

U. S. Department of Education

VACANCY ANNOUNCEMENT

CAREER INTERN POSITION

Excepted Service Position

Employing Office: U.S. Department of Education, Office of Elementary and Secondary Education (OESE), Office of Migrant Education (OME), Washington, DC 20202

Announcement Number: OESE-2009-CIP-0009

Opening Date: 06/15/2009

Closing Date: 06/26/2009

Position Title: **MANAGEMENT & PROGRAM ANALYST**

Series & Grade: GS-343-09

Salary Range: \$50,408 - \$65,531

Promotion Potential: GS-12

Duty Location: Washington, DC

What is the Career Intern Program: The Career Intern Program (CIP) is designed to attract and recruit exceptional individuals to federal careers. Individuals selected will participate in a 2-year formal training program with job assignments designed to develop competencies appropriate to the agency's mission and needs. Upon successful completion of the 2-year internship, the intern will be eligible for immediate conversion to a career or career conditional appointment in the competitive service.

AREA OF CONSIDERATION: ALL RECRUITING SOURCES. Applications will only be accepted from U.S. Citizens.

This is an Excepted Service Appointment Not-to-Exceed 2 years

Work Schedule: Full-Time **Bargaining Unit:** This is a bargaining unit position

Number of Positions: One Position

DUTIES: This advanced trainee position performs analytical assignments related to the effectiveness of programs and/or the efficiency of the management of operations which are authorized under the Elementary and Secondary Act of 1965, as amended by the No Child Left Behind Act of 2001, and/or the American Recovery and Reinvestment Act of 2009. More specifically, the trainee will:

- Serve as a program officer for assigned grant programs, conduct program reviews (i.e., monitoring), and provide technical assistance to each assigned grantee.

- **The incumbent will also provide back-up support to OME staff who have the lead responsibility for tasks such as developing program policy, resolving internal and external audits (including the review of audit work papers), analyzing grantee responses on performance reports and other data, issuing grant awards, coordinating the oversight of grantee carryover and fund liquidation activities, or similar policy and fiscally-related grant administration activities.**
- **The incumbent will also serve as a back-up Contracting Office Technical Representative (COTR) for OME contracts and assist or coordinate the planning of meetings and events hosted by OME.**

The employee may also take the coursework needed to become certified as a Contracting Officer's Representative (COR). Over time, serving as a COR may involve tasks such as participating in activities leading to the award of a contract (e.g., developing some or all of the acquisition package, developing and/or reviewing cost estimates and/or budget information, participating on the technical review panel), and acting as the government's technical representative for a contract (e.g., providing the contractor with technical direction, monitoring contractor performance, inspecting and accepting completed work for the government). The employee may also work on special projects and have project management responsibilities.

This employee will conduct studies of work processes and procedures, identify problems, review production standards, and make tentative recommendations for problem resolution. This employee will review reports and studies to ensure that user requirements are met and appropriate rules and regulations are utilized. This employee will assist in the development of directives and the design, development, documentation, and implementation of various reporting systems.

QUALIFICATIONS REQUIREMENTS

SPECIALIZED EXPERIENCE:

Applicants must have one year of specialized experience equivalent to the GS-7 level in the Federal government. Examples of specialized experience would be assisting in the development of policy analyses, developing statistical models, preparing portions of analytical reports, and/or using data management systems to track complex financial or budgetary activity.

SUBSTITUTION OF SPECIALIZED EXPERIENCE:

Master's or equivalent graduate degree OR 2 full years of progressively higher-level graduate education leading to such a degree OR LL.B. or J.D., if related, may be substituted for the specialized experience requirement.

For additional information on qualifications for administrative positions, you may visit <http://www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp>

VETERANS PREFERENCE:

In accordance with Federal regulations, if you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veteran's preference. The Defense Authorization Act of November 18, 1997, extended veteran's preference to persons who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 29, 1995, to a date to be determined. The award of the Medal is qualifying for veteran's preference. More information on veteran's preference is available in the Vet Guide that may be found on the United States Office of Personnel Management website at www.opm.gov/veterans. If you believe you are eligible, attach a copy of your DD-214 or Application for 10-Point Veterans' Preference. 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.

SELECTIVE SERVICE REQUIREMENT:

Any male applicant who was born after December 31, 1959, and who is subsequently selected for this position must certify that he is registered for the military selective service by the date he is to enter on duty. False certification may result in termination after appointment.

HOW TO APPLY FOR THIS POSITION:

APPLICATION MATERIALS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOU NOT RECEIVING CONSIDERATION FOR THIS POSITION. Your application materials will not be returned. Do not submit original documents that you need in the future.

All applicants must submit the following data: (failure to include all applicable items will result in not being considered for this position).

- 1. Resume, which includes Name, address and day and evening telephone numbers, and email address.**
- 2. A statement of United States Citizenship (Only U.S. Citizens are eligible to apply for this position).**
- 3. DD 214, If claiming Veterans Preference, if applicable**

4. A supplemental statement addressing how you meet the qualifications requirements in terms of your experience and education; if you qualify based on education, provide a transcript.
5. The vacancy announcement number and position title you are applying for must be recorded on your resume submitted.

SUBMIT RESUME and SUPPLEMENTAL DOCUMENTS TO:

Fax to: Linda Little, fax # (202) 401-0520 and Subject: Vacancy# OESE-2009-CIP-0009

OR

Mail to: U.S. Department of Education, 400 Maryland Ave., S.W., Room 2E202, Washington, DC 20202, ATTN: Linda Little

For questions regarding this position please contact: Linda Little, (202) 401-3609.

ADDITIONAL SELECTIONS MAY BE MADE WITHIN 90 DAYS OF THE OPENING DATE OF THIS ANNOUNCEMENT, SHOULD VACANCIES OCCUR.

RELOCATION EXPENSES _____ WILL WILL NOT BE PAID.

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 ON GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE BASIS.

ALL APPLICATIONS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, POLITICAL AFFILIATION, UNION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, NON-DISQUALIFYING PHYSICAL HANDICAP, OR ANY OTHER NON-MERIT REASON.

THE UNITED STATES DEPARTMENT OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER.