



Job Title: Management and Program Analyst

Department: Department Of Agriculture

Agency: Farm Service Agency

Job Announcement Number: UK704258-VT-DT

SALARY RANGE: \$47,448.00 to \$98,586.00 / Per Year

OPEN PERIOD: Tuesday, July 17, 2012 to Monday, July 30, 2012

SERIES & GRADE: GS-0343-09/12

POSITION INFORMATION: Full Time - Permanent

PROMOTION POTENTIAL: 12

DUTY LOCATIONS: 1 vacancy(s) in the following locations:
Amherst, MA United States
Colchester, VT United States
Concord, NH United States
Bangor, ME United States

WHO MAY BE CONSIDERED: See Area of Consideration Statement Below

JOB SUMMARY:

PLEASE READ ALL THE INSTRUCTIONS UNDER "HOW TO APPLY" BEFORE YOU BEGIN.

RELOCATION EXPENSES WILL NOT BE PAID.

THIS ONE POSITION WILL BE LOCATED IN ONE OF THE FOLLOWING FSA STATES: MAINE, MASSACHUSETTS, NEW HAMPSHIRE, OR VERMONT. THE ACTUAL LOCATION WILL NOT BE CHOSEN UNTIL THE SELECTION IS MADE.

The Farm Service Agency (FSA) is an exciting and rewarding place to start, build and/or continue your career. Be part of our team and support the well-being of American agriculture and the American public.

FSA's diverse culture and benefits allow for a healthy balance between your career and home life. In addition to a generous salary, FSA offers a friendly and professional working environment with a diverse workforce, flexible hours/work schedules, and other family-friendly benefits such as: paid vacation and sick leave, paid holidays, retirement and supplemental savings plan, a wide array of health, dental, vision, and life insurance plans, flexible spending accounts, and long-term care insurance.

AREA OF CONSIDERATION: RESTRICTED TO CURRENT PERMANENT FSA FEDERAL/COUNTY EMPLOYEES NATIONWIDE AND USDA CTAP CANDIDATES.

FARM SERVICE AGENCY (FSA) COUNTY EMPLOYEES: Permanent County employees without prior Federal tenure who are selected for a Civil Service position under Public Law 105-277 will be given a career-conditional appointment and must serve a 1-year probationary period.

KEY REQUIREMENTS

- You must be a U.S. Citizen or National to apply.
 - Required to pass a background investigation and fingerprint check.
 - Meet education and/or experience requirements.
 - Complete Occupational Questionnaire and submit resume/supporting documents.
 - Financial disclosure will be required.
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DUTIES:

THIS ONE POSITION WILL BE ASSIGNED TO AND LOCATED IN ONE OF THE FOLLOWING FSA STATES: MAINE, MASSACHUSETTS, NEW HAMPSHIRE, OR VERMONT. THE ACTUAL LOCATION WILL NOT BE CHOSEN UNTIL THE SELECTION IS MADE.

The selectee

- Analyzes program and management activities in Service Centers and makes formal recommendations to correct operational problems, enhance county office efficiency and improve program delivery.
 - Works on assignments that include conducting targeted reviews of programs administered by county offices, including administrative and management activities.
 - Follows up on reviews to ensure that corrective actions are properly and promptly taken.
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QUALIFICATIONS REQUIRED:

Applicants must meet all qualification requirements by Monday, July 30, 2012.

You may start at the GS-9 level if you have the following qualifications:

- One year of specialized experience equivalent in difficulty and responsibility to the GS-7 level in the Federal service. Experience which includes knowledge and skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature. In addition, experience must demonstrate skills and abilities to assist in assessing the effectiveness and efficiency of administrative and/or farm/farm loan program operations to make recommendations for improving county office operations, OR

- Successful completion of 2 full academic years of progressively higher level graduate education or master's or equivalent graduate degree with a major in business administration, industrial management, industrial engineering, industrial psychology, public administration, political science, government, or other fields related to the position such as agriculture, agricultural economics, farm, livestock, ranch management, or rural sociology, OR
- A combination of education and experience as listed above.

You may start at the GS-11 level if you have one of the following qualifications:

- One year of specialized experience equivalent in difficulty and responsibility to the GS-9 level in the Federal service. Successful completion of 3 full academic years of progressively higher level graduate education or a PhD, or equivalent doctoral degree with a major in business administration, industrial management, industrial engineering, industrial psychology, public administration, political science, government, or other fields related to the position such as agriculture, agricultural economics, farm, livestock, ranch management, or rural sociology, OR
- Experience which includes knowledge of and skill in applying and adapting analytical and evaluative methods to assess the effectiveness, efficiency and productivity of administrative and/or farm/farm loan program operations, and make recommendations to correct problems and improve county office operations. This level includes skill in research and knowledge of pertinent laws, regulations, policies and precedents used in administering administrative and/or farm/farm loan program and related support programs, OR
- A combination of education and experience as listed above.

You may start at the GS-12 if you have the following qualification:

- One year of specialized experience equivalent in difficulty and responsibility to the GS-11 level in the Federal service. Experience which includes knowledge and skill in applying and adapting analytical and evaluative methods to assess the effectiveness, efficiency and productivity of administrative and farm/farm loan program operations, make recommendations to correct problems and improve county office operations. In addition to the knowledge of the previous level, this level includes applying the knowledge to develop new or modified work methods, report program violations and recommend changes to procedures for administering farm/farm loan and administrative program operations.

THE SUBSTITUTION FOR EDUCATION IS NOT QUALIFYING AT THE GS-12 LEVEL.

College Transcript: If you are qualifying based on education, submit a copy of your college transcript that lists college courses detailing each course by the number and department (i.e., bio 101, math 210, etc.), course title, number of credit hours and grade earned. You must submit evidence that any education completed in a foreign institution is equivalent to U.S. education standards with your resume. You may submit an unofficial copy of the transcript at the initial phase of the application process. **Please refer to the "How to Apply, Alternative Methods for Submitting Your Application Materials" section, for instructions on submitting the transcript.**

Note: Your college transcript is used to verify successful completion of degree, or college course work. An official college transcript will be required before you can report to duty.

TIME-IN-GRADE REQUIREMENTS: Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the time-in-grade restriction.

BACKGROUND INVESTIGATION AND FINGERPRINT CHECK: Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal History Check (fingerprint check) and a background investigation.

HOW YOU WILL BE EVALUATED:

We will review your application materials to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic requirements on the information provided in the Occupational Questionnaire. The Occupational Questionnaire is used to evaluate your relevant personal, educational, and work experiences. The questions are related to the fundamental competencies, such as customer service, decision making, flexibility, interpersonal skills, learning, oral communication, planning and evaluating, self management, teamwork, and writing, required for the job for which you are applying. If a determination is made that you have rated yourself higher than is supported by your description of experience and/or education OR that your application is incomplete may result in receipt of a lower or ineligible rating.

BENEFITS:

Permanent employees are eligible to elect life and health insurance coverage and will be covered by a Retirement System. Employees will earn annual and sick leave. For additional information on benefits [click here](#).

OTHER INFORMATION:

Interagency Career Transition Assistance Plan (ICTAP) or Career Transition Assistance Plan(CTAP): If you are claiming [CTAP/ICTAP](#) eligibility, provide a copy of your most recent annual

performance appraisal (at least "fully successful" or equivalent), and proof of eligibility, i.e., a RIF separation notice or Certification of Expected Separation, and SF-50 noting current position, grade level, and duty location. CTAP/ICTAP eligibles will be considered well-qualified if achieving a rating of 80 or above excluding veteran's preference points.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See www.sss.gov.

HOW TO APPLY:

Please read all the instructions before you begin.

To apply for this position, you must submit a complete Application Package, which includes the following:

1. [Resume](#). You may either use USAJOBS Resume Builder to create a resume or create your own; however, your resume must contain the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience; and, 5) other qualifications.
2. A complete Occupational Questionnaire
3. Additional Required Documents i.e., college transcripts, Veterans documents, etc (see Required Documents section below).

To begin this process, click the "**Apply Online**" button to create an account or log into your existing USAJOBS account. Follow the prompts to complete the Occupational Questionnaire. Please ensure that you click the Submit My Answers button at the end of the process.

Please print your "**Confirmation of your Submission to Application Manager**" for your records. The online Occupational Questionnaire must be completed and submitted by 11:59 p.m. EDT on Monday, July 30, 2012. Applications are not screened for required documents before determining minimum qualifications. It is your responsibility to ensure that all required documents are received in the office by the close of business on or before the closing date of this announcement. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in the mail service etc.

Alternative Method for Submitting Your Application Materials:

If you are not applying online, you may fax your application materials to 1-478-757-3144.

1. Click [View Occupational Questionnaire](#) to download the questions, and
2. [Click here](#) to download the OPM Form 1203FX, this form is used to record your responses on, and
3. Click here to download the [fax cover page](#).

If applying online or faxing your application materials poses a hardship, please contact the servicing human resources office during core business hours (8:00am to 4:30 pm central time) prior to the closing date. Requests for hardship will be reviewed on a case-by-case basis. Make requests in a timely manner to allow enough time to obtain documents and return the completed information to our office.

REQUIRED DOCUMENTS:

In addition to your Occupational Questionnaire and resume, other documents may be required.

1. If this vacancy announcement has a **basic education requirement** and/or you are substituting education for specialized experience, you **must** submit a copy of your college transcripts.
2. If you are a current or former Federal employee, you **must** provide the most current Notification of Personnel Action (Form SF-50) that verifies career-conditional/career status, position title; series and grade (do not submit an Award SF-50). FSA County employees **must** provide the most recent Notification of Personnel Action (Form SF-50-B or FSA-50) that verifies permanent status. Also provide the SF-50 that reflects the highest grade level held on a permanent basis or the full performance level of your current position, whichever is higher. **Failure to do so will result in an ineligible rating.**
3. If you are a current Federal employee, you **must** submit your most recently **completed** annual performance appraisal (dated within 18 months) which identifies the employee's official rating of record, signed by the supervisor, or a statement advising why the performance appraisal is unavailable. Do not submit a performance plan. **Failure to do so will result in an ineligible rating.**

AGENCY CONTACT INFO:

DOROTHY L. TAYLOR

Phone: (816)926-2169

TDD: 800-735-2966

Email: DOROTHY.TAYLOR2@ONE.USDA.GOV

Agency Information:

Farm Service Agency

Beacon Facility - Mail Stop 8398

PO Box 419205

9240 Troost Ave KCMO 64131-3055

Kansas City, MO

64141-6205

WHAT TO EXPECT NEXT:

Once your online Occupational Questionnaire and resume has been received, you will receive an acknowledgement email that your submission was successful. After a qualification review of your

complete application package has been made, you will be notified as to the status of your application. If further evaluation or interviews are required, you will be contacted. You can track the progress of your application package in Application Manager at <http://applicationmanager.gov/>.

Control Number: 321397900

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