JOB OPPORTUNITY ANNOUNCEMENT

DLA HUMAN RESOURCES

DLA IS AN EQUAL OPPORTUNITY EMPLOYER

How to Apply **General Information**

Agency Announcement Number: CPMS-04-856

Opening Date: 12/12/2003

Closing Date: 12/29/2003

Position: Human Resources Specialist (Information Systems), GS-0201-11/12/13 **Salary:** $48,451.00 - $89,774.00 Per Annum

Note(s):
Applications MUST be received in CSO-C by the closing date of the announcement in order to be considered.

All competitive candidates must submit narrative responses to Knowledge, Skills, and Abilities statements (KSAs). Failure to do so will result in lost consideration.

This position may be filled at any of the three grade levels. If selected at the GS-11 or GS-12 level, incumbent may be noncompetitively promoted to the target grade upon meeting all requirements and upon recommendation of the supervisor, however promotion is not guaranteed and no promise of promotion is implied. Please indicate on your application the grade level(s) for which you wish to be considered.

This announcement will be used to fill a total of three positions.

Applicants who previously applied against JOA CPMS-04-452 must reapply against this Vacancy Announcement in order to be considered.

Organization/Location:
DHRA, Civilian Personnel Management Service, Regionalization and Systems Modernization Division / ROSSLYN, VA

Who May Apply: All current appointable federal employees, ICTAP eligibles, Reinstatement eligibles, VRA eligibles (GS-11 level), DVAAP eligibles (30% or more compensably disabled veterans), persons eligible for appointment under

the Persons with Disabilities Program, and preference eligibles or veterans who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

Major Duties: Incumbent participates in activities related to the sustainment, operation and maintenance of the Defense Civilian Personnel Data System (DCPDS), the common, integrated system supporting DoD-wide civilian personnel. Activities include development of systems enhancements; documentation, testing and implementation; and DCPDS training through train-the-trainer method. Participates in functional oversight of DCPDS in the preparation of new system requirements or modifications to existing requirements, preparation and/or analysis of functional system change requests and the development of functional requirements. Reviews the plans, proposals and requirements from the Components for further risk analysis, enhancement and modification.

Conditions of Employment:
PCS: Authorized
Overtime Work: Occasionally
TDY Travel: Occasionally
Tour of Duty: Set Time
Fair Labor Standards Act: Exempt
Drug Testing Designated Position: No
Incumbent Subject To Rotation: No
Security Requirements: Non-Critical Sensitive
Financial Statement Filing: Not Required
Supervisory Probation: Not Required
Selective Service: Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to initial appointment. Failure to comply may be grounds for withdrawal of an offer of employment or dismissal after appointment.

Qualification Requirements: Applicants must have one year of specialized experience at least equivalent to the next lower grade level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position to be filled. Applicant must have served one year at the next lower grade level to meet OPM time-in-grade requirements.

Evaluation Factors:
Quality of Experience Point Value: 65
Performance Appraisal Point Value: 20
Education, Training, and Self-Development Point Value: 10
Awards Point Value: 5
Total Points: 100

Method of Ranking/Rating: Applicants competing for promotion will be given a score on each evaluation factor. The combined score on all evaluation factors will be used in ranking candidates to determine their relative standing. EVALUATION CRITERIA AND CERTIFICATION: Applicants within the area of consideration must meet eligibility requirements including time-in-grade, time-after-competitive appointment, and minimum qualification requirements by the closing date or other time frames as provided for in Defense Acquisition Workforce Improvement Act (DAWIA) regulatory material, if applicable. Evaluation will be based upon information contained in the application. Reference is not made to the Official Personnel Folder except to verify information. It is the responsibility of the applicant to provide the required documentation when submitting their application. Failure to submit required documentation will result in lost consideration.

Knowledge Skills and Abilities:

1. Knowledge of automated human resources systems in order to analyze problems, proposals, and system changes and provide advice and recommend solutions to senior organizational management.

2. Knowledge of human resource functional areas (staffing, classification, employee relations, training, etc.) in order to analyze requirements and support automated solutions.

3. Ability to analyze and interpret Federal personnel laws, regulations, and policies in order to solve complex problems related to the delivery of civilian personnel services.

4. Ability to communicate effectively in writing and in person-to-person contacts with various levels of technical, professional, and management personnel both within and outside the government.

Reasonable Accommodations: Reasonable Accommodations: This agency provides reasonable Accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision to grant reasonable accommodation will be determined on a case-by-case basis.

<u>If Submitting by Mail:</u>
Customer Support Office Columbus (CSOC)
ATTN: CSOC-HQ
P. O. Box 182662
Columbus, OH 43218-2662

<u>If Submitting by FedEx:</u>
Customer Support Office Columbus (CSOC)
ATTN: CSOC-HQ, BLDG 11, SEC 4
3990 E. Broad Street
Columbus, OH 43213

If you have any questions or comments regarding this announcement, please contact:

DLA, Customer Support Office - Columbus (CSO-C)
Headquarters Service Team
Sharri Cumbow/Karla Jones
DSN 850-0276/850-6061
Comm (614)692-0276/(614)692-6061