual issues to fill gaps in the CGP. Under direction of the Administrative Librarian (Serials), working to resolve complex problems in serials control involving bibliographic records for holdings.
- ***Customer Outreach:*** Researching and responding to inquiries from all areas in technical services (i.e. acquisitions, classification, cataloging, etc.) requiring knowledge of work flow, systems, and operations across the Technical Services unit.
- ***Analysis and Policy Development:*** Participating in cross-organizational projects and tasks assignments related to application/tool development, quality control and business process improvement initiatives. Performing analysis and developmental work for long and short-term projects which involves planning, documenting and coordinating policy and procedures in assigned areas of responsibility.
- **Training Documentation and Technical Writing:** Determining the need for and managing the creation/production of training materials including manuals and administrative guides, working with other areas within LTIS and LSCM as needed.
- Performing other related duties as assigned.

**To qualify for this position, you must meet the following requirements:**

All applicants must meet the ***Basic Requirements*** for professional education in library science or possess equivalent experience and education described in A or B below:

A. Applicants must have completed 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; ***OR***

B. Applicants must have a total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, applicants must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

***Applicants must submit school transcript(s) - official or unofficial - by the closing date of the announcement.***

In addition to meeting the ***Basic Requirements*** described above, applicants must also have 1 year of specialized experience at the PG-9 (or equivalent) level or higher. Specialized experience must have demonstrated the ability to perform one or more of typical functional areas of librarianship (i.e. collection development, acquisition, cataloging and classification); to understand the concepts, theories, new developments, and co-relationship of information in related fields; ***and*** to maintain up-to-date information on the state of the art. Qualifying specialized experience is described as: conducting a variety of professional library techniques and methods to acquire,

control, and manage information products; interpreting and applying various standards, rules, and guides to library operations; and identifying and addressing inefficiencies in library services and operations through research, studies, and projects. **OR** Applicants must have completed 3 full years of progressively higher level graduate education in library science; **or** possess a doctoral degree (Ph.D. or equivalent) related to the position.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. One year of experience at the PG-9 level or equivalent grade level of federal service is required to qualify for the PG-11 level.

**All qualification requirements must be met by the closing date of this announcement** Friday, September 13, 2013.

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Professional knowledge of the theories, principles, and techniques of librarianship, specifically in acquiring content, classifying, providing bibliographic control and managing the complete life cycle of information products in all formats.
- Ability to apply the principles and practices of project management to various functions embedded in library projects, programs, and services.
- Skill in using an Integrated Library System (ILS) to manage the processing and organization of information resources.
- Ability to communicate effectively orally in responding to inquiries on various library subjects (i.e. acquisitions, classification, cataloging).
- Ability to communicate effectively in writing to develop project documents, training manuals, comprehensive reports, and other forms of written material.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: *Best Qualified*, *Well Qualified*, or *Qualified*. Within these categories, applicants eligible for veteran's preference will

receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

### **Merit Promotion Eligibility:**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:**  
[https://help.usajobs.gov/index.php/Career\\_vs.\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs._Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):**  
<http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):**  
<http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:**  
[https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):**  
<http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume or OF-612 Optional Application for Federal Employment, and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, September 13, 2013.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.



To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 947229. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

***If you cannot apply online:***

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#)
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, performance appraisal, DD-214, etc).
4. With your completed OPM Form 1203-FX as the front page (Where your name, social security number, etc. are shown), submit your materials to fax number **1-478-757-3144**. Do not use a different cover page.

**If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before the closing date.** Friday, September 13, 2013

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal.
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member **AND** Proof of marriage to the service member; **OR** Proof the service member was released or discharged from active duty due to a service-connected disability **AND** Documentation of the service member's 100% disability **AND** Proof of marriage to the service member; **OR** Proof the service member's death while on active duty **AND** Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial.

**All materials must be received by the closing date of this announcement to be considered.**

**Content of Resume:** Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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, and dates of employment (including month and year). 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).

**Content of Transcripts:** A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

***Supplementary vacancies may be filled in addition to the number stated in this announcement.***

# Librarian (Outreach)

## GOVERNMENT PUBLISHING OFFICE

2 vacancies in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Wednesday 6/1/2016  
(385 day(s) ago)

🕒 Closed Wednesday 6/15/2016  
(371 day(s) ago)

### Salary Range

\$64,650.00 to \$100,736.00 / Per Year

### Series & Grade

PG-1410-11/11

### Promotion Potential

12

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

439483000

### Job Announcement Number

16-1708798-ST

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

This position is located in Superintendent of Documents, Library Services and Content Management, Office of Outreach and Support, Washington, DC.

***The selectee will work shift 1 and have a tour of duty of 8:00 am to 4:30 pm.***

The position of Outreach Librarian is located in the Office of Outreach and Support (O & S) within Library Services and Content Management (LSCM). As a user-centric organization, the mission of LSCM is to administer four statutorily mandated programs including the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C & I), the International Exchange Service (IES) and the By-Law Program. Specifically, O & S is responsible for the development of relationships that support these programs and activities of LSCM across the United States, utilizing a wide variety of customer service tools and applications to help depository librarians maximize their FDLP affiliation. This is a professional librarian position responsible for working with the library community to better educate users about services and resources available through LSCM, while gaining an understanding of individual library and community needs and how LSCM can address those needs. The Outreach Librarian is responsible for providing virtual and on-site assistance to library coordinators to meet program objectives and administrative processes.

### Duties

- Develop working partnerships with all appropriate communities in the information community to promote the value of LSCM's services and content to the FDLP partners and federal, state and local agencies and libraries outside of the FDLP program. Serve as the public interface between the FDLs and LSCM.
- Actively engage the FDLP community to become more involved and active users of all LSCM products and services.
- Develop a leading role as the primary public interface with individual FDLP members in the outreach and communication activities of LSCM as assigned. Identify opportunities for the delivery of new services to the community.
- Develops content and delivers instructional workshops, webinars, and in-person training sessions on library science topics, Federal Depository Library operations and FDLP program requirements.
- Analyze and researches inquiries and requests relating to depository designation, administrative publications, depository library operation, and other administrative matters for the individual Federal depository libraries participating in the FDLP.
- Provides virtual and on-site assistance for libraries needing support in meeting the FDLP program objectives and legal requirements. Promotes library participation in the FDLP, including sharing of best practices and value of Federal depository collections.

- Working with depository coordinators, the Outreach Librarian ensures that the designated depository library is operating within the defined conditions and reports the status of the libraries condition to the Superintendent of Documents and Congress on a regular basis. If below standard conditions exist within a Depository Library, the Outreach Librarian will identify the areas where the library can improve its services and present reasonable strategies to address these areas of concerns.
- Identifies and responds to all communications, including from at-risk libraries in the FDLP, using resources such as the Biennial Survey and the askGPO service, as well as relevant partnerships the individual Outreach Librarian has developed within the library community.
- Cultivate relationships with library associations on a local, state, and federal level (examples FDLP community, government agencies and federal librarian groups in public, law, and academic libraries, state library associations, etc.). Develops incentives, targets and recruits potential libraries into the FDLP program. This requires building alliances and participating in activities with libraries and/or library associations in the incumbent's assigned area of responsibility.
- Contributes to the planning of applicable and effective resources or activities that highlight depository resources and/or services using a variety of tools, including web-based systems and in-person instruction and consultation.

## Travel Required

- 25% or Greater
- upon request

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- Applicant must submit school transcript(s) - Official or Unofficial

### Qualifications

#### To qualify for this position, you must meet the following requirements:

As a basic requirement, all librarians must have professional education in library science or possess equivalent experience and/or education as shown below. Please select the statement that best describes your level of experience and/or education.

A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree.

**OR**

B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must show conclusively that the education, training and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge, skills, and abilities essential for providing effective library and information services.

**Applicants must submit a copy (official or unofficial) of their school transcript(s) which document: 1) name of institution, 2) applicant's name, 3) list of completed courses, 4) cumulative GPA. Education must have been obtained through studies in an accredited college or university.**

#### **IN ADDITION TO MINIMALLY QUALIFY FOR THE PG-11 LEVEL, APPLICANTS MUST MEET THE FOLLOWING CRITERIA:**

To minimally qualify for the PG-11 level, please select the statement below that best describes your highest level of education and/or experience.

A. I have 1 year of specialized experience at the PG-9 (or equivalent) level or higher that includes: *Developing and delivering library instruction, training, workshops and/or webinars to library customers; skill in responding to research/reference inquiries from library customers in person and using online tools and services; providing customer services in person and remotely to library clients with unique needs.* **OR**

B. I possess a Ph.D. related to field of work from an accredited college or university. **OR**

C. I completed 3 years of progressively higher level graduate education in library science in an accredited college or university. (NOTE: one year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of study. If that information cannot be obtained, 18 semester hours should be considered equivalent to 1 year).

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. For example:

One year of experience at the PG-09 level (or equivalent grade) of Federal service is required to qualify for the PG-11 level.

**All qualification requirements must be met by the closing date Wednesday, June 15, 2016 of this announcement to be considered.**

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Wednesday, June 15, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1708798. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Wednesday, June 15, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- **Knowledge of the theory and techniques of library instruction as related to professional library services.**
- **Skill in developing partnerships with specialized user groups, specifically library professionals.**
- **Assess needs of library communities in order to identify trends, new services, conduct research, etc.**
- **Ability to interpret rules, regulations, instructions, laws and legal requirements, legal precedents in order to provide guidance for compliance.**
- **Ability to communicate effectively orally with audiences of varying levels of knowledge.**
- **Ability to communicate effectively in writing.**

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal. If performance appraisal is not dated within the last year or if you are



unable to provide a performance appraisal, an explanation why must be provided).

- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Wednesday, June 15, 2016 to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
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# Legislative Branch

## Government Publishing Office

### Contact

Sheila D. Thompson  
Phone: (202)512-1308x20611  
Email: SDTHOMPSON@GPO.GOV

### Address

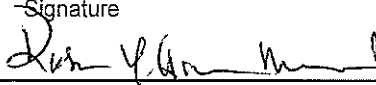

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. <b>021193</b>	
2. Reason for Submission <input type="checkbox"/> New <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.) 020291		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location <b>WASHINGTON, DC</b>		6. Duty Station <b>WASHINGTON, DC</b>		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
8. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-1410-11-I	
11. Functional Class Code		12. Official Title of Position		Pay Plan	Occupational Code
		LIBRARIAN		PG	1410
				Grade	Initials
				11	SDT
				/ /	
13. Organizational Title of Position (if different from official title)  LIBRARIAN (Outreach Librarian)					
14. Organizational Location of Position SuDocs			c. Third Subdivision Support Team		
a. First Subdivision Library Service and Content Management			d. Fourth Subdivision		
b. Second Subdivision Outreach and Support			a. Fifth Subdivision		
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed or Printed Name and Title of Immediate Supervisor Robin L. Haun-Mohamed, Chief, LSCM Outreach & Support			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Laurie B. Hall, Director, LSCM		
Signature <i>Robin L. Haun-Mohamed</i>		Date 7/31/2015	Signature <i>Laurie B. Hall</i>		Date 8/13/2015
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action Stephanie Smith, Supervisory Human Capital Specialist			Signature		Date / /
17. Standards Used In Classifying/Grading Position LIBRARIAN SERIES, GS-1410-TS-130 AUGUST 1994			18. FES Applied <u>YES</u>		
			19. Full Performance Level <u>PG-12</u>		
20. Remarks  Statement of Difference: This position is similar to Librarian (Outreach Librarian), PG-1410-12 - <b>021192</b> except for the following: The nature and scope of duties and responsibilities are significantly less with the incumbent working under closer supervision.					
21. Description of Major Duties and Responsibilities (See attached) POS NUM 01039					



# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. <b>021192</b>		
2. Reason for Submission <input type="checkbox"/> New <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.) 020291		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field		
5. Employing Office Location <b>WASHINGTON, DC</b>	6. Duty Station <b>WASHINGTON, DC</b>	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-1410-11-I		11. Functional Class Code		
12. Official Title of Position <b>LIBRARIAN</b>		Pay Plan	Occupational Code	Grade	Initials	Date
		PG	1410	12	SDT	/ /
13. Organizational Title of Position (if different from official title) <b>LIBRARIAN (Outreach Librarian)</b>						
14. Organizational Location of Position SuDocs		c. Third Subdivision Support Team				
a. First Subdivision Library Service and Content Management		d. Fourth Subdivision				
b. Second Subdivision Outreach and Support		a. Fifth Subdivision				
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.						
a. Typed or Printed Name and Title of Immediate Supervisor <b>Robin L. Haun-Mohamed, Chief, LSCM Outreach &amp; Support</b>			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) <b>Laurie B. Hall, Director, LSCM</b>			
Signature 		Date <b>7/31/2015</b>	Signature 		Date <b>8/31/2015</b>	
c. Concurrence:						
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.						
Typed Name and Title of Official Taking Action <b>Stephanie Smith, Supervisory Human Capital Specialist</b>			Signature		Date <b>/ /</b>	
17. Standards Used In Classifying/Grading Position <b>LIBRARIAN SERIES, GS-1410-TS-130 AUGUST 1994</b>			18. FES Applied <u>YES</u>			
			19. Full Performance Level <u>12</u>			
20. Remarks  <b>This is the full Performance Level of the PD# 021193, Librarian (Outreach Librarian), PG-1410-11 dated 08/25/2015.</b>						
21. Description of Major Duties and Responsibilities (See attached) <b>POS NUM 01039</b>						

## **Statement of Difference between Grade 11 Outreach Librarian and Grade 12 Outreach Librarian**

### **Duties and Supervisory controls:**

The Grade 11 duties differ from the Grade 12 Outreach Librarian in that the Grade 11 will:

1. Assist with key tasks such as delivery of training, workshops and webinars; recommend and suggest approaches, changes, modifications. Recommend new topics for workshops/webinars and training initiatives. These recommendations will be reviewed by more experienced Outreach librarians and Senior Outreach librarians.
2. Works with more experienced Outreach Librarians and Senior Outreach librarians to cultivate relationships with libraries and customers.
3. Analyze and research inquiries from customers and consult with more experienced Outreach Librarians and Senior Outreach librarians, who provide guidance, review work of the incumbent prior to public release.

All task and assignments will be reviewed by higher graded Outreach Librarians, the Senior Outreach librarians and supervisor for accuracy, completeness, appropriate approach, research methods/sources consulted, etc. prior to public release or delivery to library customers. Grade 11 Outreach librarians will be required to consult with and seek guidance from Grade 12 Outreach Librarians, Grade 13 Senior Outreach librarians for policy, rule and procedural interpretations. Incumbent will be given complex tasks and assignments with very detailed instructions and periodic review and assistance by the Senior Outreach Librarian and Supervisor throughout the task assignment to ensure appropriate outcomes and to help instruct the Grade 11 Outreach Librarian on procedures, processes, expected results. As the Grade 11 gains more exposure and experience, they will be given more tasks where they can work independently.

### **Knowledge required by the Grade 11:**

Knowledge required is similar to the Grade 12 Outreach Librarian. Grade 11 experience and skill level will be at a junior level, with some experience for certain task such as:

Skill in the creation and delivery of instruction, training, workshops and webinars. Grade 11 will have not as much experience in delivering instruction, training, workshops and webinars as the Grade 12 Outreach librarians.

Submitted by:

Laurie B. Hall

**U.S. Government Publishing Office  
Librarian (Outreach Librarian)  
Position Description  
(1410 series) Grade 12**

**INTRODUCTION**

The position of Outreach Librarian is located in the Office of Outreach and Support (O & S) within Library Services and Content Management (LSCM). As a user-centric organization, the mission of LSCM is to administer four statutorily mandated programs including the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C & I), the International Exchange Service (IES) and the By-Law Program. Specifically, O & S is responsible for the development of relationships that support these programs and activities of LSCM across the United States, utilizing a wide variety of customer service tools and applications to help depository librarians maximize their FDLP affiliation.

This is a professional librarian position responsible for working with the library community to better educate users about services and resources available through LSCM, while gaining an understanding of individual library and community needs and how LSCM can address those needs. The Outreach Librarian is responsible for developing partnerships that assist the FDLs in implementing and maintaining the membership requirements of the FDLP and the operation of individual Federal depository collections.

**MAJOR DUTIES**

The Outreach Librarian must collaborate with our major stakeholders (including libraries in public, law and academic platforms) to encourage frequent use of the available services and products offered by LSCM that provide maximum benefit to FDL's and their users. The Outreach Librarian performs a wide variety of tasks and duties in support of the statutorily-mandated programs missions and assists federal depository coordinators located in individual libraries using professional knowledge of libraries. This knowledge will require strong customer service, analytical, research, communication and organizational skills. The incumbent participates in cross organizational team projects and provides assistance and feedback that address customer requirements to multi-level staff located throughout LSCM and GPO. Contributes to the planning of applicable and effective resources or activities that highlight depository resources and/or services using a variety of tools, including web-based systems and in-person instruction and consultation. Participates in the planning and coordination of Federal Depository Library conferences and other outreach events. Conducts surveys and uses analysis from Biennial Survey data or other relevant resources to inform GPO and Congress of current library trends and conditions in libraries. Responds to general library administrative questions via telephone, email and the online customer relationship management system.

Evaluates Federal depository library operations and advises library staff on FDLP services and how to gain the maximum benefit from being a FDLP member.

1. Develop working partnerships with all appropriate communities in the information community to promote the value of LSCM's services and content to the FDLP partners and federal, state and local agencies and libraries outside of the FDLP program. Serve as the public interface between the FDLs and LSCM.
2. Actively engage the FDLP community to become more involved and active users of all LSCM products and services.
3. Develop a leading role as the primary public interface with individual FDLP members in the outreach and communication activities of LSCM as assigned. Identify opportunities for the delivery of new services to the community.
4. Develop new and innovative outreach and retention approaches that take into account the needs of the library and the importance of ensuring free public access to Federal resources. Develop, coordinate and implement Outreach/LSCM/FDLP activities and promote subsequent services to current members.
5. Develops content and delivers instructional workshops, webinars, and in-person training sessions on library science topics, Federal Depository Library operations and FDLP program requirements.
6. Analyze and researches inquiries and requests relating to depository designation, administrative publications, depository library operation, and other administrative matters for the individual Federal depository libraries participating in the FDLP.
7. Provides virtual and on-site assistance for libraries needing support in meeting the FDLP program objectives and legal requirements. Promotes library participation in the FDLP, including sharing of best practices and value of Federal depository collections.
8. Working with depository coordinators, the Outreach Librarian ensures that the designated depository library is operating within the defined conditions and reports the status of the libraries condition to the Superintendent of Documents and Congress on a regular basis. If below standard conditions exist within a Depository Library, the Outreach Librarian will identify the areas where the library can improve its services and present reasonable strategies to address these areas of concerns.
9. Identifies and responds to all communications, including from at-risk libraries in

the FDLP, using resources such as the Biennial Survey and the askGPO service, as well as relevant partnerships the individual Outreach Librarian has developed within the library community.

10. Working with community and agency partners, contributes to continuing education effort by conducting workshops, delivering presentations, and participates in depository-related meetings both in-person, and virtually. Coordinates and/or requests FDLP participation in the presentation of instructional sessions via webinars, tutorials, and/or in-person presentations by depository coordinators and GPO staff.
11. Keeps current with information and shares with colleagues on trends in libraries, digital initiatives, partnership opportunities and social media as they relate to the FDLP and the importance of ensuring free public access to Federal publications and services.
12. Cultivate relationships with library associations on a local, state, and federal level (examples FDLP community, government agencies and federal librarian groups in public, law, and academic libraries, state library associations, etc.). Develops incentives, targets and recruits potential libraries into the FDLP program. This requires building alliances and participating in activities with libraries and/or library associations in the incumbent's assigned area of responsibility.
13. Collaborate with all appropriate LSCM departments and other GPO business units as needed on outreach activities.
14. Successfully communicates, both orally and in writing, complex legal and/or professional standards for depository libraries.
15. Recommends and reviews policies; collaborates with other LSCM staff to identify, formulate, revise and publish FDLP policies, manuals, and requirements. Researches and responds to inquiries relating to depository compliance and drafts appropriate and articulate correspondence.
16. Performs other related duties as assigned.

## **KNOWLEDGE REQUIRED BY THIS POSITION**

- Knowledge of the theory and techniques of library instruction as related to professional library instruction.
- Proven skill in the creation and delivery of instruction, training, workshops and webinars in the field of library science, bibliographic instruction, resource discovery, online research, etc.

- Knowledge of library operations, both reference and technical services in academic, public and other types of library operations in the United States.
- Knowledge of automated library applications, electronic government information products and the Internet.
- Ability to communicate effectively with diverse groups orally and in writing.
- Demonstrated strong service ability and relationship building with applicable communities.
- Skill in interpersonal relations in order to deal effectively with depository library staff from a variety of backgrounds and to negotiate operational changes in these depositories.
- Proven skill in developing partnerships and networking with the library community to provide programs and services that will increase the success and usability of the FDLs.
- Familiar with U.S. Government publications in all formats, related tools and indexes and the FDLP program.
- Knowledge of marketing and promotion of library collections and services through social media and collaborative community projects.
- Ability to accurately analyze and report on complex depository procedures
- Ability to successfully communicate legal and/or professional standards for depository libraries
- Knowledge of Title 44, Chapter 19 of the United States Code, sections 1901-1916.
- Familiarity with concepts and goals of information literacy.

## **SUPERVISORY CONTROLS**

The incumbent reports directly to the Chief, Outreach and Support, who provides direction as to broad organizational objectives. Senior Outreach Librarians will provide the incumbent with technical direction on work assignments, and provide guidance on interpreting policies, rules, etc.

## **GUIDELINES**

General guidelines are available and include Title 44, United States Code and various administrative GPO policies. Incumbent must be aware of depository library practices and legal requirements and use judgment and discretion when performing required condition assessments of a depository library. The librarian will be involved in researching trends and patterns to develop new methods, criteria, policies or services.

## **COMPLEXITY**

Assignments consist of a broad range of library activities. Work consists of independent and collaborative analysis of all aspects of depository library operations. Complex principles and practices of library science and national library network administration are involved. The incumbent may have to develop his/her own approach to unique situations. The incumbent will consult with the Senior Outreach Librarians or Supervisor for guidance on approaches to take to handle unique situations with libraries and customers and may need approval for certain sensitive issues that may have political or legal implications before providing the customers or public with information. Resources and subject matter experts are drawn from other parts of GPO, other Federal agencies, and depository libraries for continuing education programs.

## **SCOPE AND EFFECT**

Decisions, instructions, and educational/training sessions and outreach have a far-reaching effect on FDLP practices and procedures in depository libraries. The incumbent identifies, develops, and implements methods to resolve problems and improve the effectiveness of the individual Federal depository libraries. The librarian communicates program activities, policies, and decisions within GPO and the depository library community. The ultimate effect is felt by the American public through program dissemination vehicles administered in tandem with LSCM programs.

## **PERSONAL CONTACTS**

Professional contacts would include associates of the Federal Depository Library community, library professional organizations, federal government agency personnel, Federal courts, Congress, GPO and members of the general public involved with the library community.

## **PURPOSE OF CONTACTS**

As the representative of the Superintendent of Documents, the incumbent explains and defends Title 44, United States Code, Chapter 19 and GPO operational and policy decisions. The incumbent partners with depository librarians to exchange information, resolve operational issues, develop new services for libraries and gain participation in LSCM activities including the Federal depository conferences and related events. At

times, the incumbent must explain and/or persuade program stakeholders or GPO personnel of the benefits of recommended changes.

Contacts also include representing GPO at various library professional organizations and conducting workshops and educational sessions, answering questions, and gathering information relevant to the FDLP.

## **PHYSICAL DEMANDS**

Work is sedentary and includes no special physical demands. It may involve some walking, standing, bending and carrying of light items. Work requires continual/long periods of keyboarding activity. Occasional travel will be required, both short and long distance.

## **WORK ENVIRONMENT**

Work is performed in an automated office setting. Work involves everyday risks or discomforts typically associated with libraries, offices, meeting and training rooms. Work areas are adequately heated, lighted, and ventilated.



# Librarian (Technical Services)

## GOVERNMENT PUBLISHING OFFICE

2 vacancies in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Friday 3/4/2016  
(475 day(s) ago)

🔴 Closed Friday 3/18/2016  
(461 day(s) ago)

### Salary Range

\$64,650.00 to \$84,044.00 / Per Year

### Series & Grade

PG-1410-11/11

### Promotion Potential

12

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

431547200

### Job Announcement Number

16-1636912-ST

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

**This position is located in the Office of Superintendent of Documents, Library Services Content Management, Library Technical Services (Washington, DC)**

**The Selectee will work shift 1 and have a tour of duty of 8 am to 4:30 pm**

This position is located in Library Services and Content Management (LSCM), Library Technical Services (LTS). The mission of LSCM is to administer a variety of GPO initiatives including the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C & I), the International Exchange Service (IES) and the By-Law Program. Specifically, LTS administers the FDLP and the C & I programs which include the acquisition and cataloging of U.S. Government information resources in tangible and electronic formats. LTS uses a wide variety of tools and applications to manage the processing and organization of information resources, primarily the Integrated Library System (ILS) that is used on a daily basis.

### Duties

Duties:

- Performs a wide variety of technical services tasks associated with each unit within LTS. Work specifically requires the incumbent to learn workflows including processes and procedures associated with content acquisitions, bibliographic control, library technical services support, serials management and quality control.
- Content Acquisitions: identifies appropriate Federal Government information resources (monographs, serials, and other formats) to be acquired for all Programs in LSCM. Performs outreach functions, including contacting agencies and monitoring agency Web sites, in order to identify, acquire and process Federal Government information products. Determines the formats and quantities to acquire for various Programs.
- Bibliographic Control: catalogs U.S. Government publications in tangible and electronic formats. In doing so, incumbent performs original and copy cataloging to include descriptive and subject cataloging, PURL assignments, and archiving tasks.
- Library Technical Services Support: uses the ILS application (Ex Libris, Aleph 500), including the acquisitions, bibliographic control and serials modules and other services associated with ILS (OPAC-Catalog of U.S. Government Publications, <http://catalog.gpo.gov>). Uses the ILS to perform day-to-day work to catalog, acquire and process information products. This includes performing research and problem resolution, performing quality control of data captured in each module of the ILS. Performs classification of acquired information products using the Superintendent of Documents classification system and assigns Federal depository item numbers for Federal Depository Library acquisitions purposes. Uses knowledge of library technical service processes to make contributions to

improve LTS operations. This includes, but not be limited to, the creation of documentation, evaluations of workflows and processes for enhancements in order to improve services for customers in the area of LTS responsibility (askGPO, WEB Tech Notes, ILS, and CGP).

- Serials Management: identifies information products that are serials and processes accordingly. This includes performing serials check-in using the ILS. Researches and locates missing serial titles including individual issues to fill gaps in the CGP. Under direction of the Administrative Librarian for Serials, works to resolve routine problems in serials control involving bibliographic records and holdings. Creates brief bibliographic records for serials.
- Customer Outreach: handles inquiries from libraries in the FDLP via Ask GPO by researching and answering questions concerning issues related to acquisitions, cataloging, serials control and information product processing.
- Perform Team Assignments: serves on cross-organizational teams and works on projects and tasks assignments related to application/tool development, quality control and business process improvement initiatives.
- Represents the organization in working groups addressing matters related to technical services operations and/or professional library matters.
- Participates in library-wide projects and activities for special purposes or in support of continuous improvement efforts.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- Applicants must submit a school transcript(s) - Official or Unofficial

### Qualifications

#### To qualify for this position, you must meet the following requirements:

As a basic requirement, all librarians must have professional education in library science or possess equivalent experience and/or education as shown below.

A. Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree. **(OR)**

B. A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must show conclusively that the education, training and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge, skills, and abilities essential for providing effective library and information services.

**Applicant must submit a copy (official or unofficial) of their school transcript(s) which document: 1) name of institution, 2) applicant's name, 3) list of completed courses, 4) cumulative GPA. Education must have been obtained through studies in an accredited college or university.**

#### **In addition to minimally qualify for the GP-11 level, applicants must meet the following criteria:**

Applicants must possess one year of specialized experience at the PG-9 (or equivalent) level or higher. Examples of qualifying specialized experience includes: Working in a Federal Depository Library or collections of U.S. Federal documents; using Superintendent of Documents Classification; serial issue check-in and the processing of serial publications in the Integrated Library System (ILS). **(OR)**

Completed 3 full years of progressively higher level graduate education in library science; or possess a doctoral degree (Ph.D. or equivalent) related to the position.

**TIME-IN-GRADE REQUIREMENTS:** *Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. One year of experience at the PG-9 level or equivalent grade level of federal service is required to qualify for the PG-11.*

All qualification requirements must be met by the closing date Friday, March 18, 2016 of this announcement to be considered.

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, March 18, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1636912. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Friday, March 18, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- **Knowledge of theories, principles and techniques of librarianship, specifically in acquiring content, classifying, providing bibliographic control and managing the complete life cycle of information products in all formats.**
- **Skill in using an Integrated Library System to manage the processing and organization of information resources.**
- **Ability to catalog government publications including serials in an Integrated Library System (ILS) and other automated applications.**
- **Ability to effectively communicate orally in responding to inquiries on various library subjects (i.e. acquisitions, classification, cataloging).**
- **Ability to communicate effectively in writing to develop project documents, training manuals, comprehensive reports, and other forms of written material.**

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal. If performance appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>

- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member.  
<http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Friday, March 18, 2016 to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
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# Legislative Branch

## Government Publishing Office

### Contact

Sheila D. Thompson  
Phone: (202)512-1308x20611  
Email: SDTHOMPSON@GPO.GOV

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC



# Memorandum

DATE: July 24, 2012

REPLY TO  
ATTN OF: HC Specialist, Talent Acquisitions

SUBJECT: Position Description

TO: Director, Library Technical Information Services

Attached is a copy of the position description (PD) for your organization. This action is a result of the following:

Establishment of new PD # 020952, Librarian (TECHNICAL SERVICES), PG-1410-12

Reclassification of PD# \_\_\_\_\_, due to cancellation and replacement by attached PD # \_\_\_\_\_

Redescription of PD # \_\_\_\_\_, due to cancellation and replacement by attached PD # \_\_\_\_\_

Amendment to basic PD # \_\_\_\_\_

Pen/ink changes to established PD # \_\_\_\_\_

Other: Statement of Difference PD # 020951 Librarian (TECHNICAL SERVICES) PG-1410-11 to the above Grade 12 PD

It is recommended that the organization maintain a file of current PDs for all positions, and review regularly to determine if descriptions of duties are current, appropriate for recruiting, and employee's performance.

If you have any questions concerning the attached PD or if additional assistance is required, please call me on extension 2-1308.



AURELIA L COX

HC Specialist, Talent Acquisitions

Attachment

POSITION DESCRIPTION

1. Agency Position No.  
020951

2. Reason for Submission  
 New  Redescription  Reestablishment  Other  
 Explanation (Show any positions replaced.)

3. Sensitivity  
 Special  Critical  
 Noncritical  Nonsensitive

4. Service  
 Departmental  
 Field

5. Employing Office Location  
WASHINGTON, DC

6. Duty Station  
Washington, DC

7. Fair Labor Standards Act  
 Exempt  Nonexempt

8. Subject to IA Action  
 Yes  No

9. Position is  
 Managerial  Supervisory  Leader  Non supervisory

10. Competitive Level Code  
PG-1410-11-E

11. Functional Class Code

12. Official Title of Position  
Librarian (TECHNICAL SERVICES)

Pay Plan	Occupational Code	Grade	Initials	Date
PG	1410	11	ALC	7/17/12

13. Organizational Title of Position (if different from official title)

14. Organizational Location of Position  
Library Services & Content Management

c. Third Subdivision

a. First Subdivision  
Library Technical Information Services

d. Fourth Subdivision

b. Second Subdivision  
Shift 1 - CC 9100

a. Fifth Subdivision

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor  
Laurie B Hall, Director, Library Technical Information Services

b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)  
Jane Sanchez, Director, LSCM

Signature: *L B Hall* Date: 7/18/2012

Signature: *Jane Sanchez* Date: 7/18/2012

c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action  
Lakeshia D Rose, Manager, HC Operations, Talent Acquisitions

Signature: *[Signature]* Date: 7/18/12

17. Standards Used In Classifying/Grading Position  
Position Classification Standard for Librarian Series, GS-1410, dated August 1994

18. FES Applied yes

19. Full Performance Level PG-12

20. Remarks  
STATEMENT OF DIFFERENCE: This position is similar to PD # 020952 Librarian (TECHNICAL SERVICES) PG-1410-12, (copy attached), except for the following: The nature and scope of duties and responsibilities are significantly less and the incumbent works under closer supervisory guidance.

This is part of a set of career ladder positions that include Grade 9 PD # 020698 Librarian (TECHNICAL SERVICES) PG-1410-09 dated 08/30/2010 and the FPL Grade 12 PD # 020952 dated 07/18/2012.

21. Description of Major Duties and Responsibilities (See attached)  
POSNUM: 01043







## Librarian (Technical Services) PG 1410-12

### Introduction:

This position is located in Library Services and Content Management (LSCM), Library Technical Information Services (LTIS). The mission of LSCM is to administer a variety of GPO initiatives including the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C & I), the International Exchange Service (IES) and the By-Law Program. Specifically, LTIS administers the FDLP and C & I programs which include the acquisition, classification and cataloging of U. S. Government information resources in tangible and electronic formats. LTIS uses a wide variety of tools and applications to manage the processing and organization of information resources, primarily the Integrated Library System (ILS) that is used on a daily basis.

This is a professional librarian position with the incumbent working in various units in the library related to technical services. The incumbent will be responsible for performing a variety of professional tasks associated with library technical service functions to include content acquisitions, bibliographic control, serials management and technical services support.

### Duties:

The Librarian performs a wide variety of technical services tasks and duties in support of each unit within LTIS using professional knowledge of librarianship, analytical skills, research skills, communication skills and organizational skills. The incumbent assist the various managers in Technical Services with planning and executing complex projects associated with workflow, operational processes, quality control, procedures and policy development. He/She independently conducts research studies, analyzes problems, identifies best practices and writes comprehensive reports to offer solutions and create efficiencies in Technical Service programs and operations.

The incumbent provides the following technical support in the areas identified below:

- Content Acquisitions: Incumbent identifies appropriate Government information resources (monographs, serials, and other formats) to be acquired for all Programs in LSCM. Performs outreach functions, including contacting agencies and monitoring agency Web sites, in order to identify, acquire and process Government information products. Determines the formats and quantities to acquire for various Programs. Incumbent will provide guidance to other staff to ensure that appropriate acquisitions decisions are made to meet specified collection requirements.
- Bibliographic Control: Incumbent catalogs U. S. Government publications in tangible and electronic formats. In doing so, incumbent performs original and derived (copy cataloging) to include descriptive and subject cataloging, PURL assignments, and archiving tasks

following national and international standards. Incumbent will conduct research to establish name, series and subject headings for inclusion in national authority databases.

- Library Technical Services Support: Incumbent will perform analysis, developmental work, and make contributions to LTSS operations to include, but not be limited to, project documentation and management, analysis and evaluation of workflows and processes for enhancements, improved customer services in the areas of LTSS' responsibility (askGPO, WEB Tech Notes, ILS, and CGP) and ongoing quality control efforts learns the processes in LTSS for microfiche, classification, shipping lost creation, mail receipt and sorting and the systems used to support these processes. Provides professional guidance and advice for systems in use throughout LTIS and, including the Superintendent of Documents classification system and the item number system.
- Serials Management: Incumbent will be able to train and provide guidance for staff performing routine serials check-in and maintenance using the ILS, including assisting with the research to locate missing serial titles including individual issues to fill gaps in the CGP. Under direction of the Administrative Librarian for Serials Librarian, works to resolve complex problems in serials control involving bibliographic records for holdings.
- Customer Outreach: Incumbent will research and respond to complex inquiries from libraries in the FDLP via AskGPO. Incumbent must be able to respond to inquiries from all areas in technical services, ie acquisitions, classification, cataloging and inquiries that may require expert knowledge of the workflow and operations across the technical services unit. Incumbent must have expert knowledge and ability to use all of the systems in place in the technical services operations in order to successfully respond to complex customer inquiries.
- Analysis and Policy Development: Incumbent will lead and be responsible for cross-organizational projects and tasks assignments related to application/tool development, quality control and business process improvement initiatives. Incumbent will perform analysis and developmental work for long and short-term projects which involves planning, documenting and coordinating policy and procedures in assigned areas of responsibility.
- Training Documentation and Technical Writing: Incumbent will determine the need for and manage the creation/production of training materials including manuals and administrative guides, working with other areas within LTIS and LSCM as needed.
- Performs other related duties as assigned.

### **Knowledge Required By the Position**

Professional knowledge of theories, principles and techniques of library science and librarianship, specifically in acquiring content, classifying, providing bibliographic control and managing the complete life cycle of information products in all formats.

Knowledge of information technologies and software applications in order to function in an automated environment, to include relational databases, the Internet, email applications, spreadsheets and word processing software.

Ability to effectively communicate orally and in writing with staff, upper management, contractors, constituents such as Federal Agency personnel and publishing officials, and library staff in the Federal Depository libraries.

Ability to represent the library's interests on internal and external committees and at conferences, workshops, etc.

Ability to obtain information, define problems or questions, identify relationships, evaluate quality, assess impacts, draw conclusions and make recommendations.

Skill in drafting and updating written procedures, policies, and other documentation relating to area of responsibility or assignments.

Ability to apply the principles and practices of project management for library or functional area projects, programs, and services

Skill in the analysis of library functional requirements and their integration into the provision of service to meet the needs of the organization; systems thinking.

Knowledge of theory, methods and best practices of acquiring materials and developing library collections of materials in all formats.

Knowledge of U.S. Federal Government organization and structure and Federal government information resources.

Knowledge of current acquisitions and publishing processes and technology including Web publishing trends, Web harvesting practices, and Federal printing and publishing initiatives, etc.

Specialized knowledge of *Anglo American Cataloging Rules, 2<sup>nd</sup> ed.*, Library of Congress, *Rule Interpretations*, GPO *Cataloging Guidelines* and other guidance utilized in the creation of high-quality bibliographic, authority, and metadata records for a wide range of technical, scientific and research publications in a variety of formats that meet international and national standards.

Skill in applying controlled vocabularies and taxonomies, such as *Library of Congress Subject Headings*, *NASA Subject Headings*, in bibliographic and metadata records in order to enhance access to information resources.

Experience with OCLC, specifically with creating/modifying and retrieving bibliographic and authority records.

Ability to interpret and apply a variety of cataloging guidelines and rules and utilize online tools and services to develop authoritative bibliographic, authority and metadata records.

Skill in applying national and international data tagging schemes such as MARC (Machine Readable Cataloging) and Dublin Core.

Skill in using current information technology application utilized in the management of library technical services operations, specifically Integrated Library Systems (ILS).

## **SUPERVISORY CONTROLS**

The incumbent works under the general guidance and direction of the Director, Library Technical Information Services, but performs assignments that will be under the direction of a manager or supervisor in Content Acquisitions, Bibliographic Control or the Library Automation Unit. Formal assignments are typically broadly defined oral or written statements. When such an assignment is given, the incumbent will work directly for the manager or supervisor of a specific section, but will continue to brief and report to the Director on project/assignment progress. The incumbent is expected to be a self-starter and function independently by initiating, planning, designing, and carrying out tasks and/or projects necessary to achieve desired results, but keeps supervisor and Director informed on policy matters and special problems. Work is evaluated for overall effectiveness, quality of professional services rendered, compliance with organizational policies, and accomplishment of goals. Incumbent's direct supervisor may work in coordination with other Managers, and Supervisors when reviewing completed work of the Technical Services Librarian. Work is evaluated from an overall standpoint in terms of feasibility, compatibility with work plans and activities of the Library Technical Information Services business unit and with the effectiveness in meeting project objectives.

## **GUIDELINES**

Guidelines include GPO directives, LSCM standard operating procedures, desk instructions, and information policies, and also Federal laws and regulations relating to the FDLR, C&I and other supported programs. Available guidelines are often not adequate in dealing with complex or unusual problems. Incumbent must use own judgment and expertise in developing methods and techniques to plan and carry out assigned duties and determine coordination necessary with other individuals both internal and external to GPO in a continually changing work environment. Incumbent is called upon to provide on-the-spot troubleshooting or advice relying on personal expertise and knowledge of the detailed workflow and processes throughout LTIS. For specific areas within LTIS, guidelines include standard professional resources and tools including Anglo-American Cataloging Rules, 2<sup>nd</sup> edition, MARC21, Library of Congress Subject Headings (LCSH), professional and technical literature as well as the LSCM Collection Development Plan, ILS (Aleph) system documentation, Cataloging Guidelines and the Classification Manual for assigning Superintendent of Documents classification numbers.

## **COMPLEXITY**

Assignments consist of a variety of professional duties in one or more technical services functional areas. This includes specialization in a technical services operation that requires a variety of techniques and methods used in cataloging, serials control, acquisitions, and technical

services support to be applied to the work. Typically the work provides technical services of a specified nature (U. S. Government documents) in a national level information dissemination organization. The incumbent must resolve complex problems that involve workflow or processes across the technical services organization and have potential to impact the FDLP libraries, the library community and the public. This will require the incumbent to work with technical services staff at all levels, be able to versatile and innovative in adapting and modifying precedents, methods and techniques.

### **SCOPE AND EFFECT**

The purpose of the work is to apply established practices and techniques in technical services to analyze a variety of frequently encountered problems, questions, and situations to recommend courses of action. Work impacts other technical services personnel in LTIS, affects the ability of LSCM to perform its mission to provide state-of-the-art services to LSCM customers, the FDLP libraries and the public.

### **PERSONAL CONTACTS**

Contacts are staff within LTIS, Library Services and Content Management, GPO staff from Customer Services and Information Technology Sections, vendor and contract personnel, Federal Depository Library staff, members of the library community, including the Library of Congress and other national libraries, and the general public who may use tools and services provided by LSCM. Contacts also extend to participation in professional groups and associations in the American Library Associations, vendor user groups and other national, state, or local library organizations.

### **PURPOSE OF CONTACTS**

Contacts are to exchange specialized information related to the Technical Services operations and to provide instruction on workflow, processes and services. Purpose is also to motivate or influence library users in the full range of programs and services, to resolve problems and achieve objectives when there are conflicting views, to obtain cooperation, to respond to inquiries. Contacts require considerable tact, persuasion and negotiation skills.

### **PHYSICAL DEMANDS**

Work is sedentary and includes no special physical demands. It may involve some walking, standing, bending and carrying of light items. Work requires continual/long periods of keyboarding activity.

### **WORK ENVIRONMENT**

Work is performed in an automated office setting. Work involves everyday risks or discomforts typically associated with libraries, offices, meeting and training rooms. Work areas are adequately heated, lighted, and ventilated.

# Pathways Summer Internship (Administrative Trainee)

## GOVERNMENT PUBLISHING OFFICE

Many vacancies in the following locations:

- 📍 Washington DC, DC
- 📍 Chicago, IL
- 📍 Laurel, MD
- 📍 Seattle, WA

Work Schedule is Full Time - Summer  
NTE 9/30/2016

Opened Monday 3/14/2016  
(465 day(s) ago)

🔒 Closed Friday 3/18/2016  
(461 day(s) ago)

### Salary Range

\$27,511.00 to \$46,087.00 / Per Year

### Series & Grade

PG-0399-03/05

### Promotion Potential

05

### Supervisory Status

No

### Who May Apply

Students who are currently enrolled or accepted for enrollment on at least a half-time basis at a qualifying educational institution in a certificate, degree, or diploma program.

### Control Number

430665200

### Job Announcement Number

16-1634366-MA

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

*Established by Congress in 1861, Government Publishing Office (formally the Government Printing Office) is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.*

The Government Publishing Office (GPO) Pathways Intern Program is designed to attract students in a wide variety of educational institutions (high school, home-school programs, vocational and technical, undergraduate and graduate) with paid opportunities to work in agencies and explore Federal careers while still in school. This program exposes students to jobs in the Federal civil service by providing meaningful developmental work at the beginning of their career, before their career paths are fully established. This vacancy is established to meet hiring needs for the summer 2016 session.

Appointment may be extended up to 1 year depending on budget restraints and/or need of agency.

Selectee will work shift 1 and have a tour of duty of 7:30 a.m. to 4:00 p.m.

All positions will be offered at the step 1 of the salary chart:

Salary for Washington, DC area: \$28,078.00 - \$45,844.00

Salary for Chicago, IL area: \$28,227.00 - \$46,087.00

Salary for Seattle, WA area: \$27,511.00 - \$44,918.00

### Duties

Assists staff and supervisor in conducting management functions. At the direction of the supervisor and with assistance from staff, the student develops and coordinates a variety of basic/routine reports, staff actions, correspondence, and other related actions. Assigned tasks are to increase the students' knowledge and function of program support and provide a general familiarity with governing policies, procedures and regulations.

Business Units participating in the 2016 Summer Program include:

- **Publication & Information Sales** - Responsible for marketing the products of the Sales Program, and serve as customer service representatives GPO customers. Location of position - Washington D.C.

- **Publication & Information Sales** - Responsible for the distribution of various materials to GPO customers. Location of position - Laurel Maryland
- **Acquisition Services** - Responsible for acquiring goods and services for GPO. Location of position – Washington, D.C.
- **Information Technology & Systems** – Responsible for provide innovative, timely, and reliable information technology (IT) to support and enhance GPO's role in Keeping America Informed. Location of position – Washington, D.C.
- **Security & Intelligent Documents (SID)** – Responsible for the production of secure Government documents for a wide variety of applications including: US Passports, Evidence of Identity, Travel Documents, Immigration Forms, Credentials and Official Tickets and Checks. Location of position – Washington, D.C.
- **Human Capital Office Workforce Development, Education, and Training (WDET)** - Responsible for providing training for GPO employees. Services include: development and delivery of programs initiatives on-site and e-based training, briefings, one-on-one career counseling. Location of position – Washington, D.C.
- **Human Capital Office, Operations Division** – Responsible for recommending appropriate recruitment sources, job market availability, and appointment flexibility to supervisors in meeting their specific employment needs for both external and internal placement activities. Provide technical knowledge in the application of principles, practices and techniques of human resources recruitment, examination, selection and placement. Location of position – Washington, D.C.
- **Customer Services Creative Services** - Responsible for providing expert graphic design services for Federal government agencies and Congress. Creative Service advises agencies of Federal mandates on printing as provided in the Joint Committee on printing guidance and regulatory materials. Location of Position – Washington, D.C.
- **Customer Services Agency Procurement Services** – Responsible for procurement of all types of printing and publishing products. Collaborates with Federal agencies customers to define requirements and utilize a variety of contracting methods to process high volumes of orders. Location of Positions – Chicago, IL, Seattle, WA, and Washington, D.C.
- **Customer Services Technical Resource Center** – Responsible for coordinating with agency customers to meet a wide variety of their publishing needs. Location of Position – Washington, D.C.
- **Office of the Chief of Staff** - Responsible for The Chief of Staff manages and oversees the direction, policy, and goals for the GPO. The Chief of Staff advises the Director of the US Government Publishing Office on all aspects of agency business and is responsible for the budgets and performance goals of the following offices: Programs, Strategy and Technology; Congressional Relations; Public Relations; Employee Communications; and Internal Branding, Design and Web Services. Location of Position: Washington, D.C.
- **Office of Finance** - Provides accurate and reliable financial, cost and performance information; provides analysis and insight about the financial implications of business decisions and the impact of those decisions on the achievement of agency goals and objectives. Location: Washington, D.C.

**NOTE: Consideration will only be given for two (2) Business Units where you would like to work.**

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Males born after 12/31/1959 must be registered for Selective Service
- Currently enrolled in a qualifying educational institution
- Must possess a cumulative GPA of 2.5 or higher on a 4.0 scale.
- Signed Pathways Participant Agreement required
- Transcripts are required with the current enrollment period and course load

## Qualifications

### REQUIREMENTS FOR INITIAL APPOINTMENT:

- Be a citizen of the United States.
- Meet Federal, state, or local laws regarding the employment of minors.
- Ability to work a minimum of 40 hours per week.

### PROGRAM ELIGIBILITY:

To be eligible for the Pathways Summer Program at GPO, applicants must meet the following criteria:

- Be enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, etc.) in a qualifying educational institution/program (including 4-year colleges/universities, community colleges, and junior colleges) on a full or half-time basis.
- Applicants who graduate college at the conclusion of the Spring 2016 semester may only be considered if they are also accepted for enrollment for the Fall 2016 semester.
- Be in good academic standing (overall GPA of 2.5 or higher)
- [Click here for a definition of a qualifying education institution/program.](#)

### Proof of 2016 Enrollment -

a. **Current Students:** A current transcript showing your schedule for the current and/or upcoming semester is sufficient proof of enrollment.

b. **Re-enrolled Students (a student re-entering school after taking time off):** A letter from the registrar's office, on the university/college letterhead, showing you are currently enrolled for the upcoming semester will serve as proof of enrollment.

c. **Transcripts -** Applicants must submit an unofficial transcript or a list of college courses completed indicating course titles, credit hours, grades received and overall GPA. An official transcript from an accredited educational institution is required if you are selected for the position.

**Foreign Education:** If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit:

<http://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

### GRADE- LEVEL OF EDUCATION:

PG-3: Completion of 1 full academic year of post-high school study in an accredited institution.

PG-4: Completion of 2 full academic years of post-high school study or an associate's degree in an accredited institution.

PG-5: Completion of 4 academic years of post-high school leading to a bachelor's degree or equivalent degree.

All qualification requirements must be met by the closing date of this announcement Friday, March 18, 2016.

All degrees will be accepted, degree in the following degree categories, is preferred:

- Marketing,
- Social Media,
- Communications,
- Marketing,
- General Studies,
- Warehouse Management,
- Business Management,
- Accounting,
- General Studies,
- Information Technology,
- Graphic Design,



- Engineering,
- Chemistry,
- Electronics,
- Workforce Development,
- Adult Education,
- Education,
- Graphic Management,
- Graphic Communication,
- Graphic Media,
- Print Media,
- Human Resources,
- Finance

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

As a temporary employee you may be eligible for health benefits. To be eligible for health coverage as a temporary employee, you must be scheduled to work at least 130 hours per month (30 hours/week) and be expected to work at least 90 days or more. If you meet these requirements, you will receive the government contribution towards the cost of the insurance and pay the same rate as permanent, full time employees. If you are eligible for FEHB you will also be eligible to elect the Health Care Flexible Spending Account and Federal Long Term Care Insurance.

For the list of health plans available and the employee costs for the health plans please see: <http://www.opm.gov/healthcare-insurance/healthcare/plan-information/>

Students on initial appointment of more than 90 days are entitled to leave benefits.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

Moving Expenses are not authorized. Relocation expenses are not authorized. Government paid housing is not available.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) Transcript and any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>

- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, March 18, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1634366. Fax your documents to .

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number . *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Friday, March 18, 2016.

## How You Will Be Evaluated

You will be evaluated based on your application. Your application includes your:

- Resume
- Responses to the online questionnaire
- Transcripts (unofficial is acceptable)

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. The qualified candidates will be referred to the hiring manager for further consideration and possible interview.

You will receive notice via email or by mail. Applications of qualified candidates will be distributed to hiring managers following the review of all applications. Hiring managers will contact only those students in which they are interested in interviewing directly. Interviews will be conducted by the hiring managers.

Students must submit all required documentation during the application process to be considered. Incomplete applications will not be considered.

If you meet the qualifications listed above **AND** you submit the required transcript/enrollment information to support your eligibility and qualifications, you will be further evaluated for positions within the business units for which you indicate interest. You will indicate these areas of interest by completing the Occupational Questionnaire (see "How to Apply" Section).

Veterans' Preference applies in the recruitment and hiring procedures for Interns under the Pathways program.

## Required Documents

**In addition to your responses to the occupational questionnaire, your resume, and your transcript, you must submit the following additional documents specific for this vacancy:**

- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.as>.
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member **AND** Proof of marriage to the service member; **OR** Proof the service member was released or discharged from active duty due to a service-connected disability **AND** Documentation of the service member's 100% disability **AND** Proof of marriage to the service member; **OR** Proof the service member's death while on active duty **AND** Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.

- **Education:** transcripts official or unofficial. A transcript is required to apply for this position. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA. Official transcripts will be required if appointed to this position.
- **Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).
- Responses to the Occupational Questionnaire.

**All materials must be received by the closing date of this announcement** Friday, March 18, 2016 **to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Publishing Office

### Contact

Matia Ayers  
Phone: (202)512-1308  
Email: [MAYERS@GPO.GOV](mailto:MAYERS@GPO.GOV)

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

## U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. 021139	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location <b>WASHINGTON, DC</b>		6. Duty Station Washington, DC		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-0399-03-A	
11. Functional Class Code		12. Official Title of Position General Administrative Trainee		Pay Plan PG	Occupational Code 0399
		Grade 03	Initials LDR	Date 4 / 11 / 2014	
13. Organizational Title of Position (if different from official title)					
14. Organizational Location of Position United States Government Printing Office			c. Third Subdivision		
a. First Subdivision Various Business Units			d. Fourth Subdivision		
b. Second Subdivision			a. Fifth Subdivision		
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed or Printed Name and Title of Immediate Supervisor			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Ginger T. Thomas, Chief HC Officer		
Signature		Date 1 1	Signature <i>Ginger T. Thomas</i>		Date 4/12/14
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action Lakeshia D. Rose, Manager Human Capital Operations			Signature <i>Lakeshia D. Rose</i>		Date 4/28/14
17. Standards Used In Classifying/Grading Position Administrative Analysis Grade Evaluation Guide, 8/90			18. FES Applied <u>Yes</u>		
			19. Full Performance Level <u>PG-03</u>		
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached) POSNUM: 00822					

**General Administrative Trainee  
Pathways Program  
PG-0399-03**

**MAJOR DUTIES**

Serves as a student trainee working under a Pathways Program. The incumbent performs the duties under guidance in the program management field. The program is designed to provide the incumbent with a relevant work and undergraduate/graduate study experience. Assignments are clear-cut and designed to provide basic experience and training in the General Administrative field. Characteristic duties are as follows:

**MAJOR DUTIES**

Assists staff and the supervisor in conducting management functions. At the direction of the supervisor and with assistance from staff, the incumbent develops and coordinates, a variety of basic/routine reports, staff actions, correspondence, and other related actions. Assigned tasks are to increase the employee's knowledge and function of program support and provide a general familiarity with governing policies, procedures and regulations. Incumbent receives on-the-job training in carefully selected assignment to provide experience in the application of concepts, principles, practices and procedures of management analysis.

Assists in the initiation of appropriate required action. Works closely with supervisor and other staff members to develop resolutions to solve problems/issues and makes basic recommendations.

Assists in monitoring status of accomplishments against established schedules. On occasion is tasked to identify anticipated problem areas and initiate simple corrective actions.

Researches information to obtain factual information and/or interpretation for use by the supervisor or co-workers. Attends meetings and conferences to observe.

Performs other duties as assigned.  
employees in managing regulatory program.

**FACTOR 1, KNOWLEDGE REQUIRED, LEVEL 1-2, 200 POINTS**

Knowledge of basic or commonly used rules, procedures, or operations that typically require some previous training or experience.

**FACTOR 2, SUPERVISORY CONTROLS, LEVEL 2-2, 125 POINTS**

The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. This may

include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

**FACTOR 3, GUIDELINES, LEVEL 3-1, 25 POINTS**

Specific, detailed guidelines covering all important aspects of the assignment are provided to the employee. The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor.

**FACTOR 4, COMPLEXITY, level 4-2, 75 POINTS**

The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices that require the employee to recognize the existence of and differences among a few easily recognizable situations.

**FACTOR 5, SCOPE AND EFFECT, LEVEL 5-1, 25 POINTS**

The work involves the performance of specific, routine operations that include a few separate tasks or procedures.

**FACTOR 6, PERSONAL CONTACTS, LEVEL 6-2, 25 POINTS**

Contacts are within the immediate organization, and numerous routine contact with the general public. Contacts with the general public are moderately structured.

**FACTOR 7, PURPOSE OF CONTACTS, LEVEL 7-1, 20 POINTS**

The purpose is to obtain and/or clarify information and facts.

**FACTOR 8, PHYSICAL DEMANDS, LEVEL 8-2, 20 POINTS**

The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities.

**FACTOR 9, WORK ENVIRONMENT, LEVEL 9-2, 20 POINTS**

The work environment is mainly outdoors, with exposure to weather, insects, lakes and streams, requiring moderate safety precautions; you may be required to use protective clothing, lifejackets, gloves, etc.

**TOTAL POINTS = 535**

**RANGE - 455-650**

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. 021137	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-0399-04-A		11. Functional Class Code	
12. Official Title of Position General Administrative Trainee		Pay Plan PG	Occupational Code 0399	Grade 04	Initials LDR
					Date 4 / 11 / 2014
13. Organizational Title of Position (if different from official title)					
14. Organizational Location of Position United States Government Printing Office		c. Third Subdivision			
a. First Subdivision Various Business Units		d. Fourth Subdivision			
b. Second Subdivision		a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This		certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed or Printed Name and Title of Immediate Supervisor		b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Ginger T. Thomas, Chief HC Officer			
Signature		Date 11	Signature <i>Ginger T. Thomas</i>		Date 4/12/14
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action Lakeshia D. Rose, Manager Human Capital Operations		Signature <i>Lakeshia D. Rose</i>		Date 4/28/14	
17. Standards Used In Classifying/Grading Position Administrative Analysis Grade Evaluation Guide, 8/90		18. FES Applied <u>Yes</u>		19. Full Performance Level <u>PG-04</u>	
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached) POSNUM: 00822					

**General Administrative Trainee  
Pathways Program  
PG-0399-04**

**MAJOR DUTIES**

Serves as a student trainee working under a Pathways Program. The incumbent performs the duties under guidance in the program management field. The program is designed to provide the incumbent with a relevant work and undergraduate/graduate study experience. Assignments are clear-cut and designed to provide basic experience and training in the General Administrative field. Characteristic duties are as follows:

**MAJOR DUTIES**

Assists staff and the supervisor in conducting management functions. At the direction of the supervisor and with assistance from staff, the incumbent develops and coordinates, a variety of basic/routine reports, staff actions, correspondence, and other related actions. Assigned tasks are to increase the employee's knowledge and function of program support and provide a general familiarity with governing policies, procedures and regulations. Incumbent receives on-the-job training in carefully selected assignment to provide experience in the application of concepts, principles, practices and procedures of management analysis.

Assists in the initiation of appropriate required action. Works closely with supervisor and other staff members to develop resolutions to solve problems/issues and makes basic recommendations.

Assists in monitoring status of accomplishments against established schedules. On occasion is tasked to identify anticipated problem areas and initiate simple corrective actions.

Researches information to obtain factual information and/or interpretation for use by the supervisor or co-workers. Attends meetings and conferences to observe.

Performs other duties as assigned.  
employees in managing regulatory program.

**Factor 1 – Knowledge Required by the Position Level 1-3 350 Points**

Knowledge of the standard principles, techniques, and practices of regulatory related policies and procedures required through considerable training and experience.

**Factor 2 – Supervisory Controls Level 2-2 125 Points**

Work is assigned by the supervisor or higher graded employee who gives instructions and explanations on each assignment and provides guidance on work in progress. The incumbent is responsible for independently carrying out recurring work assignments.



Completed work is reviewed by the supervisor for accuracy, adequacy and compliance with instructions and procedures.

Factor 3 – Guidelines Level 3-1 25 Points

Then incumbent is provided detailed and directly applicable guidelines such as specific regulations, policies, directives, instructions, relative manuals, and other related information. Incumbent works in strict adherence of guidelines and refers deviations to superiors.

Factor 4 – Complexity Level 4-2 75 Points

Assignments are specific and provide orientation in the application of theories and principles as they apply to related work. Problems are readily solved by application of basic principles, theories and established practices.

Factor 5 – Scope and Effect Level 5-1 25 Points

Assignments are comprised of reoccurring problems that required application of established methods in order to provide the training necessary to equip the incumbent to assume more responsibility. The incumbent performs productive assignments limited in scope. Work is primarily intended to orient the trainee to the functions and activities of the organization's programs.

Factors 6 & 7 – Personal Contacts & Purpose of Contacts Level 1A 30 Points

Contacts outside of the organization generally are routine and within a structured setting.

Contacts are for the purpose of obtaining and exchanging factual information related to performance of planned assignments.

Factor 8 – Physical Demands Level 8-2 20 Points

Work requires reoccurring walking, bending and climbing. Employee required to be a member of the spill response team.

Factor 9 – Work Environment Level 9-2 20 Points

Work is divided between office and field. Outside activities expose employee to moderate discomforts such as adverse weather conditions, unfavorable conditions surrounding the spill site, irritant chemicals and other pollutions.

TOTAL POINTS: 670  
GS-04 POINT RANGE: 655-850

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No.  021138	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location <b>WASHINGTON, DC</b>	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-0399-05-A		11. Functional Class Code	
12. Official Title of Position  General Administrative Trainee		Pay Plan PG	Occupational Code 0399	Grade 05	Initials LDR
13. Organizational Title of Position (if different from official title)		Date 4 / 11 / 2014			
14. Organizational Location of Position United States Government Printing Office		c. Third Subdivision			
a. First Subdivision Various Business Units		d. Fourth Subdivision			
b. Second Subdivision		a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This		certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed or Printed Name and Title of Immediate Supervisor		b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Ginger T. Thomas, Chief HC Officer			
Signature	Date 11	Signature <i>Ginger T. Thomas</i>	Date 4/11/14		
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action  Lakeshia D. Rose, Manager Human Capital Operations		Signature <i>[Signature]</i>		Date 4/11/14	
17. Standards Used In Classifying/Grading Position  Administrative Analysis Grade Evaluation Guide, 8/90		18. FES Applied <u>Yes</u>		19. Full Performance Level <u>PG-05</u>	
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached) POSNUM: 00822					

**General Administrative Trainee  
Pathways Program  
PG-0399-05**

**INTRODUCTION**

Serves as a student trainee working under a Pathways Program. The incumbent performs the duties under guidance in the program management field. The program is designed to provide the incumbent with a relevant work and undergraduate/graduate study experience. Assignments are clear-cut and designed to provide basic experience and training in the General Administrative field. Characteristic duties are as follows:

**MAJOR DUTIES**

Assists staff and the supervisor in conducting management functions. At the direction of the supervisor and with assistance from staff, the incumbent develops and coordinates, a variety of basic/routine reports, staff actions, correspondence, and other related actions. Assigned tasks are to increase the employee's knowledge and function of program support and provide a general familiarity with governing policies, procedures and regulations. Incumbent receives on-the-job training in carefully selected assignment to provide experience in the application of concepts, principles, practices and procedures of management analysis.

Assists in the initiation of appropriate required action. Works closely with supervisor and other staff members to develop resolutions to solve problems/issues and makes basic recommendations.

Assists in monitoring status of accomplishments against established schedules. On occasion is tasked to identify anticipated problem areas and initiate simple corrective actions.

Researches information to obtain factual information and/or interpretation for use by the supervisor or co-workers. Attends meetings and conferences to observe.

Performs other duties as assigned.

**FACTOR 1: Knowledge Required by the Position - Level 1-3: 350 Points**

- Skill in operating an electronic typewriter, word processor, microcomputer, or computer terminal, using a standard typewriter--style keyboard with additional function keys, to produce work accurately and efficiently. Also, skill in operating related equipment, such as printers and modems, as required. A qualified typist is required.

- Knowledge of grammar, spelling, capitalization, and punctuation to type a variety of material accurately. Knowledge of the proper formats, forms, typing policies, and common terminology of the unit for which work is being done.

**FACTOR 2: Supervisory Controls - Level 2-2: 125 Points**

The supervisor provides general instructions as to overall scope of work assignments. The incumbent independently carries out assignments, referring unusual problems to supervisor. Work is reviewed for technical soundness, appropriateness, and effectiveness in meeting goals.

FACTOR 3: Guidelines - Level 3-2: 125 Points

Guidelines consist of manuals, directives, office practices and procedures. Judgment is used in determining the correct routing procedures for correspondence. Reviews incoming correspondence, reports, and requests to determine suspense requirements and proper routing.

FACTOR 4: Complexity - Level 4-2: 75 Points

Performs a full range of procedural duties in support of the office such as typing and filing, distributing mail, maintaining suspense, handling telephone and visitors, and keeping time and attendance records. Recognizes differences in situations in determining what needs to be done, e.g., who to direct calls to, what correspondence to refer to whom, when to deny or revoke security clearances, etc. Decisions are based on knowledge of procedures and familiarity with functions and assignments.

FACTOR 5: Scope and Effect - Level 5-2: 75 Points

The purpose of the work is to provide administrative and clerical support to the Security Office. This work maintains and ensures the smooth operation of the office.

FACTOR 6: Personal Contacts

AND

FACTOR 7: Purpose of Contacts - 2-A: 45 Points

Contacts are with district personnel, outside agency personnel, supervisors, telephone callers, and visitors. The purpose of these contacts is to provide and obtain information on related subject matters.

FACTOR 8: Physical Demands - Level 8-1: 5 Points

During inspections of locks, dams, and related field sites, incumbent is required to spend considerable periods standing, walking, stooping, reaching, and performing activities requiring physical agility.

FACTOR 9: Work Environment - Level 9-1: 5 Points

During on-site inspections, incumbent is exposed to adverse weather conditions, moderate discomforts, and unpleasantness and may be required to wear protective clothing.

TOTAL POINTS: 805 Range: 655-850=GS-04

Summer Intern- Visual Information Specialist  
[Organizational title: Graphic Design/Web Design Intern]  
Customer Services, Creative Services

Introduction

This position is a summer intern assignment for a graphic designer and staff member for one of the sections in Creative Services, Customer Services. This internship is anticipated to begin in May 2016, and is anticipated to end in August 2016. The mission of this office is to provide expert graphic design for Federal government agencies and Congress. Creative Services also advises agencies of Federal mandates on printing as provided in the Joint Committee on Printing guidance and regulatory materials.

Designers consult with agency representatives for planning, scheduling, and budget, develop visual concepts that satisfy customer needs, prepare these designs for print, Web or multimedia products, and help specify production techniques and materials.

During the time of this internship the visual information specialist intern is required to have proficiency in the use of the latest publishing software and hardware and they must be able to utilize material (that may be electronic) provided by the customer. It is desirable that this person be proficient with web design and web development skills, but this is not a requirement. In addition they must have the ability to organize information effectively and create a wide variety of published products for diverse audiences.

Major Duties and Responsibilities

- Summer Intern will participate with design staff to meet with representatives of various Government agencies in pre-production planning conferences to determine their needs, discuss budget, schedule and recommendations for design and production. These meetings may include the Section Supervisor, the Production Manager and a Senior Designer or a design contractor.
- Summer Intern will assist design staff in gathering information from customer about other uses for their print design such as conversion for a CD-ROM and HTML or PDF files for a Web site.
- Summer Intern examines manuscripts, disks, and related materials accompanying the job to decide if furnished materials are adequate and how they will be used.
- Whether print or new media, Summer Intern must work with design staff and must select fonts, determine the hierarchy of headings, follow style manuals, determine size, create layouts, create illustrations, determine how illustrations, photography or other graphic materials will be used, select graphic material, create style sheets, prepare proofs, prepare digital media for final production, recommend materials to be used, and check proofs if requested.
- Summer Intern will assist designers with web design and limited web site development for customers and some internal needs.
- Performs other related duties as assigned.

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### Knowledge Required by the Position

Summer Intern must demonstrate knowledge of the principles of visual communication, design methodology and technical and aesthetic requirements for the appropriate solution of communication and design problems.

Summer Intern must demonstrate ability to do research if necessary to find solutions for design or technical problems or to stay familiar with the current trends in design.

Summer Intern must demonstrate ability to design various types of products: logos, identity materials, annual reports, newsletters, magazines, posters, displays and books, and digital material such as web sites and interactive CDs.

Summer Intern must demonstrate skill developing design for the web, or skill using the software programs: Drupal, Dreamweaver, and have a working knowledge of web technology.

Summer Intern must demonstrate expertise in using this software as follows:

Adobe InDesign: ability to set preferences, create master pages and style sheets, link text, import text and images and save documents in proper formats;

Adobe Photoshop: ability to use all tools, adjust resolution color balance, levels and curves, work with masks and layers, understand industry standards (resolution, RGB and CMYK). and to save photographic images in the proper formats for print, web, and multi-media;

Adobe Illustrator: ability to use all tools in this vector graphic program to create files for graphic illustrations, graphs and charts, maps, logos, and typographic effects.

Adobe Acrobat: ability to create PDF files with this software, to adjust resolution, and imbed fonts and images.

Summer Intern must demonstrate ability to specify ink, paper, and binding for printed jobs and ability to prepare electronic files according to industry standards.

Summer Intern must demonstrate ability to communicate to a wide variety of audiences who may not be familiar with terms used in printing, design technology or conceptual design.

### Supervisory Controls

The position reports to the Supervisor of Design (or other Supervisors in the division) who assigns work and reviews finished products. The position is under the further supervision of the Manager of Creative Services who reviews all major projects or assignments. All projects are reviewed at intervals by Creative Services supervisors and agency customers for appropriateness and quality.

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## Guidelines

Guidelines consist of Title 44, U.S. Code; Government Printing and Binding Regulations; GPO rules and regulations; established office procedures; and customer requirements.

The design of publications and digital material is left to the discretion of the designers. Because of the unique nature of some projects, guidelines are limited. Customers may provide simplistic diagrams, charts or rough sketches or examples of other products. The Summer Intern uses the customer's material, creativity, research, text, photographs, drawings, etc. to create an appropriate design.

## Complexity

Complexity ranges from creating original illustrations, digitally retouching or manipulating photographs, designing web graphics and web site components and modules, designing magazines, newsletters, and journals, designing product or service brochures, identity guidelines, manuals, press kits and annual reports, designing charts, maps, graphs, and catalogues, environmental design including signage and exhibits, designing posters, invitations, announcements, or direct mail, designing brand and identity systems and collateral material, book design (requiring developing hierarchy of material, footnotes, or indexes, and may include graphic elements or photographic material, with special bindings and cover designs) and Web/multimedia design that includes the creation of Web graphics, the proper use of fonts for Web, design of Web navigation, creation of HTML documents, animation, interactivity, and links or creation of content for the Web. Summer Intern may also be required to recommend production methods.

Discussions with agency representatives must be handled with diplomacy. The Summer Intern is responsible for working with designers and supervisors in transforming ideas and information into attractive and appropriate products for the American public.

Complicating factors can include the unpredictability of the workload, budget and schedule restrictions.

## Scope and Effect

The position is to design or revise publications, and design new media products such as CD-ROMs, Web sites, etc. The work directly affects the ability of federal agency customers to communicate successfully. The position involves designing of a variety of products, sometimes determined by the unique nature of the customer or audience, budget or schedule.

## Personal Contacts

Contacts are with designers within Creative Services, printing specialists and supervisors within Customer Services, printing officers, editors and officials from Federal agencies or Congress and contractors from the printing or design industry.

### Purpose of Contacts

Contacts are for the purpose of answering questions, reviewing projects, making and reviewing modifications. Contacts within GPO are to coordinate work among different departments or to inform supervisors about projects. Contacts with senior staff, printing specialists, editors and project managers from customer agencies are to discuss all aspects of projects including budget, schedule and aesthetic requirements. Contacts with commercial vendors are for purposes of planning work and guiding and reviewing work; vendor contacts are also made to evaluate capacity of vendors to provide needed services.

### Physical Demands

The work is primarily sedentary but also may involve some walking to other locations within the building and occasional site visits to agencies.

### Work Environment

Work is performed in an office setting.

# Printing Services Specialist

## GOVERNMENT PUBLISHING OFFICE

3 vacancies in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Wednesday 4/20/2016  
(428 day(s) ago)

🕒 Closed Tuesday 5/3/2016  
(415 day(s) ago)

### Salary Range

\$64,650.00 to \$100,736.00 / Per Year

### Series & Grade

PG-1654-11/12

### Promotion Potential

12

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

436544400

### Job Announcement Number

16-1682807-DS

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

This position is located in Customer Services, Agency Publishing Services. The incumbent serves as an account representative for an assigned group of agencies and is responsible for full-service, individualized liaison between the Government Publishing Office and the customer agency.

The incumbent provides a single focal point and source of advice and assistance for publishing and printing projects/services presented by customers. Incumbent is required to have a thorough knowledge of printing principles, regulations, methodologies, and processes. Additionally, the incumbent provides contracting assistance to agencies and/or arranges for vendors to provide services related to publishing and printing. Incumbent is required to have specialized experience in performing contracting tasks such as forming and administering a variety of contractual arrangements.

The incumbent reports to a Supervisory Printing Services Specialist, who assists in the most difficult contracting and printing services support work, and for administrative matters and general program guidance.

Selectee will work shift 1 and have a tour of duty of 7:30 a.m. to 4:00 p.m.

### Duties

Provides an individualized avenue for assigned agencies to communicate their overall multimedia programs and requirements to GPO. Meets frequently with high-level management and printing officials from assigned agencies to confer/consult on planned requirements and projects.

Resolves customer agency complaints expeditiously, providing same or next-day service in most cases and remedies on routine quality complaints.

Deals directly with internal GPO production specialists in order to expedite agency printing requirements, confers on availability of commercial and in-house capabilities, answers and acts upon complaints and recommends long-term solutions to problems.

Provides input for short and long-term GPO planning and workload projections. Provides follow-up actions to make certain that all commitments made by the GPO are met or that acceptable alternatives are established.

Facilitates procurement planning for contracts and related matters to ensure that product, service, and price objectives are met. Provides advice to customer agencies regarding new contract requests and participates in meetings as necessary to develop projects and arrive at clear customer requirements.

Develops specifications from broadly described customer agency objectives. Performs COTR work on assigned contracts, including considerations of price and delivery adjustments.

Recommends revised or new procedures and improvements with the agency.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- May be required to serve a one-year probationary period.

### Qualifications

**To qualify for this position, you must meet the following requirements:**

To minimally qualify for the PG-11 level, you must have one of the following:

Applicants must possess 1 year of specialized experience at the PG-09 (or equivalent) level or higher. Specialized experience include: drafting specifications and gathering information for procurement planning; and negotiating or administering a variety of contract types (i.e., Request for Quotations, Invitation for Bids, Request for Proposals, etc.). Additionally, applicant must possess specialized knowledge and have specialized background related to the publishing and printing industry.

OR

Completed a Ph.D. Degree from an accredited college or university

OR

Completed 3 full years of progressively higher level graduate education leading to such a degree; OR LL.M, if related.

OR

Equivalent combination of education and experience. The combination of my education and experience must equal at least 100% of the total requirement.

***Note: Qualifying major study -- journalism, business administration, English composition, commerce, accounting, printing or printing engineering, graphic or commercial art, industrial engineering, or economics.***

To minimally qualify for the PG-12 level, you must meet the below requirement:

Applicant must possess 1 year of specialized experience at the PG-11 (or equivalent) level or higher. Specialized experience include possessing knowledge of contracting procedures, methods, and acquisition policies to carry out pre-award and post-award contract assignments for the acquisition of both standard and specialized products or services; and negotiating or administering a variety of contract types (i.e., Request for Quotations, Invitation for Bids, Request for Proposals, etc.). Additionally, applicant must possess specialized knowledge and have specialized background related to the publishing and printing industry.

**TIME-IN-GRADE REQUIREMENTS:** Applicants must meet time-in-grade requirements to be considered eligible. One year of experience at the PG-09 level or equivalent grade level of federal service is required to qualify for the PG-11 level. One year of experience at the PG-11 level or equivalent grade level of federal service is required to qualify for the PG-12 level.

All qualification requirements must be met by the closing date of this announcement Tuesday, May 03, 2016.

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

### BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: [https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits).

### Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **Veterans Opportunity to Work Act (VOW):** <https://www.chcoc.gov/content/vow-veterans-opportunity-work-hire-heroes-act-2011>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Tuesday, May 03, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1682807. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume and all required documents (e.g., SF-50, most recent annual performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Tuesday, May 03, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Knowledge of contract administration principles, policies, regulations, and procedures to administer various procurements.
- Knowledge of printing technologies, equipment, capabilities and processes to fulfill customer requests.
- Skill in consulting with customers and identifying solutions to create and administer contracts.
- Ability to communicate orally in order to resolve problems and negotiate with customers and/or commercial vendors.
- Ability to communicate in writing in order to develop clear and concise technical specifications for customer agencies.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** Most recent SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent annual performance appraisal. If performance appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation must be provided.
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.

- **Content of Resume:** Your resume will be used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. ***Your resume must have complete information:*** Please ensure your resume accurately reflects the duties and responsibilities under each position you have held with each employer. In describing your experience, please be clear and specific. It is your responsibility to make sure your resume states complete information for each job entry (beginning and ending dates of employment stated as MM/YYYY; and total number of hours worked per week). If your resume does not provide enough information regarding your work history for us to make a creditable qualification determination, your application package may be rendered disqualified and you will no longer be considered for this position. 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).

**All materials must be received by the closing date of this announcement Tuesday, May 03, 2016 to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Publishing Office

### Contact

Diego Strother  
Phone: (202)512-1308x20754  
Email: DSTROTHER@GPO.GOV

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC



# U.S. Government Printing Office

*Employee*

## POSITION DESCRIPTION

1. Agency Position No.

**019375**

2. Reason for Submission

- New    Redescription    Reestablishment    Other

Explanation (Show any positions replaced.)

3. Sensitivity

- Special    Critical  
 Noncritical    Nonsensitive

4. Service

- Departmental  
 Field

5. Employing Office Location

WASHINGTON, DC

6. Duty Station

Washington D.C.

7. Fair Labor Standards Act

- Exempt    Nonexempt

8. Subject to IA Action

- Yes    No

9. Position is

- Managerial    Supervisory    Leader    Nonsupervisory

10. Competitive Level Code

PG-1654-11-P

11. Functional Class Code

12. Official Title of Position

Printing Services Specialist

Pay Plan

PG

Occupational Code

1654

Grade

11

Initials

CDM  
CDM

Date

11/24/04

13. Organizational Title of Position (if different from official title)

Account Manager

14. Organizational Location of Position

Print Procurement

c. Third Subdivision

a. First Subdivision

Agency Publishing Services

d. Fourth Subdivision

b. Second Subdivision

a. Fifth Subdivision

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This

certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations

a. Typed or Printed Name and Title of Immediate Supervisor

Davita Vance-Cooks  
Deputy Managing Director, Customer Services

b. Typed or Printed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

*Davita Vance-Cooks*

Date

11/29/04

Signature

Date

c. Concurrence:

PD Validated	<i>[Signature]</i>	Date
HG Signature	<i>[Signature]</i>	Date
MGR Signature	<i>[Signature]</i>	Date

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action

Ginger T. Thomas  
Supervisory Human Capital Manager

Signature

*Ginger T. Thomas*

Date

11/29/04

17. Standards Used In Classifying/Grading Position

PG-1654, Printing Services Series, dtd 5/03

18. FES Applied yes

19. Full Performance Level PG-12

20. Remarks

This is part of a career ladder series of PDs that include PD # 019374 (Grade 09) and Gr 12FPL  
Also included is Grade 07 PD # 019373

Statement of Difference: This position is established at the PG-11 level and is developmental of the PG-12 level. At this level, the employee receives closer supervisory review of technical aspects of the work and overall review of case management is done to ensure that the employee is applying appropriate customer service support to assigned agencies. Cases handled may include some highly complex cases that will be handled with substantial supervisory involvement.

21. Description of Major Duties and Responsibilities (See attached)

POSNUM 01506

Remarks, contd: 12-09-2009: Item 14 updated.



## INTRODUCTION

This position is located in a service team in Agency Publishing Services, GPO. The incumbent is an account representative for an assigned group of agencies and is responsible for full-service, individualized liaison ~~between the Government Printing Office and the customer agency.~~ Work is critical to the mission of GPO and is essential to agency programs and missions.

The incumbent provides a single focal point and source of advice and assistance for publishing and printing projects/services presented by customer agencies. Incumbent is required to have a thorough knowledge of printing principles, regulations, methodologies, and processes. Additionally, the incumbent provides contracting assistance to agencies and/or arranges for vendors to provide services related to publishing and printing. This outsourcing is essential to timely completion of agency requests and requires incumbents to interpret customer needs, transforming them into technical specifications for contracts and vendor performance. The work of this position includes both printing and publishing responsibilities and arranging for contracts & COTR work to accomplish the assistance objectives for customer agencies.

The incumbent reports to a senior account manager (team leader), who assists in the most difficult contracting and printing services work, and to a Supervisory Account Manager for administrative matters and general program guidance. At this level, the employee is developmental to the full-performance level, PG-12. The incumbent is expected to perform work independently and work is expected to be technically sound. A substantive printing knowledge is required for this work and the work is typically reviewed for satisfaction of program objectives and fulfillment of customers' needs and may be evaluated for compliance to technical requirements and thoroughness and adequacy of approach.

## MAJOR DUTIES AND RESPONSIBILITIES

Incumbent provides an individualized avenue for assigned agencies to communicate their overall multimedia programs and requirements to GPO. Meets frequently with management and printing officials from assigned agencies to confer/consult on planned requirements and problems.

Investigates general problem areas and intercedes on assigned agency's behalf at GPO to effect corrections and to suggest preventive measures. Resolves customer agency complaints expeditiously; applies Quality Assurance Through Attributes Program (QATAP) standards and remedies on routine quality complaints. Works with customer agencies to determine ways in which multimedia needs can be filled effectively, proposing such changes in specifications and schedules as necessary to assure efficiency and economy.

Deals directly with internal GPO production specialists in order to expedite agency printing requirements, confers on availability of commercial and in-house capabilities, answers and acts upon complaints and, in consultation with senior specialists, recommends long-term solutions to problems. Develops plans and schedules to assure maximum utilization of in-house GPO resources; develops alternatives and specification changes when customer proposals are unworkable.

Based upon knowledge of goals and plans of assigned agencies, provides input for short- and long-term GPO planning and workload projections.

Provides information for procurement planning for contracts and related matters to ensure that product, service, and price objectives are met. Provides advice to customer agencies regarding new contract requests and prepares information for pre-bid and pre-proposal conferences as necessary to develop projects and arrive at clear customer requirements. Obtains information from technical experts and other knowledgeable sources, as needed, to resolve issues that may arise because of new technology.

Develops specifications from broadly described customer agency objectives. Writes statements of work from customer requirements, including technical specifications frequently involving requirements for new and developing technologies. This task requires the incumbent to extract from the customer clear ideas about their needs, to interpret highly technical printing industry information and to develop new technical language to create specifications that speak to the customer's need.

Reviews contract solicitation documents that clearly communicate required contract terms and conditions, statement of work describing customer requirements, and pricing schedule. Makes recommendations to ~~contract specialists on issues related to applicable pricing, permissible subcontracting, set-asides, and other~~ considerations.

Performs COTR work on assigned contracts, including considerations of price and delivery adjustments, redirection of effort, incorporation of change orders, issuance and negotiation of supplemental agreements. As subject matter expert, consults with senior contract specialist on contract modifications to accomplish specification changes and clarification of contract clauses.

Recommends revised or new procedures and improvements within Agency Publishing Services. Upon approval, implements such actions.

Performs other related duties as assigned.

## 1. KNOWLEDGE, SKILLS & ABILITIES REQUIRED BY THE JOB

Thorough+ knowledge of printing technologies, equipment, capabilities and processes.

Knowledge of multimedia products and production techniques including photocomposition methods, printing, binding, micrographics, production software, and terminologies for a wide range of products using various types of materials.

Thorough knowledge of Customer Services and the mission of the Government Printing Office.

Familiarity with Printing Procurement Regulations, Contract Terms, Special Terms and Conditions to Specifications, Billing Instructions, etc.

Knowledge of Title 44 USC and the Government Printing and Binding Regulations, and their application.

Familiarity with a wide variety of contract types, methods, and techniques.

Knowledge of standard specification language including Federal and Military Specifications and their use to describe customer agency requirements.

Basic knowledge of contract administration and contracting techniques sufficient to assist in contract administration activities.

Knowledge of cost and price techniques sufficient to perform a variety of computations relative to item costs, packaging, specification requirements, and delivery points sufficient to determine the best buy for the Government.

Knowledge of negotiation techniques and skill in negotiating contract requirements with customer agencies.

Skill in oral communication including ability to negotiate straightforward requirements with customers and vendors. Customers may be officials from other Federal agencies or congressional staff members. Negotiations often involve costs, terms and conditions, and delivery dates.

Skill in writing clear, concise, and technical specifications and language that derives from generally stated customer requirements.

## 2. SUPERVISORY CONTROLS

Incumbent is an Account Representative under the general supervision of a supervisory account manager; technical consultation for contracts and procurement work is done in collaboration with a senior account manager. While general guidelines exist as to courses of action that may be taken under various sets of circumstances, the incumbent operates independently while maintaining scheduled agency visits and inspections.

At this level, the employee's completed work is subject to a review of technical compliance of contracting work and satisfaction of customer agencies' needs. Additionally, the technical printing advice is reviewed for completeness and correctness of approach.

## 3. GUIDELINES

Guidelines consist of Title 44, USC, Government Printing and Binding Regulations, GPO rules and regulations, established office procedures and customer requirements. Additionally, the incumbent may use guidelines for printing procurement and acquisition (PPR) and comply with internal process requirements. Guidelines also include other statutes, Federal and agency policies and procedures, Comptroller General decisions, other legal precedents, commercial catalogs, and price indices.

At this level, the employee is expected to inform the supervisor of unusual or difficult cases where guidelines may need to be adapted to the case at hand. Additionally, the incumbent's interpretation of guidance is subject to verification by the supervisor.

## 4. COMPLEXITY

Complexity of the work will vary from routine printing requests to handling difficult and/or one-of-a-kind multimedia product demands. Work volume is not predictable and may require the incumbent to manage a heavy workload while continuing to meet deadlines that are essential to the success of the customer's program. Work involves a mix of customer service, technical printing, and contracts management tasks, all of which require reference to different rules and regulations.

## 5. SCOPE AND EFFECT

Failure to properly execute duties may cause delay, additional effort to be expended, and/or additional cost in fulfilling customer agency requirements. Performance directly impacts on the service image of Agency Publishing Services, the Customer Services staff and the entire GPO. Effective accomplishment of customer agencies' project objectives is dependent on the effective performance of the incumbent's duties.

## 6. PERSONAL CONTACTS

Contacts are with employees within the unit, with other sections and divisions, with vendors, and with high level printing and publishing officials at assigned customer agencies.

## 7. PURPOSE OF CONTACTS

Contacts are for the purpose of gathering information, clarifying data, answering inquiries, negotiating complaint resolution and building a solid foundation of customer agency trust in the GPO. Contacts with vendors are to explain detailed technical requirements or to discuss price or other contract administration matters.

## 8. PHYSICAL DEMANDS

- Work involves normal demands of administrative professional work and is largely sedentary. Occasional travel may be required.

## 9. WORK ENVIRONMENT

Work is performed in an office setting.

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# U.S. Government Printing Office

## POSITION DESCRIPTION

1. Agency Position No.

**019376**

2. Reason for Submission

New    Redescription    Reestablishment    Other

Explanation (Show any positions replaced.)

3. Sensitivity

Special    Critical  
 Noncritical    Nonsensitive

4. Service

Departmental  
 Field

5. Employing Office Location

WASHINGTON, DC

6. Duty Station

Washington D.C.

7. Fair Labor Standards Act

Exempt    Nonexempt

8. Subject to IA Action

Yes    No

9. Position is

Managerial    Supervisory    Leader    Nonsupervisory

10. Competitive Level Code

PG-1654-12-V

11. Functional Class Code

12. Official Title of Position

Printing Services Specialist

Pay Plan

PG

Occupational Code

1654

Grade

12

Initials

CDM  
CDM

Date

11/24/04

13. Organizational Title of Position (if different from official title)

Account Manager

14. Organizational Location of Position

Print Procurement

c. Third Subdivision

a. First Subdivision

Agency Publishing Services

d. Fourth Subdivision

b. Second Subdivision

a. Fifth Subdivision

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This

certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor

Davita Vance-Cooks  
Deputy Managing Director, Customer Services

b. Typed or Printed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

*Davita Vance-Cooks*

Date

11/29/04

Signature

Date

c. Concurrence:

PD Validated <i>LISA Shebuni</i> 9/9/08
HC Signature <i>Ginger Thomas</i> 9/9/08
FGR Signature <i>Ginger Thomas</i> 9/9/08

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action

Ginger T. Thomas  
Supervisory Human Capital Manager

Signature

*Ginger T. Thomas*

Date

11/29/04

17. Standards Used In Classifying/Grading Position

PG-1654, Printing Services Series, dtd 5/03

18. FES Applied YES

19. Full Performance Level PG-12

20. Remarks

This is the full performance level for the PD # 019375 Printing Svcs Spec PG-1654-11, and PD # 019374 Printing Svcs Spec PG-1654-09, and PD # 019373 Printing Svcs Spec PG-1654-07.

12-09-2009: Item 14 updated.

21. Description of Major Duties and Responsibilities (See attached)

POSNUM 01506

**Printing Services Specialist, PG-1654-12**  
Organizational title: Account Manager  
GPO, Agency Publishing Services

## **INTRODUCTION**

This position is located in a service team in Agency Publishing Services, GPO. The incumbent is an account representative for an assigned group of agencies and is responsible for full-service, individualized liaison between the Government Printing Office and the customer agency. Work is critical to the mission of GPO and is essential to agency programs and missions.

The incumbent provides a single focal point and source of advice and assistance for publishing and printing projects/services presented by customer agencies. Incumbent is required to have a thorough knowledge of printing principles, regulations, methodologies, and processes. Additionally, the incumbent provides contracting assistance to agencies and/or arranges for vendors to provide services related to publishing and printing. This outsourcing is essential to timely completion of agency requests and requires incumbents to interpret customer needs, transforming them into technical specifications for contracts and vendor performance. The work of this position includes both printing and publishing responsibilities and arranging for contracts & COTR work to accomplish the assistance objectives for customer agencies.

The incumbent reports to a senior account manager (team leader), who assists in the most difficult contracting and printing services work, and to a Supervisory Account Manager for administrative matters and general program guidance. The account representative, at this level, is expected to perform work independently. A substantive printing knowledge is required for this work and the work is typically reviewed for satisfaction of program objectives and fulfillment of customers' needs.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Incumbent provides an individualized avenue for assigned agencies to communicate their overall multimedia programs and requirements to GPO. Meets frequently with high-level management and printing officials from assigned agencies to confer/consult on planned requirements and problems.

Investigates general problem areas and intercedes on assigned agency's behalf at GPO to effect corrections and to suggest preventive measures. Resolves customer agency complaints expeditiously, providing same or next-day service in most cases; applies Quality Assurance Through Attributes Program (QATAP) standards and remedies on routine quality complaints. Works with customer agencies to determine ways in which multimedia needs can be filled effectively, proposing such changes in specifications and schedules as necessary to assure efficiency and economy.

Deals directly with internal GPO production specialists in order to expedite agency printing requirements, confers on availability of commercial and in-house capabilities, answers and acts upon complaints and recommends long-term solutions to problems. Develops plans and schedules to assure maximum utilization of in-house GPO resources; develops alternatives and specification changes when customer proposals are unworkable.

Based upon indepth personal knowledge of goals and plans of assigned agencies, provides input for short- and long-term GPO planning and workload projections. Provides follow-up actions to be certain that all commitments made by the GPO are met or that acceptable alternatives are established.

Facilitates procurement planning for contracts and related matters to ensure that product, service, and price objectives are met. Provides advice to customer agencies regarding new contract requests and participates pre-bid and pre-proposal conferences as necessary to develop projects and arrive at clear customer requirements. Obtains information from technical experts and other knowledgeable sources, as needed, to resolve issues that may arise because of new technology.

Develops detailed specifications from broadly described customer agency objectives. Writes statements of work from customer requirements, including technical specifications frequently involving requirements for new and developing technologies. This task requires the incumbent to extract from the customer clear ideas about their needs, to interpret highly technical printing industry information and to develop new technical language to create specifications that speak to the customer's need.

Develops and oversees the development of contract solicitation documents that clearly communicate required contract terms and conditions, statement of work describing customer requirements, and pricing schedule. Makes recommendations to contract specialists on issues related to applicable pricing, permissible subcontracting, set-asides, and other considerations.

Performs contract administration/COTR work on assigned contracts, including considerations of price and delivery adjustments, redirection of effort, incorporation of change orders, issuance and negotiation of supplemental agreements. As subject matter expert, consults with senior contract specialist on contract modifications to accomplish specification changes and clarification of contract clauses.

Recommends revised or new procedures and improvements within Agency Publishing Services. Upon approval, implements such actions.

Performs other related duties as assigned.

## **1. KNOWLEDGE, SKILLS & ABILITIES REQUIRED BY THE JOB**

Substantive knowledge of printing technologies, equipment, capabilities and processes.

Knowledge of multimedia products and production techniques including photocomposition methods, printing, binding, micrographics, production software, and terminologies for a wide range of products using various types of materials.

Thorough knowledge of Customer Services and the mission of the Government Printing Office.

Familiarity with Printing Procurement Regulations, Contract Terms, Special Terms and Conditions to Specifications, Billing Instructions, etc.

Knowledge of Title 44 USC and the Government Printing and Binding Regulations, and their application.

Familiarity with a wide variety of contract types, methods, and techniques.

Knowledge of standard specification language including Federal and Military Specifications and their use to describe customer agency requirements.

Basic knowledge of contract administration and contracting techniques sufficient to assist in contract administration activities.

Knowledge of cost and price techniques sufficient to perform a variety of computations relative to item costs, packaging, specification requirements, and delivery points sufficient to determine the best buy for the Government.

Knowledge of negotiation techniques and skill in negotiating contract requirements with customer agencies.

Skill in oral communication including ability to negotiate with customers and vendors who may have specific interests. Customers may be officials from other Federal agencies or congressional staff members. Negotiations often involve costs, terms and conditions, and delivery dates.

Skill in writing clear, concise, and technical specifications and language that derives from generally stated customer requirements.

## 2. SUPERVISORY CONTROLS

Incumbent is an Account Representative under the general supervision of a supervisory account manager; technical consultation for contracts and procurement work is done in collaboration with a senior account manager. While general guidelines exist as to courses of action that may be taken under various sets of circumstances, the incumbent operates independently while maintaining scheduled agency visits and inspections. Completed work is subject to a review of overall technical compliance of contracting work and satisfaction of customer agencies' needs.

## 3. GUIDELINES

Guidelines consist of Title 44, USC, Government Printing and Binding Regulations, GPO rules and regulations, established office procedures and customer requirements. Additionally, the incumbent may use guidelines for printing procurement and acquisition (PPR) and comply with internal process requirements. Guidelines also include other statutes, Federal and agency policies and procedures, Comptroller General decisions, other legal precedents, commercial catalogs, and price indices.

## 4. COMPLEXITY

Complexity of the work will vary from routine printing requests to solving difficult and/or one-of-a-kind multimedia product demands. Work volume is not predictable and may require the incumbent to manage a heavy workload while continuing to meet deadlines that are essential to the success of the customer's program. Work involves a mix of customer service, technical printing, and contracts management tasks, all of which require reference to different rules and regulations.

## 5. SCOPE AND EFFECT

Failure to properly execute duties may cause delay, additional effort to be expended, and/or additional cost in fulfilling customer agency requirements. Performance directly impacts on the service image of Agency Publishing Services, the Customer Services staff and the entire GPO. Effective accomplishment of customer agencies' project objectives is dependent on the effective performance of the incumbent's duties.

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## 8. PHYSICAL DEMANDS

Work involves normal demands of administrative professional work and is largely sedentary. Occasional travel may be required.

## 9. WORK ENVIRONMENT

Work is performed in an office setting.



# Program Planner

## GOVERNMENT PUBLISHING OFFICE

2 vacancies in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Monday 11/14/2016  
(220 day(s) ago)

🔒 Closed Monday 11/28/2016  
(206 day(s) ago)

### Salary Range

\$77,490.00 to \$119,794.00 / Per Year

### Series & Grade

PG-0301-12/12

### Promotion Potential

13

### Supervisory Status

No

### Who May Apply

Status Candidates (Merit Promotion and VEOA Eligibles)

### Control Number

456003200

### Job Announcement Number

17-1846607-ST

## Job Description

### Job Summary

Amendment to current announcement to increase the number of vacancies to two (2).

**Come be a part of one of the largest digital information facilities in the world!**

Make Your Mark on the reinvention of a major government enterprise. The U.S. Government Publishing Office (GPO) is Keeping America Informed by providing excellent publishing and information dissemination services for official and authentic government publications to Congress, Federal agencies, Judiciary and Federal Depository Libraries and the American public. Established by Congress in 1861, GPO was founded on values of integrity, teamwork, commitment, and dependability. Be a part of history as we continue this tradition through new technologies and strategic initiatives.

***This position is located in the Office of the Chief Technical Officer (CTO), Office of Programs Technology and Strategy, Washington, DC***

**Selectee will work shift 1 and have a tour of duty of 8 am to 4:30 pm**

*This position is a Program Planner located within the Office of the Chief Technical Officer (CTO), Office of Programs Technology and Strategy. The incumbent of this position is a team member who manages state-of-the-art worldwide programs from design and development through production and who applies robust technology to fulfill GPO's business requirements and needs as manifested in program documentation (i.e., FDsys or GBIS requirements documentation). These programs are in support of the GPO's mission and initiatives and the programs and projects developed in this office result in information products and applications for GPO and key strategic customers.*

*Projects and assignments may, at times, require unusual emphasis and/or the adjustment of priorities by the CTO or management acting on the CTO's behalf. As a result, the incumbent may be assigned work, as needed. Therefore, this position is written in a generic fashion and encompasses both internally and externally generated assignments.*

### Duties

- Serves as a Program Planner on broad and complex assignments. Carries out projects by conducting analysis necessary to conceptualize, evaluate, plan, design and implement GPO technology programs and projects.
  - Maintains a thorough understanding of and current awareness of all programs and projects within the incumbent's specific areas of responsibility.
  - Conducts feasibility and analytical studies, collaborating with private sector and federal executives and other representatives.
  - Assesses cost and human resources implications, identifying technological requirements, coordinating implementation/execution and evaluating effectiveness.

- Plans and schedules program deliverables, goals, milestones, and develops and facilitates maintenance of designated program documentation.
- Provides management with options and recommendations for effective operations; advises as to regulatory and legal requirements affecting the operations; identifies strategies for risk mitigation and contingency planning. Identifies and solves project issues.

## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/31/59 must be registered for Selective Service

## Qualifications

### To qualify for this position, you must meet the following requirements:

To minimally qualify for the PG-301-12 level, please select the statement that best describes your highest level of education and/or experience. I have one year of specialized experience at the PG-11 (or equivalent) level to qualify for the PG-12 level. Examples of qualifying specialized experience include: applying a wide range of analytical methods and techniques given the nature of projects assigned; developing project documents and/or strategic operational plans; advising and making recommendations to management officials. (Note-Experience must be substantiated in your resume).

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. *One year of specialized experience at the PG-11 level or equivalent grade of federal service is required to qualify for the PG-12 level.*

**All qualification requirements must be met by the closing date Monday, November 28, 2016 of this announcement to be considered.**

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and assessment questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked if you wish apply under "Status Candidates (Merit Promotion)". The following areas can be considered under Merit Promotion eligibles (also known as "status candidates"):

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Monday, November 28, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascovers.pdf> using the following 1846607. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Monday, November 28, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Knowledge and understanding of planning and executing project initiatives.
- Skill in project and process improvement activities including developing documentation and evaluation of effectiveness.
- Knowledge of and ability to plan and perform analytical studies and use effective information gathering techniques.
- Skill in communicating effectively in order to report and discuss project activities with a variety of audiences.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees: SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal.** If performance appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Monday, November 28, 2016 to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Publishing Office

### Contact

Sheila D. Thompson  
Phone: (202)512-1308x20611  
Email: SDTHOMPSON@GPO.GOV

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

U.S. Government Printing Office

**POSITION DESCRIPTION**

1. Agency / Position ID 019681			
2. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced.) See remarks below		3. Sensitivity <input type="checkbox"/> Special <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive	
5. Employing Office Location WASHINGTON, DC		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
6. Duty Station Washington, DC		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Competitive Level Code PG-0301-13-W		11. Functional Class Code	
12. Official Title of Position			
Program Planner		Pay Plan PG	Occupational Code 0301
		Grade 13	Initials FSC
		Date 7 / 26 / 2005	

13. Organizational Title of Position (if different from official title)

14. Organizational Location of Position Office of the Chief of Staff		c. Third Subdivision	
a. First Subdivision Office of Programs, Strategy & Technology		d. Fourth Subdivision	
b. Second Subdivision		a. Fifth Subdivision	

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor Scott Stoval, Chief Strategy and Execution Officer		b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Ric Davis, Chief Technology Officer	
Signature <i>Scott Stoval</i>	Date 7/11/11	Signature <i>Ric Davis</i>	Date 7/11/11

c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

17. Standards Used In Classifying/Grading Position Miscellaneous Administration and Program Series GS-0301, TS-34, January 1979 and the Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.		18. FES Applied <u>Yes</u>	
19. Full Performance Level <u>PG-13</u>			

20. Remarks

This is to make pen and ink changes to add the full performance level, associated PDs and organizational location. This is the full performance level of position PG-0301-12, PD# 019680. This PD is also associated with PD# 020792, 019678 and 019679.

21. Description of Major Duties and Responsibilities (See attached)  
POSITION - 01533

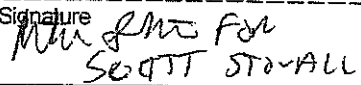

U.S. Government Printing Office

**POSITION DESCRIPTION**

1. Agency Position No. 019680			
2. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced.) See remarks below		3. Sensitivity <input type="checkbox"/> Special <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive	
5. Employing Office Location WASHINGTON, DC		6. Duty Station Washington, DC	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
12. Official Title of Position Program Planner		10. Competitive Level Code PG-0301-12-DD	8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		11. Functional Class Code	
		Pay Plan	Occupational Code
		Grade	Initials
		Date	
		PG	0301
		12	FSC
			/ /
13. Organizational Title of Position (if different from official title)			


14. Organizational Location of Position Office of the Chief of Staff		c. Third Subdivision	
a. First Subdivision Office of Programs, Strategy & Technology		d. Fourth Subdivision	
b. Second Subdivision		a. Fifth Subdivision	

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor Scott Stoval, Chief Strategy and Execution Officer		b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Ric Davis, Chief Technology Officer	
Signature 	Date 7/11/11	Signature 	Date 7/11/11

c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typical Name and Title of Official Taking Action Maria Pacheco, Manager, Human Capital Consulting		Signature 	Date 7/11/11
17. Standards Used In Classifying/Grading Position Miscellaneous Administration and Program Series GS-0301, TS-34, January 1979 and the Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.		18. FES Applied <u>Yes</u>	
20. Remarks This is to make pen and ink changes to add the full performance level, associated PDs and organizational location. Statement of Difference: This position is similar to the Program Planner, PG-0301-13, PD #019681. The nature and scope of duties and responsibilities are significantly less, with the incumbent working under closer supervision. The full performance level of this position is PG-0301-13, PD# 019681. This PD is also associated with PD# 020792, 019678 and 019679.		19. Full Performance Level <u>PG-13</u>	

21. Description of Major Duties and Responsibilities (See attached).  
POSITION - 01553

Office of the Chief Technology Officer  
Program Management  
Program Planner  
PG-0301-13

## INTRODUCTION

This position is a Program Planner located within the Office of the Chief Technology Officer (CTO), Office of Programs Technology and Strategy. The incumbent of this position is a team member who manages state-of-the-art worldwide programs and who applies robust technology to fulfill GPO's business requirements and needs as manifested in the Future Digital System (FDsys) requirements document. These programs are in support of the CTO's mission and initiatives and the programs and projects developed in this office result in information products and applications for the GPO.

This position is that of a Program Planner and the projects and assignments may, at times, require unusual emphasis and/or the adjustment of priorities by the Director. As a result, the incumbents may be assigned work as needed area and the position is, therefore, written in a generic fashion and encompasses both internally and externally generated assignments.

## DUTIES

- Serves as a Program Planner or Analyst on a wide range of issues. Carries out projects by conducting analysis necessary to conceptualize, evaluate, plan, design, and implement GPO technology programs and projects.
- Maintains an understanding and current awareness of GPO's FDsys and one or more of the related business solution sets that comprise the system. These business solution sets consist of Content Origination and Deposit (e.g., Style Tools and Deposited Content), Content Harvesting, Content Conversion, Content Categorization (e.g., Cataloging and Reference Tools), Content Identification (e.g., Content Authentication, Unique ID, Version Control), Content Search, Data Mining, User Support, Content Preservation, Content Delivery, Content Authentication.
- Conducts feasibility and analytical studies, collaborating with private sector and federal executives and other representatives.
- Participates with the Lead Program Planner and the Director in the development of strategic and operational plans with key operating officials within the GPO as a whole; analyzes proposed changes in operations.
- Incumbent advises the Director on all aspects of program enhancements and initiatives within his/her assignment.
- Provides Leader with options and recommendations for effective operations; advises as to regulatory and legal requirements affecting the operations; leads or participates in meetings to promote acceptance of programs and management initiatives.



--Performs the following duties in the complex and rapidly changing field of new technology with the strategic guidance of the supervisor and higher-level management.

- Acts as a spokesperson and advocate to foster a Government-wide awareness of identified technology products that may include both information and dissemination services that GPO can offer. This includes speaking before groups regarding GPO services, publishing agency personnel, and various groups comprised of users of GPO products and services.
- Facilitates the availability of technology and information products for GPO activities fostered by the CTO.
- Maintains a thorough and current awareness of GPO production, procurement, and dissemination capabilities.
- Provides clients with follow-up information on the results of the GPO efforts on their behalf and makes recommendations on how to refine these efforts in a mutually beneficial way for the future.

Performs other duties as assigned.

## 1. KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge and understanding of the key elements and the kinds of business activity involved in operating a new technology program. This includes an understanding of important mission elements such as concept selection, information systems, and information dissemination techniques.
- Knowledge and understanding of one or more of the related business solution sets that comprise GPO's FDsys. . These business solution sets consist of Content Origination and Deposit (e.g., Style Tools and Deposited Content), Content Harvesting, Content Conversion, Content Categorization (e.g., Cataloging and Reference Tools), Content Identification (e.g., Content Authentication, Unique ID, Version Control), Content Search, Data Mining, User Support, Content Preservation, Content Delivery, Content Authentication.
- Knowledge of a wide range of analytical methods for program assessment and process improvement to assess execution and performance and advise on corrective actions. -- Knowledge of a broad range of information systems, information dissemination and customer relations concepts, principles, laws, regulations and policies in order to formulate program innovations and ensure adherence to legal and regulatory requirements.
- Knowledge of consumer education, marketing, and customer relations in order to manage, coordinate, and lead programs.
- Knowledge regarding the missions, policies, goals, and objectives of the GPO and the complex relationships internal to as well as among and between organizational components in order to assess considerations of concern to various components and modify programs and projects and to meet those considerations.
- Negotiating skill to effectively deal with management regarding the acceptance and implementation of recommendations.
- Skill in conducting programs and projects requiring both analysis and an understanding of leading edge of new technology in order to design, develop, implement and assess systems, methods, and innovations designed to promote agency operational effectiveness service and profitability where project boundaries are broad and difficult to determine.



advance. This includes programs and projects requiring the use of emerging technologies.

-- Skill in representing agency and department viewpoints to staff, customers, and library or publishing agency partners in meetings at all levels.

--Ability to express ideas, policies, and complex technical, regulatory and legislative issues orally and in writing in a concise, convincing and timely manner.

## 2. SUPERVISORY CONTROLS

The incumbent identifies and pursues program developmental opportunities. The incumbent keeps the supervisor, who is the Supervisory Program Planner, informed of potentially controversial issues, or problems with widespread impact. The incumbent consults with the Leader or Supervisor in determining the scope of these development efforts. The supervisor reviews completed projects to ensure compatibility with program objectives and establishes goals. The incumbent receives day-to-day assignments from the Lead Program Planner, who sets priorities and handles the more complex issues.

## 3. GUIDELINES

Guidelines usually cover program goals and objectives of the GPO and the CTO. Within these broad guidelines, the employee may refine or develop more specific guidelines such as implementing regulations or methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs. Guidelines that exist include Federal laws and regulations and GPO, CTO directive, current practices in business development and technology. Evolving Federal information policy may affect GPO production and information dissemination activity.

## 4. COMPLEXITY

Assignments require analysis of varied and evolving issues, requiring highly technical knowledge of a range of diverse fields and often involve issues of substance related to technology throughout the GPO. Inherent in this is the ability to quickly process new information and decide on the correct course of action. Program proposals may involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

## 5. SCOPE AND EFFECT

The performance of the incumbent is vital to the success of GPO and the work involves technology projects that will improve the GPO's business opportunities. As a Program Planner, the incumbent determines and recommends ways by which GPO can capitalize on them. Proposed program development projects may include: processing of data streams in various input formats simultaneously by multiple GPO offices; serving processed data through specialized dissemination channels suited to individual user communities; control, tracking, and reporting of financial data; promotional activities; and user training and support. The performance of the incumbent directly affects the way in which these activities are viewed by the public, the Congress, and other Federal agencies.

#### 6/7. PERSONAL CONTACTS & PURPOSE OF CONTACTS

Personal contacts for the incumbent include employees/managers throughout GPO, technical officials of other Government agencies, the public and officials of private organizations and associations. The purpose of the contacts is to convince officials of other agencies to use GPO services and communicate the results of GPO development activities, or to provide testimony to Congress on the GPO's program development activities.

#### 8. PHYSICAL DEMANDS

The work is primarily sedentary .The incumbent may be required to travel locally or nationally. On occasion, this travel may be extensive.

#### 9. WORK ENVIRONMENT

The work is performed in a typical office setting.

POSITION DESCRIPTION

Agency Position No.

019679

2. Reason for Submission <input type="checkbox"/> New <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.) See remarks below		3. Sensitivity <input type="checkbox"/> Special <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-0301-11-BE		11. Functional Class Code	
12. Official Title of Position Program Planner		Pay Plan PG	Occupational Code 0301	Grade 11	Initials TCW
13. Organizational Title of Position (if different from official title)					

6 / 23 / 2011

14. Organizational Location of Position Office of the Chief of Staff		c. Third Subdivision			
a. First Subdivision Office of Programs, Strategy & Technology		d. Fourth Subdivision			
b. Second Subdivision		a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed or Printed Name and Title of Immediate Supervisor Scott Stoval, Chief Strategy and Execution Officer			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Ric Davis, Chief Technology Officer		
Signature <i>Scott Stoval</i>		Date 7/11/11	Signature <i>Ric Davis</i>		Date 7/11/11

c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.		
Typed Name and Title of Official Taking Action Maria Pacheco, Manager, Human Capital Consulting	Signature <i>Maria Pacheco</i>	Date 7/11/11
17. Standards Used In Classifying/Grading Position Miscellaneous Administration and Program Series GS-0301, TS-34, January 1979 and the Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.	18. FES Applied <u>Yes</u>	19. Full Performance Level <u>PG-13</u>
20. Remarks		

This is to update the PD and cover sheet from a statement of difference to a full PD, add associated PDs and organizational location. The full performance level of this position is PG-0301-13, PD# 019681. This PD is also associated with PD# 020792, 019678, and 019680.

21. Description of Major Duties and Responsibilities (See attached)  
POSITION - 019680

Office of the Chief Information Officer  
Program Management  
Program Planner  
PG-0301-11

## INTRODUCTION

This position is a Program Planner located within the Office of the Chief Technical Officer (CTO), Office of Programs Technology and Strategy. The incumbent of this position is a team member who manages state-of-the-art worldwide programs from design and development through production and who applies robust technology to fulfill GPO's business requirements and needs as manifested in program documentation (i.e., FDsys or GBIS requirements documentation). These programs are in support of the GPO's mission and initiatives and the programs and projects developed in this office result in information products and applications for GPO and key strategic customers.

Projects and assignments may, at times, require unusual emphasis and/or the adjustment of priorities by the CTO or management acting on the CTO's behalf. As a result, the incumbent may be assigned work, as needed. Therefore, this position is written in a generic fashion and encompasses both internally and externally generated assignments.

## DUTIES

Serves as a Program Planner on broad and complex assignments. Carries out projects by conducting analysis necessary to conceptualize, evaluate, plan, design and implement GPO technology programs and projects.

Maintains a thorough understanding of and current awareness of all programs and projects within the incumbent's specific areas of responsibility.

Conducts feasibility and analytical studies, collaborating with private sector and federal executives and other representatives.

Assesses cost and human resources implications, identifying technological requirements, coordinating implementation/execution and evaluating effectiveness.

Participates with full performance level (FPL) Program Planners, Lead Program Planners, Supervisory Program Planners and the CTO in the development of strategic and operational plans with key operating officials within the GPO as a whole; analyzes proposed changes in operations.

Plans and schedules program deliverables, goals, milestones, and develops and facilitates maintenance of designated program documentation.

Advises the CTC on all aspects of program enhancements and initiatives within the assignment. Assists in leading or participates in meetings to promote acceptance of programs and management initiatives.

Provides management with options and recommendations for effective operations; advises as to regulatory and legal requirements affecting the operations; Identifies strategies for risk mitigation and contingency planning. Identifies and solves project issues.

Performs the following duties in the complex and rapidly changing field of new technology development and program management with the strategic guidance of the leader, supervisor and higher-level management.

- Coordinates and has project responsibility for elements of major programs.
- Advocates and facilitates Government-wide awareness of identified technology products that may include both information and dissemination services that GPO can offer. This includes speaking or contributing to speeches before groups regarding GPO services, publishing agency personnel and various groups comprised of users of GPO products and services.
- Facilitates the availability of technology and information products for GPO activities fostered by the CIO.
- Maintains a thorough and current awareness of GPO production, procurement, and dissemination capabilities
- Provides clients with follow-up information on the results of the GPO efforts on their behalf and makes recommendations on how to refine these efforts in a mutually beneficial way for the future.

Performs other duties as assigned.

## **1. KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge and understanding of the key elements and the kinds of business activity involved in operating a new technology program. This includes an understanding of issues such as important mission elements such as product acquisition, information technology, and information dissemination techniques.

Knowledge of analytical methods for program assessment and process improvement to assess execution and performance and advise on corrective actions.

Knowledge of information technology, information dissemination and customer relations concepts, principles, laws, regulations and policies in order to formulate program innovations and ensure adherence to legal and regulatory requirements.

-- Knowledge of consumer education, marketing, and customer relations in order to manage, coordinate, and lead programs.

- Knowledge regarding the missions, policies, goals, and objectives of the GPO and the complex relationships internal to as well as among and between organizational components in order to assess considerations of concern to various components and modify programs and projects and to meet those considerations.
- Negotiating skill to effectively deal with management regarding the acceptance and implementation of recommendations.
- Skill in representing agency and department viewpoints to staff, customers, and library or publishing agency partners in meetings at all levels.
- Ability to express ideas, policies, and complex technical, regulatory and legislative issues orally and in writing in a concise, convincing and timely manner.

## **2. SUPERVISORY CONTROLS**

The incumbent identifies and pursues program developmental opportunities. The incumbent keeps the supervisor, who is the CTO or delegated management official, informed of potentially controversial issues, or problems with widespread impact. The incumbent consults with the Leader or Supervisor in determining the scope of these development efforts. The supervisor reviews completed projects to ensure compatibility with program objectives and establishes goals. The incumbent receives day-to-day assignments from the Lead Program Planner, who sets priorities and handles the more complex issues.

## **3. GUIDELINES**

Guidelines usually cover program goals and objectives of the GPO and the OCTO. Within these broad guidelines, the employee may refine or develop more specific guidelines such as implementing regulations or methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs. Guidelines that exist include Federal laws and regulations and GPO, OCTO directive, current practices in business development and technology. Evolving Federal information policy may affect GPO production and information dissemination activity.

## **4. COMPLEXITY**

Assignments require analysis of varied and evolving issues, requiring highly technical knowledge of a range of diverse fields and often involve issues of substance related to technology throughout the GPO. Inherent in this is the ability to quickly process new information and decide on the correct course of action. Program proposals may involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

## **5. SCOPE AND EFFECT**

The performance of the incumbent is vital to the success of GPO and the work involves technology projects that will improve the GPO's business opportunities. As a Program

Planner, the incumbent determines and recommends ways by which GPO can capitalize on them. Proposed program development projects may include: processing of data streams in various input formats simultaneously by multiple GPO offices; serving processed data through specialized dissemination channels suited to individual user communities; control, tracking, and reporting of financial data; promotional activities; and user training and support. The performance of the incumbent directly affects the way in which these activities are viewed by the public, the Congress, and other Federal agencies.

#### **6/7. PERSONAL CONTACTS & PURPOSE OF CONTACTS**

Personal contacts for the incumbent include employees/managers throughout GPO, technical officials of other Government agencies, the public and officials of private organizations and associations. The purpose of the contacts is to convince officials of other agencies to use GPO services and communicate the results of GPO development activities, or to provide testimony to Congress on the GPO's program development activities.

#### **8. PHYSICAL DEMANDS**

The work is primarily sedentary. The incumbent may be required to travel locally or nationally. On occasion, this travel may be extensive.

#### **9. WORK ENVIRONMENT**


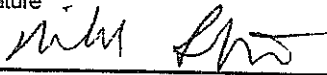
The work is performed in a typical office setting.


U.S. Government Printing Office

**POSITION DESCRIPTION**

1. Agency/ Position ID:  019678						
2. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced.) See remarks below	3. Sensitivity <input type="checkbox"/> Special <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive					
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-0301-09-EE				
11. Functional Class Code		12. Official Title of Position  Program Planner				
		Pay Plan	Occupational Code	Grade	Initials	Date
		PG	0301	09	FSC	/ /
13. Organizational Title of Position (if different from official title)						

14. Organizational Location of Position Office of the Chief of Staff	c. Third Subdivision
a. First Subdivision Office of Programs, Strategy & Technology	d. Fourth Subdivision
b. Second Subdivision	a. Fifth Subdivision

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.	
a. Typed or Printed Name and Title of Immediate Supervisor  Scott Stoval, Chief Strategy and Execution Officer	b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)  Ric Davis, Chief Technology Officer
Signature:  Date: 7/11/11	Signature:  Date: 7/11/11
c. Concurrence:	

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.		
Typed Name and Title of Official Taking Action  Maria Pacheco, Manager, Human Capital Consulting	Signature 	Date 7/11/11
17. Standards Used In Classifying/Grading Position  Miscellaneous Administration and Program Series GS-0301, TS-34, January 1979 and the Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.	18. FES Applied <u>Yes</u>	
19. Full Performance Level <u>PG-13</u>		
20. Remarks		

This is to make pen and ink changes to add the full performance level, associated PDs and organizational location.  
 Statement of Difference: This position is similar to the Program Planner, PG-0301-11, PD #019679. The nature and scope of duties and responsibilities are significantly less, with the incumbent working under closer supervision. The full performance level of this position is PG-0301-13, PD# 019681. This PD is also associated with PD# 020792, 019680 and 019681.

21. Description of Major Duties and Responsibilities (See attached)  
 POSTPLM - 01533



U.S. Government Printing Office

POSITION DESCRIPTION

Agency Position No.

020792

2. Reason for Submission

New  Redescription  Reestablishment  Other

Explanation (Show any positions replaced.) See remarks below

3. Sensitivity

Special  Critical  
 Noncritical  Nonsensitive

4. Service

Departmental  
 Field

5. Employing Office Location

WASHINGTON, DC

6. Duty Station

Washington, DC

7. Fair Labor Standards Act

Exempt  Nonexempt

8. Subject to IA Action

Yes  No

9. Position is

Managerial  Supervisory  Leader  Non supervisory

10. Competitive Level Code

PG-0301-07-CC

11. Functional Class Code

12. Official Title of Position

Program Planner

Pay Plan

PG

Occupational Code

0301

Grade

07

Initials

TCW

Date

6 / 23 / 2011

13. Organizational Title of Position (if different from official title)

14. Organizational Location of Position

Office of the Chief of Staff

c. Third Subdivision

a. First Subdivision

Office of Programs, Strategy & Technology

d. Fourth Subdivision

b. Second Subdivision

a. Fifth Subdivision

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This

certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor

Scott Stoval, Chief Strategy and Execution Officer

b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)

Ric Davis, Chief Technology Officer

Signature

*Scott Stoval* Date 7/11/11

Signature

*Ric Davis* Date 7/11/11

c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action

Maria Pacheco, Manager, Human Capital Consulting

Signature

*Maria Pacheco* Date 7/11/11

17. Standards Used In Classifying/Grading Position

Misc. Admin. and Program Series GS-0301, TS-34, Jan 1979; the Admin. Anal. Grade Eval. Guide, TS-98, Aug 1990 and Intro to the Pos. Classification Standards TS-134 July 1995, TS-107 August 1991 Revised: August 2009. Primary Standard.

18. FES Applied Yes

19. Full Performance Level PG-13

20. Remarks

The full performance level of this position is PG-0301-13, PD# 019681. This PD is also associated with PD# 019678, 01679, and 019680.

21. Description of Major Duties and Responsibilities (See attached)

POSITION - 01553

Office of the Chief Information Officer  
Program Management  
Program Planner  
PG-0301-7

## INTRODUCTION

This position is a Program Planner located within the Office of the Chief Technical Officer (CTO), Office of Programs Technology and Strategy. The incumbent of this position is a team member who assists other, more senior Program Planners in managing state-of-the-art worldwide programs from design and development through production and who applies robust technology to fulfill GPO's business requirements and needs as manifested in program documentation (i.e., FDsys or GBIS requirements documentation). These programs are in support of the GPO's mission and initiatives and the programs and projects developed in this office result in information products and applications for GPO and key strategic customers.

Projects and assignments may, at times, require unusual emphasis and/or the adjustment of priorities by the CTO or management acting on the CTO's behalf. As a result, the incumbent may be assigned work, as needed. Therefore, this position is written in a generic fashion and encompasses both internally and externally generated assignments.

## DUTIES

Serves as a Program Planner on narrowly defined and simple assignments. Carries out projects by conducting analysis necessary to conceptualize, evaluate, plan, design and implement GPO technology programs and projects.

Maintains an understanding of and current awareness of all programs and projects within the incumbent's specific areas of responsibility.

Aids in conducting feasibility and analytical studies, collaborating with private sector and federal executives and other representatives.

Aids in assess sing cost and human resources implications, identifying technological requirements, coordinating implementation/execution and evaluating effectiveness.

Participate with more senior Program Planners, Lead Program Planners, Supervisory Program Planners and the CTO in the development of strategic and operational plans with key operating officials within the GPO as a whole; analyzes proposed changes in operations.

Aids in the planning and scheduling of program deliverables, goals, milestones, and develops and facilitates maintenance of designated program documentation.

Advises the more senior Program Planners on all aspects of program enhancements and initiatives within the assignment. Assists in leading or participates in meetings to promote acceptance of programs and management initiatives.

Performs the following duties in the complex and rapidly changing field of new technology development and program management with the strategic guidance of the leader, supervisor and higher-level management.

- Aids in the coordination of major elements of major programs.
- Has project responsibility for minor elements of simple programs or projects.
- Aids in the advocacy and facilitation of Government-wide awareness of identified technology products that may include both information and dissemination services that GPO can offer. This includes contributing to speeches before groups regarding GPO services, publishing agency personnel and various groups comprised of users of GPO products and services.
- Maintains a reasonable and current awareness of GPO production, procurement, and dissemination capabilities
- Provides clients with follow-up information on the results of the GPO efforts on their behalf and makes recommendations on how to refine these efforts in a mutually beneficial way for the future.

Performs other duties as assigned.

## **1. KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge and understanding of the key elements and the kinds of business activity involved in operating a new technology program. This includes an understanding of issues such as important mission elements such as product acquisition, information technology, and information dissemination techniques.

Knowledge of analytical methods for program assessment and process improvement to assess execution and performance and advise on corrective actions.

Knowledge of information technology, information dissemination and customer relations concepts, principles, laws, regulations and policies in order to formulate program innovations and ensure adherence to legal and regulatory requirements.

-- Knowledge of consumer education, marketing, and customer relations in order to manage, coordinate, and lead programs.

-- Knowledge regarding the missions, policies, goals, and objectives of the GPO and the complex relationships internal to as well as among and between organizational components in order to assess considerations of concern to various components and modify programs and projects and to meet those considerations.

-- Negotiating skill to effectively deal with management regarding the acceptance and implementation of recommendations.

- Skill in representing agency and department viewpoints to staff, customers, and library or publishing agency partners in meetings at all levels.
- Ability to express ideas, policies, and complex technical, regulatory and legislative issues orally and in writing in a concise, convincing and timely manner.

## **2. SUPERVISORY CONTROLS**

The incumbent identifies and pursues program developmental opportunities as they relate to minor elements of simple programs. The incumbent keeps the supervisor, who is the CTO or delegated management official, informed of potentially controversial issues, or problems with widespread impact. The incumbent consults with more senior Program Planner, Leader or Supervisor in determining the scope of these development efforts. The supervisor or Leader reviews completed projects to ensure compatibility with program objectives and establishes goals. The incumbent receives day-to-day assignments from the Lead Program Planner, who sets priorities and handles the more complex issues.

## **3. GUIDELINES**

Guidelines usually cover program goals and objectives of the GPO and the OCTO. Within these broad guidelines, the employee may refine or develop more specific guidelines such as implementing regulations or methods for the measurement and improvement of effectiveness and productivity in the administration of operating programs. Guidelines that exist include Federal laws and regulations and GPO, OCTO directive, current practices in business development and technology. Evolving Federal information policy may affect GPO production and information dissemination activity.

## **4. COMPLEXITY**

Assignments require analysis of varied and evolving issues, requiring some technical knowledge of a range of fields specific to the work assignment. These issues may involve issues of substance related to technology throughout the GPO. Inherent in this is the ability to seek guidance as needed in order to quickly process new information and make recommendations on the correct course of action. Program proposals may involve minimal agency resources, require minor changes in established procedures, or may be in conflict with the desires of the activity studied.

## **5. SCOPE AND EFFECT**

The performance of the incumbent is vital to the success of GPO and the work involves technology projects that will improve the GPO's business opportunities. As a Program Planner, the incumbent aids in determining and recommending ways by which GPO can capitalize on them. Proposed program development projects may include: processing of data streams in various input formats simultaneously by multiple GPO offices; serving processed data through specialized dissemination channels suited to individual user communities; control, tracking, and reporting of financial data; promotional activities; and user training and support. The performance of the incumbent directly affects the way

in which these activities are viewed by the public, the Congress, and other Federal agencies.

#### **6/7. PERSONAL CONTACTS & PURPOSE OF CONTACTS**

Personal contacts for the incumbent include employees/managers throughout GPO. In some cases the incumbent will meet with technical officials of other Government agencies, the public and officials of private organizations and associations but will not be in a leadership role.

#### **8. PHYSICAL DEMANDS**

The work is primarily sedentary. The incumbent may be required to travel locally or nationally. On occasion, this travel may be extensive.

#### **9. WORK ENVIRONMENT**

The work is performed in a typical office setting.

# Proofreader/Keyboarder (Journey person Printer)

## GOVERNMENT PUBLISHING OFFICE

Few vacancies in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Tuesday 12/13/2016  
(191 day(s) ago)

🕒 Closed Wednesday 12/28/2016  
(176 day(s) ago)

### Salary Range

\$36.98 to \$36.98 / Per Hour

### Series & Grade

KI-4403-00/00

### Promotion Potential

00

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

458052700

### Job Announcement Number

17-1853178-AS

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

This position is located in the Proof and Copy Markup Section/Keyboard, Pre-press Division, Plant Operations, Washington, DC.

The incumbents will be assigned to Tour of Duty Shift-1 7:30 a.m. to 4:00 p.m. for up to three (3) months for orientation. Following the orientation period, incumbents may be assigned to Shift-2 or Shift-3.

The selectee is primarily responsible for proofreading, and marking all typographical, spelling, style errors, and operating video keyboard terminals to produce databases for use in Congressional and departmental work.

### Duties

- Proofread both straight and tabular matter to detect and mark all typographical, spelling, and style errors using standard proofreader marks and the Government Publishing Office (GPO) Style Manual.
- Keyboard coded manuscript copy with a high degree of accuracy.
- Edit and prepare keyboarded materials for typesetting.
- Manipulate electronic files and extensions in the database to make corrections, author's alteration, and updates.
- Revise galley corrections and page proofs, manually and/or electronically prepare copy for typesetting in accordance with GPO style and procedures.
- Meet GPO Standards for quality and quantity.
- Utilize Standard Generalized Markup Language (SGML), Extensible Markup Language (XML), and associated programs to proofread government publications.
- Interpret SGML, coding and troubleshooting locator files, identify, troubleshoot and fix errors.
- Perform other related duties.

### Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service.
- Due to the nature of the work, selectees must pass a physical exam.
- 

### Qualifications

Applicants must meet the following screen out element. Job element #1 below, to be considered eligible for this position: ***Ability to do the work of a Proofreader/Keyboarder with normal supervision (SCREEN OUT)***. Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Proofreader/Keyboarder at the journeyperson level.

**To meet this screen out**, applicants must have completed a formal, recognized printing apprenticeship; or possess substantially equivalent practical experience in the composing trade (at least four years in proofreading book or magazine proofs or comparable copies for publication or general distribution would be considered substantially equivalent practical experience. Experience such as copy holder is not considered as practical experience.

**In addition**, applicants must have at least one year subsequent journeyperson-level experience. Qualifying experience include proofreading book or magazine proofs for publication or general distribution or two years of journeyperson level experience in reading proof on a daily newspaper and must demonstrate skill in manipulating electronic files in order to make corrections, key manuscript with a high degree of speed and accuracy, working in a fast-paced environment, typesetting material, and applying and interpreting proofreader marks. This requires knowledge of printing composition technology, processes, and terminology, skill in using and interpreting standard proofreader marks, and skill in using personal computers and software related to the proofreader trade.

**Note #2:** Applicants are urged to provide in the application package: their total experience relating to reading proofs, giving specific examples of the kinds of material read and describing in sufficient detail their responsibilities in proof reading work (include length and percentage of time), and training (include length of time), which apply to each of the job elements listed below.

**Note #3:** The work of these positions will be performed in a fast-paced, deadline-driven environment. A qualified typist is required. Selectees must be able to type 40 wpm with no more than 3 errors per minute. Applicants must self-certify by providing a Statement of Typing Proficiency dated within the past three years. Applicants who have held a Federal position with "Typing or Office Automation (OA)" in the title within the last three years do not have to self-certify.

**Note#4:** Selectees will be required to pass a physical, eye examination, and drug test prior to appointment. The GPO will not pay for travel/relocation expenses incurred by individuals selected for appointment.

**To qualify for this position, you must meet the following requirements:**

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible.

**All qualification requirements must be met by the closing date Wednesday, December 28, 2016 of this announcement to be considered.**

**Proof of "Typing Proficiency" must accompany application materials.**

### Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Wednesday, December 28, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascovers.pdf> using the following 1853178. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).



3. Attach your resume and all required documents (e.g., SF-50, most recent **Annual Performance Appraisal**, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Wednesday, December 28, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Ability to perform the work of a Proofreader/Keyboarder with normal supervision. **(SCREEN OUT)**.
- Skill in using and applying printing composition technology, processes and terminology.
- Skill in using and interpreting standard proofreader marks, and accepted trade practices.
- Ability to recognize and investigate erroneous printed information with research tools commonly used by a Proofreader/Keyboarder.
- Skill in operating a personal computer keyboard for use in electronic photocomposition.
- Knowledge of and demonstrated ability to execute various typesetting programs applicable to the printing trade. (Such as Xywrite, Textpad Platform, etc.).

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal. If performance appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

All materials must be received by the closing date of this announcement Wednesday, December 28, 2016 to be considered.



**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Publishing Office

### Contact

Angela Simmons  
Phone: (202)512-1308x20101  
Email: ASIMMONS@GPO.GOV

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

# U.S. Government Printing Office

## POSITION DESCRIPTION

1. Agency Position No.

020967

2. Reason for Submission

New    Redescription    Reestablishment    Other

Explanation (Show any positions replaced.)

3. Sensitivity

Special    Critical  
 Noncritical    Nonsensitive

4. Service

Departmental  
 Field

5. Employing Office Location

WASHINGTON, DC

6. Duty Station

Washington, DC

7. Fair Labor Standards Act

Exempt    Nonexempt

8. Subject to IA Action

Yes    No

9. Position is

Managerial    Supervisory    Leader    Non supervisory

10. Competitive Level Code

KI-4403-00-F

11. Functional Class Code

12. Official Title of Position

Proofreader/Keyboarder

Pay Plan

KI

Occupational Code

4403

Grade

00

Initials

ALC

Date

8 / 20 / 2012

13. Organizational Title of Position (if different from official title)

Printer Journeyperson

14. Organizational Location of Position

Plant Operations

c. Third Subdivision

Various Section

a. First Subdivision

Office of the Production Department

d. Fourth Subdivision

b. Second Subdivision

Pre-Press Division

a. Fifth Subdivision

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This

certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor

Francine R. Rosa, Assistant Manager, Pre-Press Division

b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)

David K. Camp, Manager, Pre-Press Div

Signature

Date

8/23/12

Signature

Date

8/23/12

c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action

Lakeshia D. Rose, Human Capital Manager, Talent Acquisition

Signature

Date

8/27/12

17. Standards Used In Classifying/Grading Position

Handbook of occupational Group and Families 4400 Printing Families.

18. FES Applied NO

19. Full Performance Level 100%

20. Remarks

21. Description of Major Duties and Responsibilities (See attached)

POSNUM 01520

**PLANT OPERATIONS  
PREPRESS DIVISION  
PROOF AND COPY MARKUP/VIDEO KEYBOARD/TEXT PROCESSING/ELECTRONIC JOB  
SECTIONS**

**PROOFREADER/KEYBOARDER JOURNEYPerson**

**KI-4403-00**

**INTRODUCTION:**

This position is located in the Proof and Copy Markup/Video Keyboard/Text Processing/Electronic Job Sections, Pre-Press Division of Plant Operations. The incumbent is primarily responsible for proofreading, marking up and revising all typographical, spelling, style errors, and operating video keyboard terminals to produce data bases for use in Congressional and departmental work.

**DUTIES:**

- Proofreads both straight and tabular matter to detect and mark all typographical, spelling, and style errors using standard proofreader marks and the Government Printing Office (GPO) Style Manual.
- Keyboards coded manuscript copy with a high degree of accuracy.
- Manipulates files and extensions in the database to make corrections, author's alterations, and updates.
- Edits and prepares keyboarded material for typesetting.
- Revises galley corrections and page proofs, manually and/or electronically prepares copy for typesetting in accordance with GPO style and procedures.
- Meets GPO standards for quality.
- Utilizes SGML, XML, and associated programs to proofread and typeset government publications.
- Skill in interpreting Standard Generalized Markup Language (SGML), coding and troubleshooting typeset files, identify, troubleshoot and fix errors.
- Performs other duties as assigned.

**SKILL AND KNOWLEDGE:**

- Ability to perform the work of a Proofreader/Keyboard Journeyperson with normal supervision.
- Skill in using printing composition technology, processes and terminology.
- Skill in using and interpreting standard proofreader marks, GPO Style Manual and accepted trade practices.
- Ability to recognize and investigate erroneous printed information with research tools commonly used by proofreaders.
- Knowledge of printing typefaces and layout.
- Knowledge of and ability to execute software applications applicable to the

Printing trade, such as MicroComp, Xywrite, TextPad, etc.

- Ability to operate a personal computer at a rate of forty (40) words per minute.
- Knowledge of formats and codes used for keyboarding manuscript.
- Knowledge of the various editing programs used to prepare keyboarded material for typesetting.
- Ability to manipulate files and extensions in the database to make corrections, author's alterations and updates.

### **RESPONSIBILITY**

The incumbent works under the direct supervision of the section supervisor who sets priorities and deadlines. The supervisor provides specific instructions on difficult problems, and may spot-check for compliance with instructions and procedures. Routine assignments are handled independently. The incumbent is required to use the guidelines of the GPO Style Manual and accepted trade practices. The incumbent consults the supervisor on new or controversial issues.

### **PHYSICAL EFFORT**

The work is generally sedentary and involves a combination of sitting and standing.

### **WORKING CONDITIONS**

Primarily the duties are performed in an office setting. However, the incumbent may be required to visit other sections whose work is performed in a production environment where there is exposure to noise, ink mist, odors/fumes, spray powder, and paper dust from machinery. Ear protection, eye protection and safety shoes are provided as necessary.

# Bookbinder (Secure Credentials)

## GOVERNMENT PUBLISHING OFFICE

2 vacancies in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Monday 5/18/2015  
(766 day(s) ago)

🔴 Closed Friday 5/22/2015  
(762 day(s) ago)

### Salary Range

\$39.02 to \$39.02 / Per Hour

### Series & Grade

KB-4402-00/00

### Promotion Potential

00

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

402263500

### Job Announcement Number

15-1393655-SS

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Make Your Mark on the reinvention of a major government enterprise.** The U.S. Government Printing Office (GPO) is *Keeping America Informed* by providing excellent publishing and information dissemination services for official and authentic government publications to Congress, Federal agencies, Judiciary and Federal Depository Libraries and the American public. Established by Congress in 1861, GPO was founded on values of integrity, teamwork, commitment, and dependability. Be a part of history as we continue this tradition through new technologies and strategic initiatives.

**This position is located in the Office of the Operations Manager, Secure Productions, Secure Credential Production, Manufacturing Division**

**The selectee will work shift 3 and have a tour of duty of 10:30 pm to 7:00 am**

### Duties

- Inspects passports and secure credentials throughout the production process to determine acceptability and ensure that the quality is in compliance with established quality standards.
- Observes that all safety devices are in place and that procedures applicable to the equipment operation are followed.
- Monitors machine control panels and machine operation to identify processing problems and detect irregularities, makes adjustments, as needed, during operation to accomplish a continuous run.
- Installs and replaces, when required, stripping and cover materials, laminate, foil, adhesives, and other supplies.
- Maintains organization's ISO 9001 Quality Management System, as it relates to job functions and job duties.

### Travel Required

- Not Required

### Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.

- Selectees must pass a background check prior to appointment.
- Due to the nature of the work, selectees must pass a physical exam
- Males born after 12/31/1959 must register for selective service
- Relocation expenses are not authorized.
- Selectees must obtain and maintain a secret clearance

## Qualifications

### To qualify for this position, you must meet the following requirements:

Applicants must meet the following screen out job element #1 below to be considered eligible for this position:

**Ability to do the work of a Bookbinder with normal supervision.** Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of a Bookbinder at the journeyman level. These duties require skill in independently setting up, adjusting, monitoring, operating and providing minor maintenance on microprocessor controlled cutting machines, and adjusting the bindery equipment described above; maintaining quality levels and standards; and interpreting specifications related to the work.

All qualification requirements must be met by the closing date of this announcement.

Duties require the selectee to handle items or materials weighing up to 60 pounds. The work involves standing for prolonged periods of time while operating or monitoring equipment and some stooping, bending, and reaching to install material, make adjustments, etc. The work is performed in a well lighted, heated, and ventilated area. However, Bookbinders are occasionally exposed to low and high frequency noise and vibrations from machinery during peak production periods; and the possibility of minor cuts from materials or more serious injuries such as broken bones and severe bruises or lacerations from high speed machines.

## Security Clearance

Secret

## Additional Information

### What To Expect Next

After a review of your resume, required documents and assessment questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

To be eligible for Federal employment, male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

- 1.
2. Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume or OF-612 Optional Application for Federal Employment, and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, May 22, 2015.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1393655. Fax your documents to 1-478-757-3144.

NOTE: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

If you cannot apply online:

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required supporting documents (e.g., SF-50, performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. Do not use a different cover page.

**If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before the closing date.** Friday, May 22, 2015

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or job elements required for the position:

- Ability to perform the work of a Bookbinder with normal supervision (screen out).
- Knowledge of the procedures, requirements, materials, and techniques used to set up, operate, adjust and maintain bindery and secure credential equipment on the automated production line.
- Ability to inspect to assure that Passport and Secure credential quality requirements and technical accuracy are maintained.
- Ability to work under pressure and meet deadlines.
- Ability to interpret instructions and specifications related to passport and secure credential production.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or job elements, however your resume should **CLEARLY** show possession of these job elements.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: *Best Qualified*, *Well Qualified*, or *Qualified*. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

- **Current career or career-conditional employees:** <http://www.usajobs.gov/EI/transfers.asp#icc>
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>

**Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>



- Veterans' Recruitment Appointment (VRA): <http://www.fedshirevets.gov/job/shav/index.aspx>
- Certain Military Spouses: <http://www.fedshirevets.gov/job/shams/index.aspx>
- Reinstatement: <http://www.usajobs.gov/EI/reinstatementeligibility.asp#icc>
- Family Member Preference (Derived Preference): <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

**For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal.

- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>

All materials must be received by the closing date of this announcement to be considered.

- 
- **Content of Resume:** Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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, and dates of employment (including month and year). 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).
- 



**U.S. GOVERNMENT PUBLISHING OFFICE**  
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# Legislative Branch

## Government Publishing Office

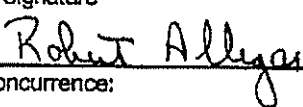
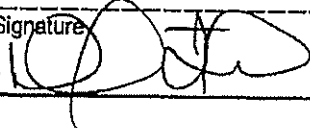
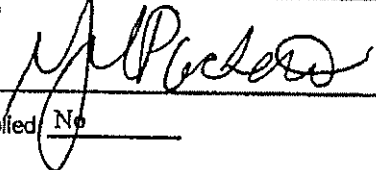
### Contact

Rosemarie L. Crawford  
Phone: (202)512-1453  
Email: RCRAWFORD@GPO.GOV

### Address

Government Publishing Office  
732 North Capitol Street NW  
HCO Room A-638  
Washington  
DC

USE AS ORIGINAL  
U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No.  020829	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.) create multiple positions		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC		6. Duty Station Washington, DC		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Leader <input type="checkbox"/> Non supervisory		10. Competitive Level Code KB-4402-00- <u>1</u>		8. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
12. Official Title of Position  BOOKBINDER		Pay Plan KB	Occupational Code 4402	Grade 103%	Initials TCW
13. Organizational Title of Position (if different from official title)  SECURE CREDENTIAL BOOKBINDER					
14. Organizational Location of Position Security & Intelligent Documents			c. Third Subdivision DC 1		
a. First Subdivision Office of the Operations Manager			d. Fourth Subdivision Bindery		
b. Second Subdivision Secure Productions			a. Fifth Subdivision Secure Credential Center		
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed or Printed Name and Title of Immediate Supervisor  Robert H. Allegar, Senior Passport Manager, SID			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)  David H. Ford, Operations Manager, SID		
Signature 		Date 7/14/2011	Signature 		Date 7/14/11
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action  Maria E. Pacheco, Manager, Human Capital Consulting			Signature 		Date 8/21/11
17. Standards Used In Classifying/Grading Position  Federal Wage System Job Grading Standard for Bindery Machine Operating, 4402, 10/81 (TS-45)			18. FES Applied <u>No</u>		
			19. Full Performance Level <u>103%</u>		
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached) POSNUM 00181					

Dlt 7/4/11

**SECURITY & INTELLIGENT DOCUMENTS**  
**Office of the Operations Manager**  
**Secure Productions/ Bindery/ Secure Credential Center**  
**SECURE CREDENTIAL BOOKBINDER**  
**KB-4402-00**

**INTRODUCTION**

This position is located in the Security and Intelligent Documents Section, Office of the Operations Manager, Secure Productions, Bindery, Secure Credential Center. Responsibilities include setting up, adjusting, monitoring, operating and providing minor maintenance on a microprocessor controlled cutting machine. The incumbent is required to operate an in-line bindery system producing U.S. Passports. The incumbent is also required to operate in-line secure credential processing equipment. These pieces of equipment contain a number of fully automated bindery functions, which produces finished bound passports and smartcards. The numerous interrelated process stations are fed gathered signatures or blank smartcards and perform such functions as end stripping, sewing, gluing, folding, stamping, covering, drying, cutting, bar-coding, encoding, laser engraving and numbering, in addition to banding, labeling, shrink wrapping, packaging and mailing operations. The incumbent provides instructions and assists in directing the activities of Bindery Workers and Printing Plant Workers assigned to the machine. Additional equipment the incumbent may be required to operate include a laminate placement machine.

**\*This position requires the selectee to obtain and maintain a SECRET security clearance.**

**MAJOR DUTIES**

- Inspects equipment to ensure lubrication requirements are satisfied and units are in good working order; cleans parts according to instructions, and performs minor maintenance as required.
- Installs and replaces, when required, stripping and cover materials, laminate, foil, adhesives, and other supplies.
- Sets up the machine by synchronizing the multiple workstations and making precise adjustments for sequencing, timing, and movement of material between stations to provide a continuous workflow.
- Monitors machine control panels and machine operation to identify processing problems and detect irregularities, makes adjustments, as needed, during operation to accomplish a continuous run.
- Inspects passports and secure credentials throughout the production process to determine acceptability and ensure that the quality is in compliance with established quality standards.
- Sees that all safety devices are in place and that procedures applicable to the equipment operation are followed.
- Assists other Bookbinders and assists in directing auxiliary help assigned to the passport and secure credential production line.
- Assists in ordering and testing supplies.
- Performs other duties as assigned.

### **SKILL AND KNOWLEDGE**

- Ability to perform the work of a Bookbinder with normal supervision.
- Knowledge of the procedures, requirements, and techniques used to set up, operate, adjust, and maintain bindery and smartcard equipment.
- Knowledge of or be certified to run a Data Card machine.
- Knowledge of U.S. Passports and Secure Credential quality requirements and workflow.
- Knowledge of materials used to manufacture Secure Credentials and U.S. Passports.
- Knowledge of ISO practices and 5- S procedures.
- Ability to maintain tools and equipment.
- Ability to communicate effectively with other employees.
- Ability to review work to ensure compliance with quality standards.
- Ability to prioritize work, work under pressure, meet deadlines.

### **RESPONSIBILITY**

The incumbent is under the supervision of the SID Group Chief. The incumbent is responsible for independently carrying out work assignments assigned by the supervisor and exercises initiative and judgment to ensure pre-established standards of quality are met.

### **PHYSICAL EFFORT**

Duties require the incumbent to handle items or materials weighing up to 60 pounds. The work involves standing for prolonged periods of time while operating or monitoring equipment and some stooping, bending, and reaching to install material, make adjustments, etc.

### **WORKING CONDITIONS**

Duties are performed in a production environment that is well lit, heated, and ventilated. The area is exposed to low frequency noise generated by Bindery and Secure Credential processing equipment.

# Sr. Operation Research Analyst

## GOVERNMENT PUBLISHING OFFICE

1 vacancy in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Tuesday 2/2/2016  
(506 day(s) ago)

🔴 Closed Thursday 2/18/2016  
(490 day(s) ago)

### Salary Range

\$92,145.00 to \$119,794.00 / Per Year

### Series & Grade

PG-1515-13/13

### Promotion Potential

13

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

426811400

### Job Announcement Number

16-1598693-ST

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

This position is a part of the Superintendent of Documents, Library Service and Content Management (LSCM), Projects and Systems office, Washington, DC

Selectee will work shift 1 and have a tour of duty of 8:00 am to 4:30 pm.

*Incumbent serves as Senior Operations Research Analyst in the Projects and Systems unit in (LSCM). Incumbent reports directly to the Chief, Projects and Systems. Critical responsibilities will include the application of statistical methods, procedures and techniques to support operations and strategic planning for LSCM. The incumbent will provide expert advice and serve as the specialist in operations research methodology. Through the use of policy and program research and analysis, the incumbent will assist in facilitating increased levels of insight regarding the impact that LSCM programs are having on the populations they serve. Drawing on a variety of methods and using a variety of analytical skills, engage and contribute to operational and strategic planning; direct the assessment of metrics and data in order to interpret LSCM business trends; and oversee the application of various problem-solving strategies in support of LSCM programs as well as projects. Incumbent provides guidance and expert advice to Operations Research Analysts working on key projects. Incumbent will brief colleagues and LSCM/GPO leadership on policy research and development.*

### Duties

Research and perform analysis using spreadsheets and other statistical software programs and methodologies commonly used throughout the industry. Develop, gather and analyze data on a wide-ranging variety of topics critical to the operations of LSCM utilizing a variety of techniques and tools.

Develop, analyze and evaluate metrics to assess efficiency, effectiveness, and regulatory compliance for all LSCM programs and services. Effectively utilizes metrics to support decision-making and to assist in developing a strategic direction for the organization.

Plan and prepare reports for both internal and external use, on a continuous basis. Develop detailed plans for research according to established specifications and precedent.

Support the development of key findings and recommendations that provide factual and analytical information in a clear, balanced manner that meets the needs of LSCM internal and external customers.

Apply analytical, mathematical, or statistical theories, principles, concepts, methods, and techniques related to:

Statistical analysis;

Parametric and non-parametric analysis;

Computer modeling;  
Decision theory;  
Mathematical programming;  
Regression analysis; and  
Economic analysis

Sufficient to:

Design and develop the most appropriate problem-solving techniques that will enhance performance and/or increase efficiency and effectiveness;

Provide judgments concerning the validity of assumptions made and the criteria to evaluate alternatives;

Conceptualize systems and reduce them to the most effective, simplified, and manageable representation and treatment

Identify actual or potential problem areas, trends, and similar factors to improve agency program operations and management systems; and

Recommend new or amended policies, procedures, and management systems as they relate to agency programs.

Provide technical input to the administration of LSCM contracts related to quality control sampling, metrics requirements, cost analysis, etc.

Keep abreast of professional and technological developments in their area of responsibility.

### **Travel Required**

- Occasional Travel
- as needed

### **Relocation Authorized**

- No

## **Job Requirements**

### **Key Requirements**

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- Applicants must submit school transcript(s) - Official or Unofficial
- 

### **Qualifications**

**To qualify for this position, you must meet the following requirements:**

As a basic requirement, the 1515 occupation has specific educational requirements which apply to all positions. From the options below, select the one which describes your educational background. Education must have been completed in a U.S. college, university, or other educational institution that has been accredited by one of the accrediting agencies or associations recognized by the U.S. Department of Education.

A. I have a Bachelor's or higher degree in operations research. (Note: You must attach a copy of your transcripts.)

B. I have at least 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science, or subject-matter courses requiring substantial competence in college-level mathematics or statistics. At least 3 of the 24 semester hours are in calculus. (Note: You must attach a copy of your transcripts.)

**In addition to minimally qualify for the PG-13 level, applicants must meet the following criteria:**

Applicants must possess 1 year of specialized experience at the PG-12 (or equivalent) level or higher. Examples of qualifying specialized experience includes: providing expert operations research analysis support for the purpose of development, design, control, execution

and assessment of programs by applying concepts and techniques of operations research and applied mathematics. (Note- Experience must be substantiated in your resume)

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered. One year of experience at the PG-12 level or equivalent grade level of federal service is required to qualify for the PG-13 level.

**All qualification requirements must be met by the closing date Thursday, February 18, 2016 of this announcement to be considered.**

**Applicants must submit a copy (official or unofficial) of their school transcript(s) which document 1) name of the institution, 2) applicant's name, 3) list of completed courses, and 4) cumulative GPA. Education must have been obtained through studies in an accredited college or university.**

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment



based on a physical or mental disability.

- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Thursday, February 18, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1598693. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Thursday, February 18, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- **Knowledge of a wide range of concepts, principles, and practices to conduct operations research studies involving mathematics and statistics, budget, management and programs analysis, and information technology management.**
- **Ability to formulate, plan, and execute operations research projects and studies related to data collection and analysis.**
- **Knowledge of quantitative/qualitative techniques and methods used to develop, adapt, modify, and apply models to resolve problems or define and clarify alternative solutions.**
- **Ability to communicate effectively orally to serve as liaison between GPO and publishing agencies in fulfilling request for statistical data and reports.**
- **Ability to communicate in writing to present clear concise project documents and written analysis.**

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies; however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:



- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal. If performance appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

All materials must be received by the closing date of this announcement Thursday, February 18, 2016 to be considered.



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## Legislative Branch

### Government Publishing Office

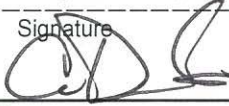

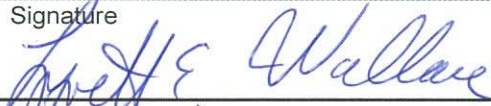
#### Contact

Sheila D. Thompson  
Phone: (202)512-1308x20611  
Email: SDTHOMPSON@GPO.GOV

#### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. 021207	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location <b>WASHINGTON, DC</b>	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code PG-1515-13 A		11. Functional Class Code	
12. Official Title of Position Operation Research Analyst		Pay Plan PG	Occupational Code 1515	Grade 13	Initials JB
13. Organizational Title of Position (if different from official title) Senior Operation Research Analyst					
14. Organizational Location of Position SuDoc		c. Third Subdivision			
a. First Subdivision Library Services and Content Management		d. Fourth Subdivision			
b. Second Subdivision Projects and Systems		a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitutes violations of such statutes or their implementing regulations.					
a. Typed or Printed Name and Title of Immediate Supervisor Anthony D. Smith, Chief, Projects and Systems			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Laurie Hall, Managing Director, LSCM		
Signature 		Date 10/31/15	Signature 		Date 10/31/15
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action <b>Lyvette Wallace, HC Manager</b>			Signature 		Date 10/19/15
17. Standards Used In Classifying/Grading Position Standards for Operations Research Series, 1515; Professional Work in the Mathematical Science Group 1500, Operations Research, 1515 9/2005			18. FES Applied <u>yes</u>		19. Full Performance Level <u>13</u>
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached) POSNUM:01265					

# SENIOR OPERATIONS RESEARCH ANALYST

## PG-1515-13

### INTRODUCTION

Incumbent serves as Senior Operations Research Analyst in the Projects and Systems unit in Library Services and Content Management (LSCM). Incumbent reports directly to the Chief, Projects and Systems. Critical responsibilities will include the application of statistical methods, procedures and techniques to support the operations and strategic planning for LSCM. The incumbent will provide expert advice and serve as the specialist on operations research methodology for projects requiring the use of policy and program research and analysis to facilitate increased levels of insight regarding the impact that LSCM programs are having on the populations they serve. Drawing on a variety of methods and using a variety of analytical skills, engage and contribute to operational and strategic planning; direct the assessment of metrics and data in order to interpret LSCM business trends; and oversee the application of various problem-solving strategies in support of LSCM programs as well as projects. Incumbent provides guidance and expert advice to lower graded Operations Research Analysts working on key projects. Incumbent will brief colleagues and LSCM/GPO leadership on policy research and development.

### MAJOR DUTIES

This position requires expert knowledge and skill in the application of statistical methods, procedures, techniques, collection, processing, compilation, computation, analysis, editing, and presentation of statistical data. The work includes the selection and application of standard statistical techniques, the adjustment and adaptation of established statistical methods and the development of strategies to address problems/solutions that support LSCM programs.

The incumbent possess the professional knowledge of and skill in applying the principles, concepts, and methodology of mathematics as well as statistical analysis sufficient to:

1. Research and perform analysis using Excel and other statistical software programs and methodologies commonly used throughout the industry. Develop, gather and analyze data on a wide-ranging variety of topics critical to the operations of LSCM utilizing a variety of techniques and tools.
2. Develop, analyze and evaluate metrics to assess efficiency, effectiveness, and regulatory compliance for all LSCM programs and services. Effectively utilizes metrics to support decision-making and to develop a strategic direction for the organization.
3. Study analytical classification systems as they relate to LSCM and its customers. Assists with the development of coding structures based upon considerations of the purposes of the studies, the nature of the data, the form of presentation, elapsed time between collection and publication, and the complexities inherent in the occupations, commodities, or other classification groups.
4. Work with a variety of stakeholders to lead in the design and development of survey instruments that support the evaluation of a variety of services, programs, and workflows within LSCM, FDL community, and the general public. Serve as the Senior expert on the application of various data collection strategies to achieve sufficient response rates to survey questionnaires as well as development evaluation methodologies. Prepare and present findings to key stakeholders using both written and oral communications.
5. Establish criteria for length of time required for various processes, recommend revisions in work methods which will improve production rates, develop detailed specifications for mechanical

14. Serves as a liaison with other GPO units, Federal Agencies, and contractors and/or vendors on matters within area of responsibility.
15. Resourcefulness and ability to innovate and identify opportunities. Instigate and recommend projects that will improve and/or address the operations of LSCM.
16. Keep abreast of professional and technological developments in their area of responsibility.
17. Performs other related duties as assigned.

## **KNOWLEDGE REQUIRED BY THIS POSITION**

- Expert knowledge of operations research principles, including theoretical principles and application of mathematical, probability, statistics, logic. Ability to conduct research and analyze data for a variety of audiences.
- Knowledge of U.S. Federal Government organization, structure and information resources.
- Knowledge of *Designing Evaluations* 2012 Revision, Government Accounting Office (GAO).
- Expert ability to collect and compile data from primary or secondary sources for use in performance evaluation and forecasting and/or validation testing of models.
- Expert ability to apply analytical, mathematical, or statistical theories, principles, concepts, methods.
- Ability to present findings of research, analysis, sampling and surveys to a variety of audiences, both orally and in writing.
- Ability to express ideas, policies, and complex issues, to audiences with varied backgrounds, in a concise, convincing, and timely manner, possessing both oral and written communications skills.
- Demonstrated ability to work independently as well as collaboratively. Experience building strategic and collaborative partnerships.
- Ability to plan, implement, direct and monitor tasks to achieve short and long-term goals.
- Demonstrated ability to provide guidance for lead unit, coordinate efforts with staff and managers of other business units, and communicate with vendors, agencies, library partners and the public, accurately representing and expressing management policies and practice.
- Ability to work as part of a multi-tasked team

## **SUPERVISORY CONTROLS**

The Senior Operations Research Analyst, who is responsible for conducting and leading statistical analysis and research projects under the direction of the Chief, Projects and Systems, to support the daily functions of LSCM. In addition, work is reviewed by LSCM Executive Management and other Senior LSCM Program Analysts and LSCM staff to determine applicability when conceptualizing, evaluating, planning, designing and implementing LSCM programs and projects in support of the

employees at all levels, personnel at Federal agencies, Congressional staff, national libraries, academic professionals working in the areas of operations research, mathematics, statistics, etc. Incumbent's contacts will often include designated staff of national library associations, members of the Depository Library Council, librarians, the general public and other stakeholders and vendors throughout the United States.

### **PURPOSE OF CONTACTS**

Contacts will be made to gather information for research purposes, such as gathering data for surveys or conducting interviews to solicit feedback. Contacts will be also be made to increase professional knowledge, explain and teach new methods and techniques to lower graded Operations Research Analysts, to presenting findings to staff, senior executives and stakeholders, present findings from research and data analysis projects in public settings and in writing.

### **PHYSICAL DEMANDS**

The work is primarily sedentary. The incumbent may be required to travel locally or nationally.

### **WORK ENVIRONMENT**

The work is performed in a typical office setting.

# Supervisory IT Specialist

## GOVERNMENT PRINTING OFFICE

1 vacancy in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Monday 1/26/2015  
(877 day(s) ago)

🕒 Closed Friday 2/6/2015  
(866 day(s) ago)

### Salary Range

\$107,325.00 to \$139,523.00 / Per Year

### Series & Grade

PG-2210-14/14

### Supervisory Status

Yes

### Who May Apply

US Citizens and Status Candidates

### Control Number

392187400

### Job Announcement Number

15-1298953-VT

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

This position is located in Security and Intelligent Documents, Office of the Operations Manager, Secure Productions, Secure Production Engineering, Washington, DC.

Selectee will work Shift 1 and have a tour of duty of 8:00 am to 4:30 pm.

The employee serves as Secure IT Systems Manager involved in managing, directing and coordinating IT and technical personnel to ensure the delivery of ePassports and other current and future secure credential product lines. The employee takes primary responsibility for the operations of all SID IT and production engineering systems involving a wide range of management activities that typically extend and apply to the entire organization or major components of an organization, including managing operations and overseeing project work on new initiatives.

### Duties

Work activities are complicated and technologically complex. The activities and initiatives may affect the overall GPO business enterprise, national security initiatives and programs and, in the case of new initiatives and/or projects, have multiple phases and modules. More specifically, the employee:

- Coordinates maintenance of IT infrastructure elements as required by Service Level Agreements with other GPO Departments.
- Identifies problems and specific issues within IT and other production engineering systems as they impact SID products and business objectives, and acts quickly and decisively to resolve those issues with emphasis on minimizing downtime for production processes.
- Takes a leadership role in developing and implementing new IT systems for use in the production of secure documents as dictated by SID business objectives; provides technical advice and direction in the development of new initiatives.
- Elicits support of senior management regarding new initiatives. Provides leadership in formulating methods for getting results through cooperative efforts; provides project management leadership for staff working on new initiatives and projects.
- Applies process improvement methodologies such as Six Sigma to current and future production processes for the purpose of reducing waste and increasing process efficiency and overall contribution to margin.
- Develops, coordinates, writes, and edits Departmental policies and procedures with the approval of the employee's managers.
- Maintains awareness of ongoing Departmental policy and management initiatives, and suggest ideas and opportunities to further SID business objectives.



- Provides work direction to technical personnel assigned in the areas of installation, maintenance, and support of ePassport software. May serve as Contracting Officer's Representative on implementation and support contracts related to ePassports and other SID lines of business.
- Manages supervisory responsibilities including: providing formal/informal training resources, conducting interview and making selections as vacancies become available, maintaining position descriptions for staff, and tracking employee performance to complete performance evaluations.
- Meets frequently with key managers to brief them on strategies and plans for existing and future products, to analyze their needs, and to propose solutions and alternatives.

### **Travel Required**

- Occasional Travel
- Quarterly (1 Week)

### **Relocation Authorized**

- No

## **Job Requirements**

### **Key Requirements**

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- Selectee must be able to obtain and maintain a Top Secret Clearance.

### **Qualifications**

#### **To qualify for this position, you must meet the following requirements:**

Applicants must possess one year of specialized experience at the PG-13 (or equivalent) level or higher. Examples of qualifying experience for the PG-14 level may include, but are not limited to managing and/or directing IT and Production systems; resolving highly complex and technical information technology (IT) issues; and implementing new technologies and systems.

**TIME-IN-GRADE REQUIREMENTS:** Applicants competing under Merit Promotion Procedures must meet applicable time-in-grade requirements to be considered eligible. One year of experience at the PG-13 level or equivalent grade level of federal service is required to qualify for the PG-14 level.

**All qualification requirements must be met by the closing date Friday, February 06, 2015 of this announcement to be considered.**

*Selectee of the position must be able to obtain and maintain a Top Secret Security Clearance.*

### **Security Clearance**

Top Secret

## **Additional Information**

### **What To Expect Next**

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## **BENEFITS**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

*Supplementary vacancies may be filled in addition to the number stated in this announcement.*

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, February 06, 2015.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascovers.pdf> using the following 1298953. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Friday, February 06, 2015.

## How You Will Be Evaluated



You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Knowledge of production processes and procedures including all IT functions related to Radio Frequency Identification (RFID) chip operations on production lines.
- Mastery of skill in applying the principles, methods, and techniques of IT assessment, planning, management, monitoring, and evaluation.
- Advanced skill in troubleshooting IT systems issues with a variety of platforms and processes.
- Ability to lead, motivate, coach, mentor, and supervise subordinates.
- Ability to communicate effectively both orally and in writing with a wide variety of audiences (e.g., staff, customers, and executives) on complex technical IT issues.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion** applicants, including GPO employees: SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal. If performance appraisal is no dated within the last year or if you are unable to provide a performance appraisal, an explanation must be provided).
- **For Veterans:** DD-214 (Member Copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For Disabled Veterans:** DD-214 (Member Copy-4), SF-15 and VA letter dated 1991 or later (indicating % of disability) <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement** Friday, February 06, 2015 **to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
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# Legislative Branch

## Government Printing Office

### Secure Productions

## Contact

Valerie Tripp

Phone: (202)512-1308

Email: [VTRIPP@GPO.GOV](mailto:VTRIPP@GPO.GOV)

## Address

Government Printing Office

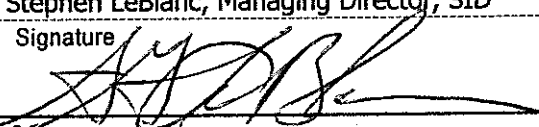
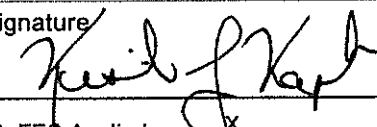
732 North Capitol Street NW

Room C-604

Washington

DC

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. <b>020414</b>	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input checked="" type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location <b>WASHINGTON, DC</b>	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input checked="" type="checkbox"/> Yes _____ <input type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input type="checkbox"/> Nonsupervisory		10. Competitive Level Code <b>PG-2210-14-CC</b>		11. Functional Class Code	
12. Official Title of Position  <b>Supervisory IT Specialist</b>		Pay Plan <b>PG</b>	Occupational Code <b>2210</b>	Grade <b>14</b>	Initials <b>ALM</b>
Date <b>8/6/08</b>					
13. Organizational Title of Position (if different from official title)  <b>Secure IT Systems Manager</b>					
14. Organizational Location of Position <b>Security and Intelligent Documents</b>		c. Third Subdivision			
a. First Subdivision <b>Office of the Managing Director</b>		d. Fourth Subdivision			
b. Second Subdivision		a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This		certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed or Printed Name and Title of Immediate Supervisor  <b>Stephen LeBlanc, Managing Director, SID</b>		b. Typed or Printed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature 		Date <b>AUG 11 / 08</b>		Signature	
Date		Date		Date	
c. Concurrence.					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action  <b>Kristy Kaptur, Human Capital Manager</b>		Signature 		Date <b>8/7/08</b>	
17. Standards Used in Classifying/Grading Position  <b>Administrative Work in the Information Technology Group, GS-2200</b>		18. FES Applied <input checked="" type="checkbox"/>		19. Full Performance Level <b>PG-14</b>	
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached) <b>POS NUM 01807</b>					

**SUPERVISORY IT SPECIALIST**  
**PG-2210-14**

**INTRODUCTION**

The incumbent serves as Secure IT Systems Manager, Security and Intelligent Documents (SID). The incumbent is involved in managing, directing and coordinating IT and technical personnel to ensure the delivery of ePassports and other current and future secure credential product lines developed by SID, taking primary responsibility for the operations of all SID IT and production engineering systems. The work involves a wide range of management activities that typically extend and apply to the entire organization or major components of an organization, including managing operations and overseeing project work on new initiatives. The activities involved are complicated and technologically complex. The activities and initiatives may affect the overall GPO business enterprise, national security initiatives and programs and, in the case of new initiatives/projects, have multiple phases and modules.

**MAJOR DUTIES**

- Assumes primary responsibility for IT and other production engineering systems involved in the production of ePassports and other product lines as developed by Security and Intelligent Documents. Coordinates maintenance of IT infrastructure elements as required by Service Level Agreements with other GPO Departments.
- Identifies problems and specific issues within IT and other production engineering systems as they impact SID products and business objectives, and acts quickly and decisively to resolve those issues with emphasis on minimizing downtime for production processes.
- Takes a leadership role in developing and implementing new IT systems for use in the production of secure documents as dictated by SID business objectives; provides technical advice and direction in the development of new initiatives.
- Elicits support of senior management regarding new initiatives. Provides leadership in formulating methods for getting results through cooperative efforts; provides project management leadership for staff working on new initiatives and projects.
- Applies process improvement methodologies such as Six Sigma to current and future production processes for the purpose of reducing waste and increasing process efficiency and overall contribution to margin.
- Develops, coordinates, writes, and edits Departmental policies and procedures with the approval of the incumbent's managers.

- Maintain awareness of ongoing Departmental policy and management initiatives, and suggest ideas and opportunities to further SID business objectives.
- Provides work direction to technical personnel assigned in the areas of installation, maintenance, and support of ePassport software. May serve as Contracting Officer's Representative on implementation and support contracts related to ePassports and other SID lines of business.
- Plans and establishes priorities, goals, milestones, and measurement criteria for junior personnel.
- Coordinates with junior staff to develop and implement overall schedules including on-call support, special projects, and travel schedules.
- Provide technical leadership as well as formal and informal training resources to junior staff members.
- Interviews, selects, and coordinates training of junior staff as vacancies become available.
- Maintain subordinates position descriptions so that they are current and accurate. Update, revise, or remove content in a timely manner.
- Tracks employee performance and conducts performance evaluations.
- Perform a variety of advisory duties. Attends meetings with senior and junior staff to share information and assign tasks and projects.
- Applies technical knowledge and skill in oral and written communication to prepare and present briefings to senior management on complex issues.
- Meet frequently with key managers to brief them on strategies and plans for existing and future products, to analyze their needs, and to propose solutions and alternatives.
- Recommends changes in methods and requirements to take advantage of new technology, avoid waste of resources, and/or improve efficiency, economy, and quality.
- Works with other areas in GPO to define, isolate, and resolve critical issues concerning the ePassport system and other SID business objectives. Ensures accurate and timely response to problems impacting relevant production systems and directs development of incident reports on critical failures for the review of upper management.

- Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

### **1. KNOWLEDGE REQUIRED BY THE POSITION**

- Detailed knowledge of ePassport production processes and procedures, including but not limited to all IT functions related to RFID chip operations on the production lines. Detailed knowledge of software used to track individual chips through the production processes, including implementation and operations.
- Knowledge of and skill in applying project management practices and methodologies to ensure coordination of project work with business objectives.
- Knowledge of process improvement methodologies and ability to apply those methods to a variety of production processes, including transaction
- Mastery of and skill in managing a diverse group of technical people to perform technical tasks and initiatives in a timely fashion.
- Mastery of and skill in applying the principles, methods, or tools for developing, scheduling, coordinating, and managing initiatives and resources, including monitoring and inspecting costs, work, and employee performance.
- Advanced skill in working with GPO Production personnel to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations in regards to technical initiatives.
- Mastery of and skill in applying the principles, methods, and techniques of information technology (IT) assessment, planning, management, monitoring, and evaluation, such as IT baseline assessment, contingency planning, and disaster recovery. Advanced knowledge of IT systems and skill in troubleshooting issues with a variety of platforms and processes.
- Proficient skill and ability to communicate orally and in writing. Uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience. Expresses information to individuals or groups effectively, taking into account the audience and the nature of the information and makes clear and convincing oral presentations.
- Advanced knowledge of new technological developments and emerging technologies and their application to business processes and information systems to meet organizational requirements.

- Knowledge of methods, metrics, tools, and techniques of Business Process Reengineering and tools used for risk assessment and mitigation of risk.

## **2. SUPERVISORY CONTROLS**

The immediate supervisor of the incumbent is the Secure Production Manager, who provides assignments in terms of initiatives and desired objectives. The employee and supervisor, in consultation, discuss timeframes, scope of the assignment including possible stages and possible approaches to improve existing systems. The incumbent is delegated responsibility for planning and executing responsibilities and is trusted to exercise discretion and judgment in performing assignments. The employee frequently interprets regulations on his/her own initiative applies new methods to resolve complex and/or intricate, controversial or unprecedented issues and problems and resolves most of the conflicts that arise. Finished work is reviewed from an overall standpoint in terms of comparability with other work, goals and effectiveness in meeting requirements, and achieving expected results.

## **3. GUIDELINES**

The employee uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, inapplicable or have gaps in specificity that require considerable interpretation. The employee uses judgment, initiative and resourcefulness in deviating from established method to develop new methods and criteria, propose new policies and/or practices and resolve specific complex and intricate issues.

## **4. COMPLEXITY**

The work is complex due to the evolving nature of GPO's security and printing products and services, advancing technology, and increasing concern over national security issues. The incumbent must be an expert in project changes and improvements related to chip, smartcard and security integrated chip technologies. Although some policy statements are available, the rapidly evolving nature of manufacturing technologies will necessitate the use of the incumbent's extensive knowledge of those technologies to develop new and creative approaches to existing problems. Assignments consist of various initiatives characterized by the need for significant departures from established practice. These assignments are complex in nature and require the application of study methods, current knowledge of the technologies, sound judgment, and innovative thought. This will often require the incumbent to balance the needs, resources, and limitations of the GPO and the various departmental users to ensure the selection of the most effective means to accomplish a secure efficient network environment for all users. The work requires adjustment of strategy and work plans to overcome difficulties or setbacks. Issues are frequently sensitive or political and require the ability to successfully achieve resolution and concurrence.

## **5. SCOPE AND EFFECT**

## **5. SCOPE AND EFFECT**

The incumbent plays a major role in managing technologies which provide a unique service or product. This position has an international impact as the U.S. is the world's leading producer of e-passports. Making recommendations of operating policies, plans, and goals, that may initiate or discontinue current processes in SID. This work will support both directly and indirectly the national security of the United States and affect a wide-range of production capabilities from diverse fields of security printing, publishing and imaging mediums and introduce new standards, solutions and services to our customers in the public, Congress, and other Federal agencies. The initiatives the incumbent will manage will affect a wide range of agency activities and the activities of other organizations. Successful completion of work will also impact end users throughout GPO, the Congress and the general public. Planning and procedural developments will impact all areas of the GPO including remote manufacturing and IT sites and Congressional Committees. Timely submissions of findings, conclusions, and recommendations may be critical to high level management decision making processes.

## **6. PERSONAL CONTACTS**

Contacts include personnel at all levels of the GPO and other federal agencies, federal communications personnel and private vendors.

## **7. PURPOSE OF CONTACTS**

The position requires substantial coordination and integration of a variety of policies, and organizational requirements. The purpose of contacts is to influence and persuade employees and managers to accept and implement findings, advice, guidance, and recommendations. The incumbent arranges, conducts and attends formal meetings. Personal contacts are to coordinate, research, defend, justify, negotiate, and facilitate highly significant and sensitive issues and actions, to influence acceptance of recommendations, and to resolve conflicts and resistance to proposals. May encounter resistance as a result of issues such as competing objectives, or resource problems. Must be skillful in approaching contacts to obtain the desired effect; e.g., gaining compliance with established policies and regulations by persuasion or negotiation.

## **8. PHYSICAL DEMANDS**

The work is generally sedentary in nature. The incumbent may be required to undertake domestic or foreign travel.

## **9. WORK ENVIRONMENT**


The incumbent's work is normally performed in an office environment, but will require visits to industrial manufacturing areas.



# Supervisory Librarian


## GOVERNMENT PUBLISHING OFFICE

3 vacancies in the following location:

 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Friday 7/15/2016  
(342 day(s) ago)

 Closed Friday 7/29/2016  
(328 day(s) ago)

### Salary Range

\$92,145.00 to \$119,794.00 / Per Year

### Series & Grade

PG-1410-13/13

### Promotion Potential

13

### Supervisory Status

Yes

### Who May Apply

US Citizens and Status Candidates

### Control Number

444679100

### Job Announcement Number

16-1751580-ST

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

This position is located in the Library Services and Content Management, Library Technical Services, Washington, DC)

Selectee will work shift 1 and have a tour of duty of 8 am to 4:30 pm

This position is a supervisory librarian position located in Library Services and Content Management (LSCM), Library Technical Services (LTS). The mission of LSCM is to administer a variety of GPO initiatives including the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C&I), the International Exchange Service (IES), and the By-Law Program. Specifically, LTS administers the FDLP and C&I programs which include life-cycle management functions such as discovery, acquisitions, classification, cataloging, preservation, and archiving of Federal information resources/publications in all formats. LTS uses a wide variety of tools and applications to manage the processing and organization of information resources/publications, primarily the Integrated Library System (ILS) that is used on a daily basis.

Incumbent will serve as a supervisor of one of three teams in LTS that are responsible for performing a variety of professional library technical service tasks. These include discovery/acquisitions, bibliographic control, serials management and technical services support. Within the LTS organization there may be multiple teams and multiple team supervisors performing these same tasks.

The Supervisory Librarian will possess a demonstrated ability to communicate effectively both verbally and in writing. Incumbent will be responsible for leading his/her staff, as well as setting an example throughout LSCM, toward meeting the vision, mission and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, integrity and honesty.

### Duties

- Supervises all aspects of lifecycle management for Federal information resources/publications in all formats, including printed or born-digital publications, maps, microforms, web-harvested content, etc., for in-scope content of the FDLP and C&I programs. Results of daily activities include the delivery of services for Congress, library customers in the FDLP, the library community at large, commercial vendors, and customers in the publishing industry/community. Consults with Administrative Librarians for advice on complex issues, related to serials, authority control, cataloging rule interpretation, etc. and other issues. Day-to-day tasks include overseeing work associated with:

Creation of bibliographic and metadata records following National and international metadata standards and practices

Research and maintenance of GPO's Integrated Library System (ILS), including the Catalog of U.S. Government Publications (CGP);

Harvesting to capture digital publications using automated tools;

Serials management, creating PURLs (Persistent URL's), and collection development activities for Federal Government information resources in all formats;

Classification assignment using Superintendent of Documents classification and Library of Congress classification.

- Supervises the day-to-day activities of a diverse work unit and ensures that work assignments meet department standards in on-time delivery, volume and quality control.
- Evaluates, gathers and maintains metrics on work results that maintain and/or exceed performance requirements, while holding staff accountable.
- Provides direction on work assignments and workflow that maximizes the efficiency of the unit and delivers quality work on-time.
- Performs the administrative duties, handling leave requests, medical issues, overtime, employee travel requests/documentation, pay increases, rewards, etc. and other related duties associated with assigned staff.
- Supervises and manages daily performance of the assigned unit. Communicates performance standards and expectations and provides timely, constructive feedback on tasks and assignments. Initiates appropriate corrective action to address performance and conduct issues.
- Provides oversight and direction on the preparation and processing of tangible materials for distribution to FDL's, including ingesting materials and preparing shipping lists. This includes direction and coordination between two distribution teams, one located off-site
- Works with team to resolve complex issues identified in the life-cycle management of Federal resources/publications.
- Supervises acquisitions and government material discovery from a variety of sources in cooperation with federal agency publishers.
- Works with the entire Technical Services unit to develop and implement performance standards and metrics for work performed throughout the unit.
- Writes and/or provides oversight on writing of documentation that could include procedures, instructions, processes, etc.

### **Travel Required**

- Occasional Travel
- upon request

### **Relocation Authorized**

- No

## **Job Requirements**

### **Key Requirements**

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- Applicants must submit school transcript(s) - Official or Unofficial

### **Qualifications**

As a basic requirement, all librarians must have professional education in library science or possess equivalent experience and/or education as shown below. Please select the statement that best describes your level of experience and/or education.

**A.** I have a completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree.

**OR**

**B.** I have a total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must show conclusively that the education, training and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; knowledge of literature resources; and the knowledge, skills, and abilities essential for providing effective library and information services.

Applicants must submit a copy (official or unofficial) of their school transcript(s) which document: 1) name of institution, 2) applicant's name, 3) list of completed courses, 4) cumulative GPA. Education must have been obtained through studies in an accredited college or university.

**IN ADDITION TO MINIMALLY QUALIFY FOR THE PG-13 LEVEL, APPLICANTS MUST MEET THE FOLLOWING CRITERIA:**

To minimally qualify for the PG-13 level, you must have one year of specialized experience at the PG-12 (or equivalent) level.

*Specialized experience is that which demonstrates experience in the operations of the life-cycle management of Federal resources/publications, i.e., identification, acquisition, classification, cataloging, dissemination of Government publications and information products; supervising and/or leading a work team of library professional and para-professionals and managing an operation which is responsible for the life-cycle management of information resources/publications in all formats for in-scope content of the FDL and C&I programs.*

*Experience using bibliographic utility services, such as OCLC and working with an Integrated Library System (ILS) in a library technical services operation. Experience in the development of procedures regarding new standards and technologies; providing training and ongoing support for other staff in technical services related to acquisitions, serials control, classification and processing of library materials in all formats; assisting with the maintenance of the online public access catalog (OPAC) to facilitate the discovery and use of library resources.*

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. For example:

*One year of experience at the PG-12 level or equivalent grade level of federal service is required to qualify for the PG-13 level.*

**All qualification requirements must be met by the closing date Friday, July 29, 2016 of this announcement to be considered.**

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be

considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career vs. Career Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What is reinstatement%3F Am I eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, July 29, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1751580. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Friday, July 29, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Knowledge of library science and library management, automated bibliographic authority and metadata record creation systems and related operations.
- Knowledge of Integrated Library Systems (ILS) (e.g. Aleph, Voyager, Innovative, Sirsi), to assist with planning, design, implementation, installation, and user education required for optimal use of automated systems.
- Skill in analyzing procedures, processes, and methods associated with the creation of bibliographic and metadata records.
- Ability to lead teams, supervise professional librarians, and library support staff and contract employees and manage the work output of the team.
- Ability to communicate effectively orally and in writing in order to communicate technical information.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal. If performance appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation why must be provided).
- **For Veterans:** DD-214 <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214, SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by the closing date of this announcement Friday, July 29, 2016 to be considered.**



# Legislative Branch

## Government Publishing Office

### Contact

Sheila D. Thompson  
Phone: (202)512-1308x20611  
Email: SDTHOMPSON@GPO.GOV

### Address

Government Publishing Office  
732 North Capitol Street NW  
Washington  
DC

# U.S. Government Printing Office

## POSITION DESCRIPTION

1. Agency Position No.

021259

2. Reason for Submission

New    Redescription    Reestablishment    Other

Explanation (Show any positions replaced.)

3. Sensitivity

Special    Critical  
 Noncritical    Nonsensitive

4. Service

Departmental  
 Field

5. Employing Office Location

WASHINGTON, DC

6. Duty Station

Washington, DC

7. Fair Labor Standards Act

Exempt    Nonexempt

8. Subject to IA Action

Yes    No

9. Position is

Managerial    Supervisory    Leader    Non supervisory

10. Competitive Level Code

PG-1410-13-F

11. Functional Class Code

12. Official Title of Position

Supervisory Librarian

Pay Plan

PG

Occupational Code

1410

Grade

13

Initials

JB

Date

6 / 2 / 2016

13. Organizational Title of Position (if different from official title)

Supervisory Librarian

14. Organizational Location of Position

Superintendent of Documents

c. Third Subdivision

a. First Subdivision

Library Services & Content Management

d. Fourth Subdivision

b. Second Subdivision

Technical Services

a. Fifth Subdivision

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This

certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

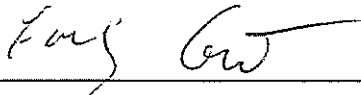
a. Typed or Printed Name and Title of Immediate Supervisor

Fang Gao, Chief, Library Technical Services

b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)

Laurie B. Hall, Managing Director

Signature



Date

6/28/2016

Signature



Date

6/28/2016

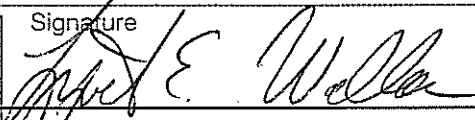
c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action

Lyvette Wallace, Human Capital Manager

Signature



Date

6/28/16

17. Standards Used In Classifying/Grading Position

PCS for Librarian Series, GS-1410, TS-130, 8/94  
General Schedule Supervisory Guide, 4/98 & 6/98.  
Intro. To Position Classification Std. TS-107, 8/9

18. FES Applied Yes

19. Full Performance Level PG-13

20. Remarks

21. Description of Major Duties and Responsibilities (See attached)

POSNUM: 00698



# Supervisory Librarian (Library Technical Services) PG 1410-13

## Introduction

This position is a supervisory librarian position located in Library Services and Content Management (LSCM), Library Technical Services (LTS). The mission of LSCM is to administer a variety of GPO initiatives including the Federal Depository Library Program (FDLP), the Cataloging and Indexing Program (C&I), the International Exchange Service (IES), and the By-Law Program. Specifically, LTS administers the FDLP and C&I programs which include life-cycle management functions such as discovery, acquisitions, classification, cataloging, preservation, and archiving of Federal information resources/publications in all formats. LTS uses a wide variety of tools and applications to manage the processing and organization of information resources/publications, primarily the Integrated Library System (ILS) that is used on a daily basis.

Incumbent will serve as a supervisor of one of three teams in LTS that are responsible for performing a variety of professional library technical service tasks. These include discovery/acquisitions, bibliographic control, serials management and technical services support. Within the LTS organization there may be multiple teams and multiple team supervisors performing these same tasks.

The Supervisory Librarian will possess a demonstrated ability to communicate effectively both verbally and in writing. Incumbent will be responsible for leading his/her staff, as well as setting an example throughout LSCM, toward meeting the vision, mission and goals by acting decisively, leveraging diversity and inclusiveness, demonstrating flexibility and resilience, fostering continuous improvement and innovation, integrity and honesty.

## Duties

- A. The Supervisory Librarian will report to the Chief, Library Technical Services. In general, the Supervisory Librarian will provide administrative and technical supervision for a team of approximately 12-14 FTE staff including:
- Technical Services Librarians, Metadata and Cataloging Librarians (PG 1410, Grade 9/11/12)
  - Technical Information Specialists (PG 1412, Grade 12)
  - Library Technicians (PG 1411, Grade 5/7)
  - Pathways Interns (PG 1499 5/7)
  - Specialized Contractors

The required duties performed by the Supervisory Librarian are:

- Supervise the day-to-day activities of a diverse work unit and ensure that work assignments meet department standards in on-time delivery, volume and quality control.
- Evaluate, gather and maintain metrics on work results that maintain and/or exceed performance requirements, while holding staff accountable.
- Provide direction on work assignments and workflow that maximizes the efficiency of the unit and delivers quality work on-time.
- Train and develops staff.

- Performs the administrative duties, handling leave requests, medical issues, overtime, employee travel requests/documentation, pay increases, rewards, etc. and other related duties associated with assigned staff.
- Supervises and manages daily performance of the assigned unit. Communicates performance standards and expectations and provides timely, constructive feedback on tasks and assignments. Initiates appropriate corrective action to address performance and conduct issues.
- Provide oversight and direction on the preparation and processing of tangible materials for distribution to FDL's, including ingesting materials and preparing shipping lists. This includes direction and coordination between two distribution teams, one located off-site.
- Works with team to resolve complex issues identified in the life-cycle management of Federal resources/publications.
- Supervises all aspects of lifecycle management for Federal information resources/publications in all formats, including printed, born-digital, maps, microforms, web-harvested content, etc., for in-scope content of the FDLP and C&I programs. Results of daily activities include the delivery of services for Congress, library customers in the FDLP, the library community at large, commercial vendors, and customers in the publishing industry/community. Consults with Administrative Librarians for advice on complex issues, related to serials, authority control rules interpretation, etc. and other issues. Day-to-day tasks include overseeing tasks such as:
  - Creation of bibliographic and metadata records following National and international metadata standards and practices
  - Using and modifying data in GPO's Integrated Library System (ILS), including the Catalog of U.S. Government Publications (CGP);
  - Using tools such as automated harvesting to capture digital publications;
  - Performing serials management, creating PURLs, and collection development activities
  - Applying Superintendent of Documents classification and Library of Congress classification.
- Supervises acquisitions and government material discovery from a variety of sources in cooperation with federal agency publishers.
- Works with the Chief, LTS other team supervisor(s) and Administrative Librarians in LTS to participate in shared cataloging and cooperative metadata programs, projects, and new initiatives developed by LSCM Projects and Systems, and LSCM Outreach and Support units. Cooperative efforts include working with national and international libraries and standards groups, including:
  - The Program for Cooperative Cataloging (PCC) which consists of BIBCO (Monographic Bibliographic Record Cooperative Program), CONSER (Cooperative Online Serials Program), NACO (Name Authority Cooperative Program), SACO (Subject Cooperative Program), and other programs coordinated through the Library of Congress
  - BISG (Book Industry Study Group)
  - FDLP libraries and partners in the library community
  - Federal Agency publishers/information sources



The Supervisory Librarian will also be required to perform these non-supervisory duties:

- Work with the entire Technical Services unit to develop and implement performance standards and metrics for work performed throughout the unit.
- Serves as a project/team leader or chairperson for working groups, projects/initiatives, committees, conferences throughout LSCM, GPO, the related library community and other federal agencies and groups for projects and programs related to government documents.
- Work collaboratively and professionally with units throughout GPO and the library community to share information, establish partnerships and leverage expertise to accomplish LSCM's and GPO strategic goals.
- Serves as an expert representing the LSCM organization to the professional library community.
- Write and/or provide oversight on writing of technical papers that could include procedures, instructions, processes, etc.

### Knowledge Required

- Expert knowledge of library technical services operations, including bibliographic control, metadata, content acquisitions and other life-cycle management components within a library system.
- Develop, lead and supervise a diverse work group of specialized librarians and library support professionals responsible for bibliographic control, metadata, content acquisitions and other life-cycle management components within a library system.
- Ability to communicate not exclusively in writing. Must be able to lead teams and communicate strategic goals of the unit, the department and the agency both internally and to external stakeholders.
- Ability to organize, develop and implement on-going initiatives that address and correct inefficiencies and maximize the work and elevate the quality of the work unit.
- Serve as representative, lead, subject matter expert on projects, initiatives, committees, at conferences both internally and externally for LSCM and GPO.

### Factors

#### 1. Program Scope and Effect

**SCOPE** – Library Services and Content Management administers the Federal Depository Library Program (FDLP) and Cataloging & Indexing program (C&I) and the components necessary for the success of both of these programs. Components include library life-cycle management functions such as discovery, acquisitions, classification, cataloging, preservation and archiving of Federal information resources/publications in all formats. The Technical Services unit specifically utilizes a wide variety of tools and applications to manage the processing and organization of information resources/publications. These services are distributed and utilized in various end products throughout the world through the FDLP and C&I programs.

**EFFECT** – The outcome of work produced in LTS is a critical component of GPO's mission to "Keep America Informed" and utilized daily by 1150 federal depository libraries and the public they serve. Work also impacts the worldwide library community at large through access to U.S. Government information resources identified through catalogs, tools and cooperation with worldwide bibliographic networks.

2. **Organizational Setting** – the position of Supervisory Librarian reports to the Chief, Technical Services, who reports to the Managing Directory of Library Services and Content Management, who subsequently reports to the Superintendent of Documents.
3. **Supervisory and Managerial Authority Exercised** – The Supervisory Librarian will be responsible for managing the day-to-day activities and workflow of the assigned LTS unit. Duties include:
  - Establishes and directs unit priorities, workflows and processes in tandem with LSCM requirements and similar work throughout the unit, at the direction of the Chief LTS. Maximizes the quantity and quality of work delivered from assigned unit utilizing all team members.
  - Works with Chief, LTS and other team supervisor(s) to develop and implement performance standards and measure for work performed by assigned personnel.
  - Monitors performance, maintains metrics on quantity and quality of work performed within assigned unit. Clearly articulates management expectations to assigned unit.
  - Administers performance evaluations as required by GPO.
  - Tracking and managing attendance, including leave, telework, alternate work schedules, as well as administration and approval of official attendance records for unit personnel.
  - Continuously communicates and works toward performing the mission, goals policies and operational activities of not only LTS, but LSCM as a whole.
  - Monitors expenses and resources available to maximize efficiency and delivery of end product(s).
  - Recruits, interviews and hires new staff through established processes within LSCM.
  - Identifies staff training needs and professional development requirements.
  - Temporarily, fill in for Chief, LTS if necessary.

#### 4. Personal Contacts

- **Nature of Contacts** – Personal contacts included GPO employees at all levels, senior technical personnel of the Library of Congress and other national libraries, FDLP librarians and other librarians and library officials located throughout the United States, members of the Depository Library Council, BISIG, and representatives from other Federal agencies.
- **Purpose of Contacts** – Contacts with GPO personnel is to exchange information, develop consensus for proposals, and discuss issues relevant to the direction or work performed by team employees. Contacts are for the purpose of negotiating and evaluating issues related to operation and maintenance of LTS work products or services. Contacts with personnel outside of GPO are maintained to obtain feedback and suggestions for current services and to obtain suggestions for improved services.

#### 5. Difficulty of Typical Work Directed

The required work in the Technical Services Unit is very specialized and requires training and hands-on experience in cataloging, acquisitions and noted life-cycle management operations in libraries. In addition, the work requires the ability to make solid decisions on-the-spot that are built on knowledge of the industry and factors such as LSCM's mission, purpose and unique library needs and requirements. The Supervisory Librarian must be able to multi-task on a variety of work-related processes and staff management issues while maintaining a "big-picture" outlook on the requirements and strategic goals of LSCM. The demands of the unit originate

from many different sources including the library community, senior management and a diverse workforce. These demands must be carefully managed, mostly simultaneously.

## 6. Other Conditions

Work in the LTS unit can be very fast-paced and quick changing as new demands and complex issues arise. Difficulties could include:

- Restrictions with resource requirements/availability from other units and/or the library community
- Complexity of issues that are unique in the life-cycle management of Federal information resources/publications
- Additional workload/projects from outside the assigned unit that requires time, expertise and participation and research away from the assigned unit
- Working in tandem with employee labor unions to resolve conflicts and to effect change within unit
- Regulations (USC Title 44) governing the operations and products of LSCM and GPO
- Technology limitations and potential impact of solutions and/or necessary changes over multiple systems/groups, both external and internal that need to be coordinated with a variety of organizations and/or libraries and/or government agencies. For instance, a change in the CGP (Catalog of U.S. Government Publications) that LTS feels is necessary, could impact multiple units within LSCM. Supervisory Librarian must be able to navigate and analyze the impact of suggested changes before implementation.

# Supervisory Sales and Marketing Specialist

## GOVERNMENT PUBLISHING OFFICE

1 vacancy in the following location:

📍 Washington DC, DC

Work Schedule is Full Time - Permanent

Opened Tuesday 6/21/2016  
(366 day(s) ago)

🕒 Closed Tuesday 7/5/2016  
(352 day(s) ago)

### Salary Range

\$108,887.00 to \$141,555.00 / Per Year

### Series & Grade

PG-1101-14/14

### Promotion Potential

14

### Supervisory Status

Yes

### Who May Apply

US Citizens and Status Candidates

### Control Number

442460500

### Job Announcement Number

16-1731219-DS

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

This position is located in Customer Services under the direction of the Chief, Sales and Support Services (SSS), and is a local expert in the management of sales and marketing programs, sales teams, and business communication strategies. The primary functions of this position include developing and implementing strategies to support nationwide marketing and sales efforts for all of the products and services offered by the GPO Customer Services business unit. The incumbent also provide direct supervision and training of the National Account Manager team and the Customer Services Marketing Specialist staff; and coordinates marketing and sales efforts with other GPO business units as warranted.

The incumbent reports to the Chief, Sales and Support Services for general program guidance, but is relied on upon to independently manage the GPO Customer Services marketing and sales program. Incumbent is also expected to keep abreast of printing, publishing, and digital industry developments and to offer a creative approach to marketing as well as to the ongoing skill training of the GPO sales force. This position requires a thorough knowledge of the techniques and processes involved in direct management of sales and marketing resources and programs. Incumbent acts in the absence of the Chief, Sales and Support Services, as requested.

**Note:** Selectee may be subject to complete a one-year probationary period as prescribed by GPO Instruction 610.9A for newly appointed managers or supervisors.

Selectee will work shift 1 and have a tour of duty of 7:30 a.m. to 4:00 p.m.

### Duties

- Develops appropriate annual sales goals and territories for the National Account Managers (NAMs).
- In consultation with executive management, develops and prepares new marketing concepts for promotion of new and existing programs.
- Writes thorough marketing plans in support of new marketing initiatives or new product launches.
- Develops and oversees the development of all marketing collateral such as brochures, price guides, banners, signs, advertisements, giveaways, and trade booths for products and services.
- Collaborates with NAMs and Marketing team to develop and monitor success of product marketing and sales goals at the strategic and day-to-day execution level.
- Develops and oversees market research functions.
- Directs the preparation of marketing and training budget, ensuring that all needs are addressed.

- Provides training for the NAMs on sales techniques and strategies including account development, harvesting new leads, consultative selling, effective presentations, conducting effective customer needs assessment meeting, and preparation of effective sales proposals.
- Organizes, plans, delegates, and monitors work of the Marketing Specialist staff.
- Provides analysis of ROI and overall effectiveness of marketing initiatives.
- Monitors and controls marketing budgets and expenditures.
- Establishes performance standards and evaluates performance of subordinates.
- Prepare briefings, reports, and recommendations regarding marketing activities for presentations to agency management, Federal agencies, and other interested parties.

### **Travel Required**

- Not Required

### **Relocation Authorized**

- No

## **Job Requirements**

### **Key Requirements**

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Relocation expenses are not authorized.
- Males born after 12/03/59 must be registered for Selective Service
- May be required to complete a one-year probationary period.

### **Qualifications**

#### **To qualify for this position, you must meet the following requirements:**

To minimally qualify for the PG-14 level, you must meet the below requirement.

Applicant must possess 1 year of specialized experience at the PG-13 (or equivalent) level or higher. Specialized experience includes developing appropriate annual sales goals and territories for a sales team; establishing marketing goals, policies, and guidelines in accordance with agency goals and objectives; and setting priorities for sales activities to develop action plans and sales strategies to achieve revenue goals. Applicant must also be able to provide training for sales and marketing team members on specific sales and marketing techniques and strategies.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. One year of experience at the PG-13 level or equivalent grade level of federal service is required to qualify for the PG-14 level.

**All qualification requirements must be met by the closing date Tuesday, July 05, 2016 of this announcement to be considered.**

### **Security Clearance**

Not Applicable

## **Additional Information**

### **What To Expect Next**

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## **BENEFITS**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: [https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits).

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs_Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **Veterans Opportunity to Work Act (VOW):** <https://www.chcoc.gov/content/vow-veterans-opportunity-work-hire-heroes-act-2011>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Tuesday, July 05, 2016.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1731219. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume and all required documents (e.g., SF-50, most recent annual performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Tuesday, July 05, 2016.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Knowledge of state-of-the-art marketing and sales techniques to develop and manage marketing strategies.
- Ability to provide supervision and direction to a marketing and sales team.
- Ability to communicate orally to provide advice and recommendations to internal and external customers.
- Ability to communicate in writing to prepare reports and briefings to management.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** Most recent SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent annual performance appraisal. If performance appraisal is not dated within the last year or if you are unable to provide a performance appraisal, an explanation must be provided.
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume: *Your resume must have complete information:*** Please ensure your resume accurately reflects the duties and responsibilities under each position you have held with each employer. In describing your experience, please be clear and specific. It is your responsibility to make sure your resume states complete information for each job entry (beginning and ending dates of employment stated as MM/YYYY; and total number of hours worked per week). If your resume does not provide enough information regarding your work history for us to make a creditable qualification determination, your application package may be rendered disqualified and you will no longer be considered for this position. 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).

**All materials must be received by the closing date of this announcement Tuesday, July 05, 2016 to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Publishing Office

### Contact

Diego Strother

Phone: (202)512-0754

Email: [DSTROTHER@GPO.GOV](mailto:DSTROTHER@GPO.GOV)

### Address

Government Publishing Office

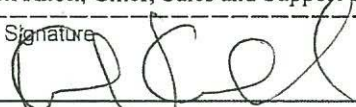
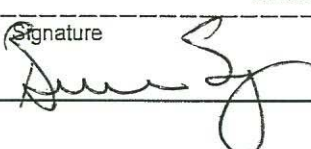

732 North Capitol Street NW

Washington

DC



# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. 021250	
2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.)		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station WASHINGTON, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input type="checkbox"/> Non supervisory		10. Competitive Level Code PG-1101-14-C		11. Functional Class Code	
12. Official Title of Position  Supervisory Sales and Marketing Specialist		Pay Plan PG	Occupational Code 1101	Grade 14	Initials JB
13. Organizational Title of Position (if different from official title)					
14. Organizational Location of Position Customer Services		c. Third Subdivision			
a. First Subdivision Sales and Support Services		d. Fourth Subdivision			
b. Second Subdivision		a. Fifth Subdivision			
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed or Printed Name and Title of Immediate Supervisor Kirk Knoll, Chief, Sales and Support Services			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Bruce Seger, Managing Director, CS		
Signature 		Date 3/29/16		Signature 	
Date		Date		Date 3/29/16	
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action Lyvette E. Wallace, Human Capital Manager			Signature 		Date 4/13/16
17. Standards Used In Classifying/Grading Position General Schedule Supervisory Guide, HRCD-5 June 1998, April 1998 Handbook of Occupational Groups and Families, GS-1100 Definitions, May 2009			18. FES Applied <u>Yes</u>		
			19. Full Performance Level <u>PG-14</u>		
20. Remarks					
21. Description of Major Duties and Responsibilities (See attached) POSNUM 01629					

## Sales and Marketing Manager

Oversight: National Account Managers (NAMs), Marketing Specialists

Introduction: This position is located in Customer Services under the direction of the Chief, Sales and Support Services (SSS), and is a local expert in the management of sales and marketing programs, sales teams, and business communication strategies. The primary functions of the Supervisory Sales and Marketing Specialist include develop and implement strategies to support nationwide marketing and sales efforts for all of the products and services offered by the GPO Customer Services business unit; provide direct supervision and training of the GPO National Account Manager team and the Customer Services Marketing Specialist staff; and coordinate marketing and sales efforts with other GPO business units as warranted.

The incumbent reports to the Chief, Sales and Support Services for general program guidance, but is relied upon to independently manage the GPO Customer Services marketing and sales program. Incumbent is also expected to keep abreast of printing, publishing, and digital industry developments and to offer a creative approach to marketing as well as to the ongoing skill training of the GPO sales force. This position requires a thorough knowledge of the techniques and processes involved in direct management of sales and marketing resources and programs. Incumbent acts in the absence of the Chief, Sales and Support Services, as requested.

### Major Duties

- Evaluating employee training and development needs. When appropriate provides training for the NAMs on sales techniques and strategies including account development, harvesting new leads, consultative selling, effective presentations, conducting effective customer needs assessment meetings, and preparation of effective sales proposals.
- Travels throughout the United States as required to mentor and coach or assist GPO's National Account Managers.
- Responsible for chairing the GPO Outreach Council including the organization of all meetings and agenda items.
- Coordinate marketing activities with select GPO contracted programs with vendors.
- As warranted, coordinate marketing activities with other GPO business units to promote new product offerings outside of Customer Services business unit.
- Develops appropriate annual sales goals and territories for the NAMs.
- In consultation with executive management, develops and prepares new marketing concepts for promotion of new and existing programs.
- Responsible for the oversight of the CRM software ACT! and its use by the NAM sales force.
- Works with GPO Public Relations Office to integrate and coordinate the use of GPO social media channels in support of marketing and sales efforts.
- Organizes, plans, delegates, and monitors work of the Marketing Specialist staff.
- Writes thorough marketing plans in support of new marketing initiatives or new product launches.
- Provides analysis of ROI and overall effectiveness of marketing initiatives.
- Makes presentations on new marketing plans to Chief, Sales and Support.
- Monitors and controls marketing budgets and expenditures.
- Establishes performance standards and evaluates performance of subordinates.
- Plans, coordinates, controls, and administers training activities for new products and services.

- Develops and oversees the development of all marketing collateral such as brochures, price guides, banners, signs, advertisements, giveaways, and trade booths for Customer Service products and services.
- Works directly with GPO in-house graphic design resources in developing new marketing collateral.
- Collaborates with NAMs and Marketing team to develop and monitor success of product marketing and sales goals at the strategic and day-to-day execution level.
- Attendance at various government and private functions.
- Advises and consults with Managing Director, DMD, and Chief SSS.
- Keeps abreast of printing and digital industry developments.
- Develops and oversees market research functions.
- Provides all program metrics/quota reporting for programs to GPO's senior management as directed.
- Prepares briefings, reports, and recommendations regarding marketing activities for presentations to agency management, Federal agencies, and other interested parties.
- Directs the preparation of marketing and training budget, ensuring that all needs are addressed.
- Serves as Regional Office liaison for marketing collateral.
- Performs other duties as assigned.

### **Factor 1 – Program Scope and Effect**

The incumbent directs the National Account Managers and Marketing Specialists by providing instructions and policy directions which are broad in scope. Information gathered from analyses, evaluations, and surveys is of major significance to GPO and often serves as a basis for new marketing strategies and initiatives. Work performed by the staff also impacts the image of GPO. The performance of the incumbent directly affects the way in which these activities are viewed by the public, the Congress, and other Federal agencies.

### **Factor 2 – Organizational Setting**

The incumbent of this position reports to the Chief of Sales and Support Services.

### **Factor 3 – Supervisory and Managerial Authority Exercised**

The incumbent exercises full supervisory authority of National Account Managers and Marketing Specialists involving GPO's Book of Business. Through National Account Managers and Marketing Specialists, the incumbent supervises the Sales and Marketing program. Interviews, selects and directs work assignments to subordinate staff. Provides technical, policy advice and guidance for work accomplishment; resolves work related problems and accepts or rejects work in terms of established standards. Identifies training needs and provides on-the-job training or initiates action for other training to develop employee skills. Evaluate performance and potential of assigned subordinates. Hears and attempts to resolve employee complaints and takes disciplinary action. Promotes team building.

#### **Factor 4 A – Nature of Contacts**

Contacts include GPO employees and managers at all levels; contacts outside the agency include Federal government officials and employees from the executive, judicial and legislative branches; company and corporate officials and employees of commercial printing and publishing firms.

#### **Factor 4B – Purpose of Contacts**

Contacts are to ensure that information provided by the NAMS and Sales and Marketing teams are accurate and consistent; advise officials of procurement actions; analyze issues; exchange ideas about product development and to identify potential markets for agency products; respond to requests for information; analyze needs and recommend solutions on various products and services produced and procured; provide guidance on strategies and responsibilities related to the sales programs; qualify potential new GPO revenue streams; educate contacts on the wide-range of GPO product and service offerings; obtain technical information and resolve problems. The incumbent keeps the supervisor informed of potentially controversial issues, or problems with widespread impact. The incumbent consults with the supervisor in determining the scope of defined efforts. Work is evaluated based on increasing the revenue stream to GPO and customer satisfaction.

#### **Factor 5 – Difficulty of Typical Work Directed**

The incumbent supervises PG-12's and PG-13's.

#### **Factor 6 – Other Conditions**

Supervision and oversight covers program goals and objectives of the GPO and CS and requires significant and extensive coordination of technical and legal complexities, and administrative work comparable in difficulty to the PG-13 level. Work is complex because of the variety of the business units that this department is responsible for marketing and the unique needs of each Federal customer. Extreme creativity and judgement are required in applying this department as well as GPO's guidelines to the development of sales programs, marketing plans, and marketing collateral. This position requires knowledge of and coordination with many parts of the GPO, other Federal agencies, and private industry. The incumbent must have the ability to present information regarding a vast array of products and services available from GPO. The incumbent is also expected to fill any role caused by staff absence or heavy workload. Assignments are performed amidst a very fluid and sensitive policy backdrop and merging GPO capabilities, the requirements of the public and client agencies, leading edge information technology and emerging Federal information policy, all of which are evolving at a very rapid pace. The incumbent must stay abreast of this evolution and translate these developments into marketing strategies for each major project or assignment. The incumbent makes major recommendations that significantly impact internal and external program and policy issues affecting the U.S. Government Publishing Office; assurance of program effectiveness; and policy formulation and long range planning in connection with prospective changes in functions and programs.

### Additional Information

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the mission and functions of the GPO and its role in the Federal Government.
- Knowledge of the GPO business units to ensure that the policies and the work of the Sales and Marketing Office are in accordance with the business practices and policies of GPO.
- Experience in direct management and supervision of a sales and marketing team.
- Knowledge of marketing and sales techniques, methodologies, practices.
- Experience in the preparation and execution of marketing plans.
- Knowledge of state of the art marketing and sales techniques in order to be able to develop and manage marketing strategies.
- Expertise in the use of social media in marketing and sales applications.
- Ability to coordinate trade shows and conferences.
- Ability to communicate well with highly diverse groups both orally and in writing.
- Ability to research and analyze data, to assess diverse positions, and evaluate conflicting information to ensure that the marketing programs are compatible with GPO's overall mission and goals.
- Skill in writing clear and concise reports, plans and presentation materials.
- Skill in training subordinates in the preparation and delivery of effective speeches and presentations.

# Visual Information Specialist


## GOVERNMENT PUBLISHING OFFICE

1 vacancy in the following location:

 District of Columbia, DC

Work Schedule is Full Time - Permanent

Opened Monday 9/14/2015  
(647 day(s) ago)

 Closed Friday 9/25/2015  
(636 day(s) ago)

### Salary Range

\$63,091.00 to \$98,305.00 / Per Year

### Series & Grade

PG-1084-11/12

### Promotion Potential

12

### Supervisory Status

No

### Who May Apply

US Citizens and Status Candidates

### Control Number

415792900

### Job Announcement Number

15-1506605-VT

## Job Description

### Job Summary

**AMENDMENT 1 - Changes requirement for security clearance; and extends the closing date.**

**Come be a part of one of the largest digital information facilities in the world!**

**Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.**

The position is located in Customer Services, Creative Services, Washington, DC.

Selectee will work Shift 1 and have a tour of duty of 8:00 am to 4:30 pm.

The mission of Creative Services is to provide expert graphic design for Federal government agencies and Congress. Creative Services also advises agencies of Federal mandates on printing as provided in the Joint Committee on Printing (JCP) guidance and regulatory materials.

Designers consult with agency representatives for planning, scheduling, and budget, develop visual concepts that satisfy customer needs, prepare these designs for print, e-publications, mobile apps, Web or multimedia products, and help specify production techniques and materials.

### Duties

As a graphic designer, the employee must be an expert in the use of the latest design and desktop publishing software and hardware. In addition, he/she must be able to utilize material (that may be electronic) provided by the customer. More specifically, the employee:

- Meets with representative of various Government agencies in pre-production planning conferences to determine their needs, discuss budget, schedule and make recommendations for design and production.
- Questions customer about other uses for their print design such as conversion to an e-publication or digital media for mobile devices, for a CD-ROM and HTML or PDF files for a Web site.
- Examines manuscripts, disks, and related materials accompanying the job to decide if furnished materials are adequate and how they will be used.
- Whether print or media, must select fonts, determine the hierarchy of headings, follow style manuals, determine size, create layouts, create illustrations, determine how illustrations, photography or other graphic materials will be used, select graphic materials, create style sheets, prepare proofs, prepare digital media for final production, recommend materials to be used, and check proofs if requested.
- In the absence of the supervisor, may assume duties in the planning, assigning, and reviewing of the work of the section.
- Performs other related duties as assigned.



## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- U.S. Citizenship is required.
- Selectees must pass a drug test prior to appointment.
- Selectees must pass a background check prior to appointment.
- Selectee must be able to obtain and maintain a Secret security clearance.
- Males born after 12/03/59 must be registered for Selective Service
- Applicants must provide a portfolio to be considered for the position.

### Qualifications

**To qualify for this position, you must meet the following requirements:**

**To minimally qualify for the PG-11 level,** applicants must meet on of the following criteria:

A. Applicants must possess one year of specialized experience at the PG-09 (or equivalent) level or higher. Qualifying specialized experience includes: designing for print and multimedia products; creating or manipulating photographs and illustrations, and creating charts or diagrams to communicate information visually; and preparing files to be printed or published electronically; **OR**

B. Applicants must have Ph.D or equivalent doctoral degree in a field related this position (i.e. commercial art, fine arts, art history, industrial design, architecture, drafting, interior design, photography, or visual communication); **or** have completed 3 full years of progressively higher level graduate education leading to a Ph.D or equivalent doctoral degree in a field related to this position; **or** have an LL.M related to this position; **OR**

C. Applicants must possess a combination of experience and education that equals at least 100% of the total requirement.

**To minimally qualify for the PG-12 level,** applicants must possess one year of specialized experience at the PG-11 (or equivalent) level or higher. Qualifying specialized experience includes: designing for print and multimedia products; creating or manipulating photographs and illustrations, and creating charts or diagrams to communicate information visually; preparing files to be printed of published electronically; and communicating with customers to determine their needs.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion applicants must meet applicable time-in-grade requirements to be considered eligible. One year of at least fully successful work related experience at the PG-09 (or equivalent) level of federal service is required to qualify for the PG-11 level. One year of at least fully successful work related experience at the PG-11 (or equivalent) level of federal service is required to qualify for the PG-12 level. Applicants must also provide a copy of their current performance evaluation and rating. If you have not been rated within the last year you must state so in a written statement included with you application submission or you may lose consideration for the position.

**All qualification requirements must be met by the closing date Friday, September 25, 2015 of this announcement to be considered.**

*Applicants using education to qualify for this position at the PG-11 level must submit a copy of their school transcript(s) to receive consideration. Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. educational programs to be acceptable for Federal employment.*

***Applicants are required to submit a portfolio of their graphic designs by including a link to their online portfolio where indicated in the occupational questionnaire. No portfolios will be accepted by mail.***

***Applicants who do not submit an online portfolio will not be considered for this position.***

### Security Clearance

Secret

## Additional Information

### What To Expect Next

After a review of your resume, required documents and occupational questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

*Supplementary vacancies may be filled in addition to the number stated in this announcement.*

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

This position is open to all U.S. Citizens **AND** Merit Promotion eligibles (also known as "status candidates"). When answering the "Occupational Specialties" section of the occupational questionnaire, you will be asked to select whether you are applying under "All U.S. Citizens (Competitive)" or "Status Candidates (Merit Promotion)". Please note that Merit Promotion eligibles may also elect to be considered under "All U.S. Citizens (Competitive)". If you do not meet one of the categories below, you should select "All U.S. Citizens (Competitive)".

- **Current career or career-conditional employees:** [https://help.usajobs.gov/index.php/Career\\_vs.\\_Career\\_Conditional](https://help.usajobs.gov/index.php/Career_vs._Career_Conditional)
- **30% Disabled Veterans:** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans Employment Opportunity Act (VEOA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Veterans' Recruitment Appointment (VRA):** <http://www.fedshirevets.gov/job/shav/index.aspx>
- **Certain Military Spouses:** <http://www.fedshirevets.gov/job/shams/index.aspx>
- **Reinstatement:** [https://help.usajobs.gov/index.php/What\\_is\\_reinstatement%3F\\_Am\\_I\\_eligible%3F](https://help.usajobs.gov/index.php/What_is_reinstatement%3F_Am_I_eligible%3F)
- **Family Member Preference (Derived Preference):** <http://www.fedshirevets.gov/job/familypref/index.aspx>
- **A severely physically handicapped Schedule A appointment:** Please submit a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.
- **A former Peace Corps or VISTA Volunteers appointment:** Please submit documentation indicating your volunteer service in order to be considered.

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, September 25, 2015.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1506605. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

**If you cannot apply online, please follow the instructions listed below:**

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).



3. Attach your resume or OF-612 and all required documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. *Do not use a different cover page.*

If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before Friday, September 25, 2015.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Ability to design various products (i.e. logos, identity materials, annual reports, newsletters, brochures, magazines, posters, exhibits, books, web sites, and multimedia products).
- Skill in using desk-top publishing, graphics, and animation computer software programs.
- Ability to follow accepted typographic standards, specify ink, paper, and binding for printed materials; and to prepare electronic files according to industry standards.
- Ability to communicate effectively orally to define customer objectives; and coordinate work efforts with various services.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

**For Competitive Applicants/All US Citizens** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. Your application will be placed in one of three categories: Best Qualified, Well Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

**For Merit Promotion Applicants** - If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

## Required Documents

In addition to your responses to the occupational questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

- **For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal.
- **For Veterans:** DD-214 (member copy-4) <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Disabled Veterans:** DD-214 (member copy-4), SF-15 and VA letter dated 1991 or later (indicating % disability). <http://www.opm.gov/employ/veterans/html/vetguide.asp>
- **For Certain Military Spouses:** Copy of service member's PCS order authorizing the spouse to accompany the service member AND Proof of marriage to the service member; OR Proof the service member was released or discharged from active duty due to a service-connected disability AND Documentation of the service member's 100% disability AND Proof of marriage to the service member; OR Proof the service member's death while on active duty AND Proof of marriage to the service member. <http://www.opm.gov/employ/veterans/html/vetguide.asp>.
- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that your resume accurately reflects the duties and responsibilities under each position you have held with each employer. In describing your experience, please be clear and specific. It is your responsibility to make sure your resume states complete information for each job entry including beginning and ending dates of employment stated as MM/YYYY; and the include the total number of hours worked per week. If your resume does not provide enough information regarding your work history for us to make a credible qualification determination, your application package may be rendered disqualified and you will no longer be considered for the position. To assist you in sending in a complete resume, please use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).
- **ALL APPLICANTS MUST SUBMIT A PORTFOLIO TO BE CONSIDERED FOR THIS POSITION.**

All materials must be received by the closing date of this announcement Friday, September 25, 2015 to be considered.



**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Publishing Office

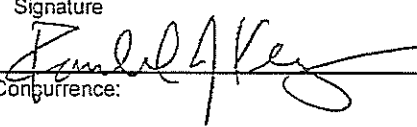
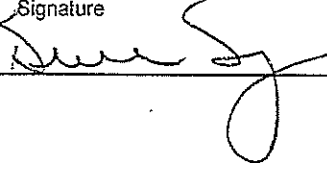

### Creative Services

#### Contact

Valerie Tripp  
Phone: (202)512-1308  
Email: [VTRIPP@GPO.GOV](mailto:VTRIPP@GPO.GOV)

#### Address

Government Publishing Office  
732 North Capitol Street NW  
Room C-604  
Washington  
DC

<b>POSITION DESCRIPTION</b>				1. Agency Position No.  021006	
2. Reason for Submission  <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced.) See Remark**		3. Sensitivity  <input type="checkbox"/> Special <input type="checkbox"/> Critical <input checked="" type="checkbox"/> Noncritical <input type="checkbox"/> Nonsensitive		4. Service  <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act  <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Subject to IA Action <input checked="" type="checkbox"/> Yes _____ No <input type="checkbox"/>		
9. Position is  <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code B		11. Functional Class Code	
12. Official Title of Position		Pay Plan	Occupational Code	Grade	Initials
Visual Information Specialist		PG	1084	12	OWL
Date: 6 / 5 / 2004					
13. Organizational Title of Position (if different from official title)  Graphic Designer					
14. Organizational Location of Position Customer Services			c. Third Subdivision		
a. First Subdivision Creative Services			d. Fourth Subdivision		
b. Second Subdivision			a. Fifth Subdivision		
15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitutes violations of such statutes or their implementing regulations.					
a. Typed or Printed Name and Title of Immediate Supervisor  Ronald J. Keeney, Assistant Director			b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional)  Bruce A. Seger, Managing Director		
Signature 		Date 9/18/15	Signature 		Date 9/18/15
c. Concurrence:					
16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.					
Typed Name and Title of Official Taking Action  Ginger T. Thomas, Chief Human Capital Officer			Signature 		Date 9/18/15
17. Standards Used In Classifying/Grading Position  Visual Information Series, GS-1084 TS-103 May 1991; Grade Evaluation Guide for Visual Arts Work TS-103 November 1991			18. FES Applied <u>Yes</u>		19. Full Performance Level <u>PG-12</u>
20. Remarks  * The description is a career-ladder (I.L.O.#019291). ** Updates position description to include requirement of a Secret security clearance. <u>vtc 9/18/15</u>					
21. Description of Major Duties and Responsibilities (See attached) POSNUM: 02171					

Visual Information Specialist, PG-1084-12  
[Organizational title: Graphic Designer]  
Customer Services, Creative Services

Introduction

This position is a graphic designer and staff member for one of the sections in Creative Services, Customer Services. The mission of this office is to provide expert graphic design for Federal government agencies and Congress. Creative Services also advises agencies of Federal mandates on printing as provided in the Joint Committee on Printing guidance and regulatory materials.

Designers consult with agency representatives for planning, scheduling, and budget, develop visual concepts that satisfy customer needs, prepare these designs for print, e-publications, mobile apps, Web or multimedia products, and help specify production techniques and materials.

At this level the visual information specialist is expected to perform on several levels—they must be expert in the use of the latest design and desktop publishing software and hardware. In addition, they must be able to utilize material (that may be electronic) provided by the customer. They must also have the ability to organize information effectively and create a wide variety of published products for diverse audiences. This position is at a full-performance level of PG-12. The incumbent at this level may receive assignments with a broad scope, with tighter time constraints, and collaborating with more senior level specialists and managers than a PG-12 incumbent. The incumbent will also have more independence and less supervisory review of the final design products and services the incumbent provides.

Major Duties and Responsibilities

- Incumbent meets with representatives of various Government agencies in pre-production planning conferences to determine their needs, discuss budget, schedule and recommendations for design and production. These meetings may include the Section Supervisor, the Production Coordinator and a Senior Designer or a design contractor.
- Incumbent questions customer about other uses for their print design such as conversion to an e-publication or digital media for mobile devices, for a CD-ROM and HTML or PDF files for a Web site.
- Incumbent examines manuscripts, disks, and related materials accompanying the job to decide if furnished materials are adequate and how they will be used.
- Whether print or digital media, incumbent must select fonts, determine the hierarchy of headings, follow style manuals, determine size, create layouts, create illustrations, determine how illustrations, photography or other graphic materials will be used, select graphic material, create style sheets, prepare proofs, prepare digital media for final production, recommend materials to be used, and check proofs if requested.
- In the absence of a supervisor, incumbent may assume duties in the planning, assigning, and reviewing of the work of the section.
- Performs other related duties as assigned.

### Knowledge Required by the Position

Incumbent must demonstrate knowledge of the principles of visual communication, design methodology and technical and aesthetic requirements for the appropriate solution of communication and design problems.

Incumbent must demonstrate ability to do research if necessary to find solutions for design or technical problems or to stay familiar with the current trends in design.

Incumbent must demonstrate ability to design various types of products: logos, identity materials, annual reports, newsletters, magazines, posters, displays and books.

Incumbent must demonstrate ability to design various types of digital material, such as e-publications, mobile apps and digital material such as web sites and interactive DVDs.

Incumbent must demonstrate ability to interpret customer needs from generally stated objectives.

Incumbent must demonstrate skill developing design for the web, or skill using Drupal web design development tools, and demonstrate expert knowledge of web technology.

Incumbent must demonstrate expertise in using this software as follows:

Adobe InDesign: ability to set preferences, create master pages and style sheets, link text, import text and images and save documents in proper formats; ability to use InDesign tools to produce e-publications and design mobile apps.

Adobe Photoshop: ability to use all tools, adjust resolution color balance, levels and curves, work with masks and layers, understand industry standards (resolution, RGB and CMYK), and to save photographic images in the proper formats for print, web, e-publications and multi-media applications;

Adobe Illustrator: ability to use all tools in this vector graphic program to create files for graphic illustrations, graphs and charts, maps, logos, and typographic effects.

Adobe Acrobat: ability to create PDF files with this software, to adjust resolution, and embed fonts and images; ability to tag PDF files to comply with American Disabilities Act Section 508 requirements for publications.

Incumbent must demonstrate ability to specify ink, paper, and binding for printed jobs and ability to prepare electronic files according to industry standards.

Incumbent must demonstrate ability to communicate to a wide variety of audiences who may not be familiar with terms used in printing, design technology, digital design, or conceptual design.

### Supervisory Controls

The position reports to the Supervisor of Design (or other Supervisors in the Division) who assigns work and reviews finished products. The position is under the further supervision of the Manager of Creative Services who reviews all major projects or assignments. Normally, designs and technical decisions are reviewed only from standpoint of acceptability of finished product and maintenance of good design standards. Other supervisors or the Production Coordinator may participate in initial conferences with customer agency representatives, but subsequent contact is the responsibility of the incumbent who reports major decisions or failures to supervisors. All

projects are reviewed at intervals by Creative Services supervisors and agency customers for appropriateness and quality.

### Guidelines

Guidelines consist of Title 44, U.S. Code; Government Printing and Binding Regulations; GPO rules and regulations; established office procedures; and customer requirements.

The design of publications and digital material is left to the discretion of the incumbent. Because of the unique nature of some projects, guidelines are limited. Customers may provide simplistic diagrams, charts or rough sketches or examples of other products. The incumbent uses the customer's material, creativity, research, text, photographs, drawings, etc. to create an appropriate design.

### Complexity

Complexity ranges from creating original illustrations, digitally retouching or manipulating photographs, designing magazines, newsletters, and journals, designing product or service brochures, identity guidelines, manuals, press kits and annual reports, designing charts, maps, graphs, and catalogues, environmental design including signage and exhibits, designing posters, invitations, announcements, or direct mail, designing brand and identity systems and collateral material, book design (requiring developing hierarchy of material, footnotes, or indexes, and may include graphic elements or photographic material, with special bindings and cover designs) and Web/multimedia design that includes the creation of web graphics in a Drupal development environment, the proper use of fonts for web, design of web navigation, creation of HTML documents, animation, interactivity, and links or creation of content for the web. Creative Services does not do extensive programming at this time, but the incumbent will be required to work with developers and IT support in designing Drupal-based web solutions and mobile app development. Multimedia design includes the creation of interactive DVDs. Incumbent may also be required to recommend production methods.

Discussions with agency representatives must be handled with diplomacy. The incumbent is responsible for transforming ideas and information into attractive and appropriate products for the American public.

Complicating factors can include the unpredictability of the workload, budget and schedule restrictions.

### Scope and Effect

The position is to design or revise publications, and design digital products such as e-publications, Drupal based web sites, mobile apps, DVDs, etc. The work directly affects the ability of federal agency customers to communicate successfully. The position involves designing of a variety of products, sometimes determined by the unique nature of the customer or audience, budget or schedule.

### Personal Contacts

Contacts are with co-workers within Creative Services, printing specialists and supervisors within Customer Services, IT project managers and IT support technicians, printing officers, editors and officials from Federal agencies or Congress and contractors from the printing or design industry.

### Purpose of Contacts

Contacts are for the purpose of answering questions, reviewing projects, making and reviewing modifications. Contacts within GPO are to coordinate work among different departments or to inform supervisors about projects. Contacts with senior staff, printing specialists, IT professionals, editors and project managers from customer agencies are to discuss all aspects of projects including budget, schedule and aesthetic requirements. Contacts with commercial vendors are for purposes of planning work and guiding and reviewing work; vendor contacts are also made to evaluate capacity of vendors to provide needed services.

### Physical Demands

The work is primarily sedentary but also may involve some walking to other locations within the building and occasional site visits to agencies.

### Work Environment

Work is performed in an office setting.

### Other Conditions

Position requires a Secret security clearance.

# Senior Marketing and Promotions Specialist

## GOVERNMENT PRINTING OFFICE

1 vacancy in the following location:	<b>Salary Range</b>	<b>Who May Apply</b>
📍 Washington DC, DC	\$89,924.00 to \$116,901.00 / Per Year	Current GPO Employees Only
Work Schedule is Full Time - Permanent	<b>Series &amp; Grade</b>	<b>Control Number</b>
Opened Thursday 7/24/2014 (1063 day(s) ago)	PG-1101-13/13	375959000
🕒 Closed Friday 8/15/2014 (1041 day(s) ago)	<b>Promotion Potential</b>	<b>Job Announcement Number</b>
	13	14-1170514-ST
	<b>Supervisory Status</b>	
	No	

## Job Description

### Job Summary

**Come be a part of one of the largest digital information facilities in the world!**

AMMENDMENT 2 - EXTENDS CLOSING DATE

This position is located in the Office of Sales Planning and Development, Publication and Information Sales, Washington, DC

The selectee will work shift 1 and have a tour of duty of 8:30 am to 5:00 pm.

This position is located in the Office of Sales Planning and Development, Publication and Information Sales. This position serves as project lead of a staff office reporting to the Director, Sales Planning and Development. The Senior Marketing and Promotions Specialist is responsible for promotional programs that support the Superintendent of Documents (SuDocs) Publication and Information Sales program. The program itself is intended to create greater public awareness of Federal Government Publications and to increase P&IS revenues derived from Sales Program products.

**WHO MAY APPLY: Permanent GPO Employees only.**

### Duties

The incumbent in this position will serve as the Senior Marketing and Promotions Specialist responsible for promotional programs that support the Superintendent of Documents (SuDocs) Publication and Information Sales program. In addition, the selectee will perform the following duties:

- Provides leadership over a team including Promotion Specialists and Promotion Assistant, who are engaged in developing and improving new and existing marketing and promotional programs.
- Conceptualizes and develops promotional programs to support the overall marketing plan, as well as implementing and evaluating them.
- Manages and updates the U.S. Government Online Bookstore.
- Conducts email promotional campaigns, leveraging social media tools such as blogs, Twitter and YouTube, developing, producing, and distributing printed and electronic catalogs and brochures, product releases and other vehicles for creating greater public awareness of Sales Program products, the U.S. Government "bricks and mortar" bookstore, the U.S. Government Online Bookstore, and other P&IS services.
- Develops effective and efficient working relationships with organizations within GPO, other Federal agencies, representatives of the library community, and with private sector marketing concerns.
- Evaluates the marketability of publications to determine their inclusion in Sales Program promotions.
- Recommends improved promotional practices for the GPO Bookstore and the U.S. Government Online Bookstore.
- Develops customized marketing plans for other P&IS services.



## Travel Required

- Not Required

## Relocation Authorized

- No

## Job Requirements

### Key Requirements

- You must be a current, Career or Career-Conditional GPO employee to apply.

### Qualifications

#### To qualify for this position, you must meet the following requirements:

To minimally qualify for the PG-13 level, you must have one (1) year of specialized experience at the PG-12 (or equivalent) level or higher. Example of qualifying specialized experience include developing, producing, and distributing printed and electronic catalogs and brochures; conducting email promotional campaigns; managing and updating an e-commerce website; leading a team in developing and improving new and existing marketing and promotional programs; developing marketing plans.

**TIME-IN-GRADE REQUIREMENTS:** Applicants must meet time-in-grade requirements to be considered eligible. Time-in-grade requirements for this position include one (1) year of experience at the PG-12 level or equivalent grade level of federal service is required to qualify for the PG-13 level.

All qualification requirements must be met by the closing date of this announcement Friday, August 15, 2014.

## Security Clearance

Not Applicable

## Additional Information

### What To Expect Next

After a review of your resume, required documents and assessment questionnaire is complete, you will be notified of your application status. If further evaluation or interviews are required you will be contacted. Applicants will receive notification when a final selection has been made.

## BENEFITS

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: <http://www.usajobs.gov/EI/benefits.asp#icc>.

## Other Information

Supplementary vacancies may be filled in addition to the number stated in this announcement.

## How to Apply

To apply for this position, you must provide a complete Application Package, which includes 1) your responses to the Occupational Questionnaire, 2) your resume or OF-612 Optional Application for Federal Employment, and 3) any other documents needed to verify your qualifications or eligibility (see the required documents section).

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

The completed Application Package must be submitted by 11:59 PM (EST) on Friday, August 15, 2014.

To begin the process, click the **APPLY ONLINE** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **SUBMIT MY ANSWERS** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following 1170514. Fax your documents to 1-478-757-3144.

**NOTE:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select **My Applications**, and click on the **more information** link under the application status for this position.

If you cannot apply online, please follow the following instructions:

1. Print a copy of the occupational questionnaire so that you can read and respond to the questions offline. Click here to [View Occupational Questionnaire](#).
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. The form URL is: [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).
3. Attach your resume or OF-612 and all required supporting documents (e.g., SF-50, most recent performance appraisal, DD-214, etc.).
4. With your completed OPM Form 1203-FX as the front page (where your name, social security number, etc are shown), submit your materials to fax number **1-478-757-3144**. Do not use a different cover page.

**If you are using the fax method to submit your application, you should retain a copy of the fax confirmation sheet and verify that your application was received by contacting the Specialist listed in the vacancy before** Friday, August 15, 2014.

## How You Will Be Evaluated

You will be evaluated on your responses to the assessment questionnaire, and then we will compare it against your resume and supporting documentation. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job.

You will be further evaluated on the following Knowledge, Skills, and Abilities (KSA) and/or Competencies required for the position:

- Knowledge of the principles, mission, and practices involved in E-Commerce (online) promotional activities.
- Ability to use initiative, ingenuity and imagination in developing new methods or techniques to handle complex issues.
- Ability to lead and manage multiple projects developing and improving new print and online marketing promotional programs, while meeting tight deadlines and high quality expectations.
- Ability to communicate orally and in writing with (i.e., the public, Members of Congress, officials of other Federal agencies, the business and professional communities) to build awareness of promotional programs via email, blogs and other social media communication.

We **DO NOT** require a separate narrative statement responding to the Knowledge, Skills and Abilities (KSAs) and/or competencies, however your resume should **CLEARLY** show possession of these competencies.

If you meet the qualification requirements listed above, your application will be rated based on your online questionnaire and supporting documents. If your final rating places you among the top candidates, your application will be referred to the selecting official for further review.

All qualification requirements must be met by the closing date of this announcement Friday, August 15, 2014.

### Merit Promotion Eligibility:

This position is open to current, career or career-conditional GPO employees only. **You must submit your most recent performance evaluation and SF-50 to be considered.** GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from their EOPF or HC Operations, Room A-638 or C-604.

## Required Documents

In addition to your responses to the questionnaire and your resume, you must submit the following additional documents specific for this vacancy:

**For Merit Promotion applicants, including GPO employees:** SF-50 (indicating highest grade level held, tenure group, promotion potential and salary) and most recent performance appraisal.

- **For applicants qualifying on the basis of education:** transcripts - official or unofficial. A transcript is required if you are claiming to qualify based on your education. The information presented in the transcript must be verifiable; at the minimum the transcript should contain the name of the institution, applicant's name, list of completed courses, semester hours, and GPA.
- **Content of Resume:** Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or other written form you choose to describe your job-related experiences are used to verify your qualifications. Therefore, it is important that the information be specific, detailed where appropriate, and complete. 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).

**All materials must be received by Friday, August 15, 2014 of this announcement to be considered.**



**U.S. GOVERNMENT PUBLISHING OFFICE**  
Keeping America Informed | OFFICIAL | DIGITAL | SECURE

# Legislative Branch

## Government Printing Office

### Contact

Sheila D. Thompson  
Phone: (202)512-1308x20611  
Email: SDTHOMPSON@GPO.GOV

### Address

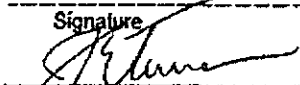

Government Printing Office  
732 North Capitol Street NW  
HCO Room A-638  
Washington  
DC

# U.S. Government Printing Office

<b>POSITION DESCRIPTION</b>				1. Agency Position No. 020938	
2. Reason for Submission <input type="checkbox"/> New <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced.) I.L.O. #019175		3. Sensitivity <input type="checkbox"/> Special <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		4. Service <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> Field	
5. Employing Office Location WASHINGTON, DC	6. Duty Station Washington, DC	7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9. Position is <input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input type="checkbox"/> Leader <input checked="" type="checkbox"/> Non supervisory		10. Competitive Level Code K		11. Functional Class Code	
12. Official Title of Position Senior Marketing and Promotions Specialist		Pay Plan PG	Occupational Code 1101	Grade *14	Initials VJT
13. Organizational Title of Position (if different from official title)		Date 6 / 13 / 2012			


14. Organizational Location of Position Business Products and Services	c. Third Subdivision
a. First Subdivision Publication and Information Sales	d. Fourth Subdivision
b. Second Subdivision Sales Planning and Development	a. Fifth Subdivision

15. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed or Printed Name and Title of Immediate Supervisor Jeffrey E. Turner, Director, Marketing	b. Typed or Printed Name and title of Higher-Level Supervisor or Manager (optional) Herbert H. Jackson, Managing Director
Signature 	Signature 
Date 6/11/12	Date 6/15/12

c. Concurrence:

16. Classification /Job Grading Certification. I certify that this position has been classified /graded in conformance with applicable classification standards.

Typed Name and Title of Official Taking Action Lakeshia D. Rose, Human Capital Manager, Talent Acquisitions	Signature 	Date 6/15/12
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17. Standards Used In Classifying/Grading Position	18. FES Applied <u>Yes</u>
	19. Full Performance Level <u>*PG-14</u>

20. Remarks  
\* The position has been reevaluated due to changes in responsibilities and classified at the PG-1101-13 level. The position is designated "Incumbent Only" and must be properly adjusted to the PG-13 grade level upon vacancy and prior to recruitment.

21. Description of Major Duties and Responsibilities (See attached)  
POSNUM: 01737

**Senior Marketing and Promotions Specialist  
PG-1101-14**

**INTRODUCTION**

This position is located in the Office of Sales Planning and Development, Publication and Information Sales. The incumbent of this position serves as project lead of a staff office reporting to the Director, Sales Planning and Development, who in turn reports to the Managing Director, Business Products and Services, a senior-level position. The Senior Marketing and Promotions Specialist is responsible for promotional programs that support the Superintendent of Documents (SuDocs) Publication and Information Sales program. The program itself is intended to create greater public awareness of Federal Government Publications and to increase P&IS revenues derived from Sales Program products. The incumbent is accountable to the Director, Sales Planning and Development who reports to the Managing Director, Business Products and Services, a senior level position. As the team leader for the Promotions Group, the incumbent helps to guide, direct, and evaluate the work of others.

**DUTIES**

Acts as project lead for a team of four (4). This includes a PG-1101-13 Promotion Specialist, two (2) PG-1101-12 Promotion Specialists, and a PG-1101-9 Promotion Assistant, who are engaged in developing and improving new and existing marketing and promotional programs.

Conceptualizes and develops promotional programs to support the overall marketing plan, as well as implementing and evaluating them. This involves conducting reviews of existing marketing tools and evaluating marketing practices currently in use. It also involves managing and updating the U.S. Government Online Bookstore, conducting email promotional campaigns, leveraging social media tools such as blogs, Twitter and YouTube, developing, producing, and distributing printed and electronic catalogs and brochures, product releases and other vehicles for creating greater public awareness of Sales Program products, the U.S. Government "bricks and mortar" bookstore, the U.S. Government Online Bookstore, and other P&IS services.

*Develops and maintains effective and efficient working relationships with organizations within GPO, with other Federal agencies, with representatives of the library community, and with private sector marketing concerns.*

Reviews and assists in evaluating the marketability of publications to determine their inclusion in the Sales Program. Recommends improved promotional practices for the GPO Bookstore and the U.S. Government Online Bookstore. Develops customized marketing plans for other SuDocs services.

Performs other related duties as assigned.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- *Mastery of the principles, methods, practices and techniques that enable the incumbent to function as the P&IS technical authority on print and online promotional problems and issues.*
- *Ability to use initiative, ingenuity and imagination to develop new methods or techniques to handle complex issues when guidelines and precedents are not available.*
- *Knowledge of the overall missions of P&IS Sales and other programs to enable incumbent to develop strategies and formulate policies for P&IS print and online promotional activities, and to establish standards for the development and evaluation of these activities to meet mission objectives.*
- *Authoritative professional knowledge of P&IS, GPO, and Government-wide information dissemination programs that enables incumbent to convey this information to creative service teams, account management and research groups, as well as to other audiences.*
- *Skill in oral and written communications required to communicate effectively with Government program managers and publishers on their resources and constraints and respond appropriately to comments and requests for information about P&IS promotional activities from Members of Congress, officials of other Federal agencies, the business and professional communities, and P&IS customers.*
- *Skill in, guiding, directing, and evaluating the work of others.*
- *Skill in using online and social media tools such as blogs and email.*
- *Skill in optimizing online content to enhance discovery by search engines.*
- *Knowledge of the procedures, operations, and resources required, and costs involved in publishing and dissemination, as well as knowledge of the capability of contemporary print and electronic publishing techniques and equipment.*
- *Proven ability to manage multiple projects simultaneously, and to meet tight deadlines and high quality expectations.*
- *Knowledge of marketing principles and techniques in order to determine the effectiveness of promotional focus and strategic initiatives.*

## **SUPERVISORY CONTROLS**

The incumbent receives assignments and priorities from the Director, Sales Planning and Development. The incumbent and the Director, Sales Planning and Development develop a plan of action, which includes identification of the work to be accomplished and the deadlines for completion. The incumbent keeps the Director, Sales Planning and Development informed of progress, potentially controversial issues, or problems with widespread impact. The incumbent exercises discretion and judgment in determining the scope of these development efforts. Work is generally reviewed for compatibility with organizational goals and effectiveness in meeting objectives. Work involving particularly sensitive or controversial issues may be reviewed by the Director, Sales Planning and Development, and/or the Managing Director, Business Products and Services. Findings and recommendations are normally accepted without significant change.

## **GUIDELINES**

Guidelines are broadly stated and nonspecific such as broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of

work. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

### **COMPLEXITY**

Complexity of responsibility includes using new approaches and innovative methods to help determine which Sales products warrant the expenditure of resources that will make the most significant impact on the overall cost recovery of the Publications and Information Sales Program. Included is helping enhance awareness of the Sales Program among both the business and professional communities and the general public, helping develop good will towards the Sales Program among the Federal publishing community to ensure a steady flow of products into the Program, and to change emphasis and direction to respond appropriately to unexpected developments and altered external or internal circumstances. Uses tact, negotiating skills, persuasiveness, and originality when speaking at public forums.

### **SCOPE AND EFFECT**

The activities directed and managed by the incumbent directly affect the financial basis of the Publication and Information Sales Program. Decisions made by the incumbent directly affect public perceptions of GPO and SuDocs by Government publishers, various professional and business communities, and the general public. Promotions created by the incumbent can be a significant factor in Government publishers' decisions to bring products to GPO for printing and sale.

### **PERSONAL CONTACTS**

Personal contacts include GPO personnel, other Federal agencies, representatives of the library community, and could also involve Federal Government program directors and publishers, and private sector marketing services firms.

### **PURPOSE OF CONTACTS**

Contacts with GPO personnel are to advise management on the possible impact of promotional activities on GPO and the effect of GPO policies on such activities. Contacts with Government program directors and publishers are to provide advice on appropriate product formats, target audiences, and dissemination techniques, and to help persuade them to use GPO for the printing and sale of their products. Contacts with private sector marketing services firms are to obtain information on contemporary business practices and to gather information prior to contracting out certain marketing services.

### **PHYSICAL DEMANDS**

Work is primarily sedentary.

### **WORK ENVIRONMENT**

Work is typically performed in an adequately lighted and climate controlled office.