

Agency: Securities & Exchange Commission

Job Announcement Number: 10-301327-DW

Job Title: Supervisory Research Specialist

Salary Range: 114,786.00 - 177,740.00 USD /year

Series & Grade: SK-0301-15

Promotion Potential: 15

Open Period: Thursday, November 19, 2009 to Monday, December 07, 2009

Position Information: Full Time Career/Career Conditional

Duty Locations: 1 vacancy - Washington DC Metro Area, DC

Who May Be Considered: Status Candidates (Merit Promotion Eligibles)

Job Summary:

Do you want to perform challenging work in a collegial environment, while enjoying quality of life and a competitive compensation package? Invest in your career at the U.S. Securities and Exchange Commission (SEC)!

The SEC's mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. The agency seeks high-caliber professionals who share the same values of integrity, fairness, accountability, resourcefulness, teamwork, and commitment to excellence.

The SEC offers a number of enhanced pay and benefits plus the standard Federal benefits:

- The SEC also has a Student Loan Repayment program for permanent employees. Up to \$10,000 a year (60K cap) in student loan repayments for those who meet program criteria.
- Paid dental insurance and vision insurance.
- Increased agency subsidy for health insurance which supplements your health benefits premiums by \$25 for self-only coverage, and \$50 for family coverage.
- Mass transportation subsidy up to \$120 per month.

To find out more, go to <http://www.sec.gov/jobs.shtml>.

This position is in the Office of Investor Education and Advocacy, FOIA Branch #2.

This position is located in Washington, DC.

Salary range: \$114,786 - \$177,740.

This position is open to status candidates only.

Key Requirements:

- This position is open to all status candidates.
- Please read all instructions to ensure that you are applying correctly.
- The individual selected may be subject to a security investigation.
- This position is not in the bargaining unit.
- Moving/Relocation expenses will not be paid.

Major Duties:

Participates in the formulation of new or revised policies, programs, and regulations with respect to the Commission's Freedom of

Information Act (FOIA) and Privacy Act (PA) program.

Provides advice and guidance to management, staff, and the public regarding disclosure of agency records under the Freedom of Information Act (FOIA) and the Privacy Act (PA). Consults and coordinates with SEC components and other government agencies to ensure consistent FOIA processing government wide.

Develops, organizes, and provides SEC briefings and training programs on FOIA policy, regulations, and procedures.

Supervises a staff of FOIA Research Specialists.

Qualifications:

All qualification requirements must be met by the closing date of this announcement. Qualifying experience may be obtained in the private or public sectors. Qualifying education must have been obtained from an accredited college or university recognized by the Department of Education. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at <http://www.opm.gov/qualifications>.

Applicant must submit Standard Form 50 (SF-50) that reflects most recent promotion.

BASIC QUALIFICATIONS

Applicant must have at least one year of specialized experience equivalent to at least the GS/SK-13 level which includes coordinating the processing of and responses to Freedom of Information Act (FOIA) and Privacy Act (PA) requests; drafting outgoing responses; developing, organizing, and providing briefings and training programs on FOIA policy, regulations, and procedures. Note: Supervisory experience is highly desired.

Knowledge, Skills and Abilities: You will be required to complete narratives for the below listed KSAs in the occupational questionnaire for this announcement.

Knowledge of the Freedom of Information Act, related policies established by the Department of Justice, and other government-wide guidance pertaining to FOIA and the Privacy Act, such as Executive Orders and guidance from the Office of Management and Budget.

- Ability to communicate in writing in performing supervisory or other work.
- Ability to manage.

Important Notes:

1. Application procedures are specific to this vacancy announcement. Please read all the instructions carefully. Failure to follow the instructions may result in your not being considered for this position.
2. 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.
3. Supplementary vacancies may be filled in addition to the number stated in this announcement.
4. This position has promotion potential to the 15 .

Information for preference eligible veterans:

Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans'

preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15 and proof of your claim.

How You Will Be Evaluated:

BASIS OF RATING: Once the announcement closes, your application will be automatically evaluated and rated by the system and a **Human Resources Specialist**. To determine if you are qualified for this job, a review of your application and supporting documentation will be made and compared against your responses to the occupational questionnaire. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position. If, after **the Human Resources Specialist** reviews your resume and/or supporting documentation, a determination is made that the score you have received is not a true reflection of your qualifications and/or experience, your score can and will be adjusted to more accurately reflect **the information you provided that support your abilities**. Please follow all instructions carefully. Errors or omissions may affect your rating.

Benefits:

This link provides an overview of the benefits currently offered to Federal employees.

<http://www.usajobs.opm.gov/ei61.asp>

The below links provide quick access to some of the many benefits currently offered to Federal employees:

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit:

<https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit:

<http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

Other Information:

The SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, send an email to DisabilityProgramOfficer@sec.gov. To request sign language interpreting services for interviews, send an email to SECInterpreter@sec.gov at least 5 business days before the date you will need this service. To contact the Disability Program Office by phone, call 202-551-4158.

TTY/ASCII users should use the toll free Federal Relay Service number: 1-800-877-8339 and provide the SEC number of the office or individual you are calling. For more information about using the Federal Relay Service see: <http://fts.gsa.gov/frs/tollfree.htm>.

How To Apply:

This position is open to status candidates only.

To apply for this position, you must provide a complete Application Package, which includes all three of the following parts:

1. Your responses to the Assessment Questionnaire
2. Résumé
3. Required documents (these are specified below in the Required Documents section of this job announcement).

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

1. A Veteran applying for a Veterans' Recruitment Appointment (VRA), **you must submit a copy of your DD-214 showing that you were honorably discharged to be considered.** Eligibility for VRA appointments includes Disabled veterans; Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized; Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded; and Veterans separated from active duty within the past 3 years. NOTE: VRA only applies to positions at the GS-11 level and below.

2. A Veteran applying under the Veterans Employment Opportunity Act (VEOA), you must **submit a copy of your DD-214 showing that you were honorably discharged to be considered.** To be eligible for a VEOA appointment, a veteran must be honorably separated and either a preference eligible or have substantially completed 3 or more years of active service. ("Active Service" under this law means active duty in a uniformed service and includes full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned.) A veteran who is released under honorable conditions shortly before completing a 3-year tour is also eligible.

3. A 30% or more Disabled Veteran. **You must submit your DD214, a completed SF-15, and letter from the VA dated 1991 or later as proof to be considered.**

4. A Severely Physically Handicapped Schedule 'A' Appointment. **Please submit documentation from a State Vocational Rehabilitation Service as proof to be considered.**

5. A Former Peace Corps or VISTA Volunteers Appointment. **Please submit documentation as proof to be considered.**

6. Surplus or Displaced Federal Employees: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 90 or above on the rating criteria for this position. **CTAP and ICTAP eligibles must submit the following as proof of eligibility for the special selection priority:**

- A copy of your certificate of expected separation, reduction-in-force notice, or other documentation which establishes you are being or have been displaced from a Federal position AND
- A copy of your most recent performance appraisal demonstrating a rating of at least fully successful or equivalent (Note: this is required unless you are an CTAP/ICTAP eligible due to compensable injury, illness, or disability) AND
- A copy of your most recent SF-50 (Notification of Personnel Action) or other official documentation which shows the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy, your duty location, and that you are serving as a career or career conditional competitive service employee in tenure group 1 or 2, OR are a current or former Executive Branch agency employee in the excepted service serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, and who has been conferred non-competitive appointment eligibility and special selection priority by statute for positions in the competitive service

OR

- A Military Department or National Guard Bureau notification that shows you are receiving a special disability retirement from the US Office of Personnel Management under 5 U.S.C. 8337(h) or 8456 AND
- Official documentation which shows your duty location and the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy

More information about CTAP and ICTAP eligibility may be found at 5 CFR 330.

To apply for this position, you must provide a complete Application Package, which includes all three of the following parts:

1. Your responses to the Assessment Questionnaire
2. Résumé
3. Required documents (these are specified below in the Required Documents section of this job announcement).

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

Please follow the instructions listed below for submitting the Assessment Questionnaire, Résumé and Required Documents. **Please read all instructions before you begin.** You are solely responsible for the delivery of your materials. We cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, etc. Your materials will not be returned; therefore, do not submit original documents that you may need in the future (upload these documents from your files or submit copies instead).

OPTIONS FOR SUBMITTING YOUR APPLICATION PACKAGE

Use *Application Manager* for convenience and quickest processing. Track your progress to a *Complete* Application Package using the *My Application Packages* checklist and status displays in Application Manager. Your Application Package status must be *Complete* by 11:59 p.m. Eastern Time on **Monday, December 07, 2009**.

To begin, choose one of these options:

Option A: Application Manager (Preferred Method)

If your résumé is going to be one you prepared **outside** of the USAJOBS Résumé Builder, click this link to begin the process: [Online Questionnaire](#). Instructions for uploading your supporting documentation will be provided in the application manager during the completion of the assessment questionnaire.

- If your résumé is going to come **from the USAJOBS Resume Builder**, begin the process by clicking the **Apply Online** button near the bottom of this page. Your résumé will be attached only to the Application Package you complete and submit immediately **after** you click the Apply Online button for this job announcement, not to any Application Packages you may have already created.

To return to Application Manager at any time simply go to <https://applicationmanager.gov/>.

Option B: Fax

If it is not possible for you to use *Application Manager*, follow these steps to fax your responses to the questionnaire and/or your supporting documentation:

1. Print a copy of this job announcement so that you can read and respond to the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers (refer to below link for Instructions for completing the OPM Form 1203-FX). The form URL is: http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf. Please note you may also call USAJOBS by Phone at (703) 724-1850 to have the OPM Form 1203-FX mailed to you; however, this is not a practical alternative if the announcement is nearing its closing date. After the introduction on the recording, press 1, and listen for instructions to request the form.
3. If you are faxing your responses to the questionnaire using the OPM Form 1203-FX along with your supporting documentation, **use the OPM Form 1203-FX as your cover sheet, do not** use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.
4. If you are faxing supporting documents and you are not using the Form 1203-FX, you **must** use the cover sheet at the following URL: <http://staffing.opm.gov/pdf/usascoversheet.pdf>. Be sure to fill out all blocks on the form completely and clearly. If you do not use this form or the OPM Form 1203-FX as your cover sheet, the documents will not associate with your application and you may be found ineligible for the position.
5. Submit your materials to fax number 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

Submitting Documents

If you upload your documents using Application Manager, **DO NOT FAX** the same documents. To verify uploaded documents have been processed, please wait one hour to ensure they have cleared the virus scan. You can verify that your uploaded documents are

attached to your application by checking the Details tab of your Application Manager account <https://applicationmanager.gov/> for this job announcement. Your documents will display under the Details tab in the Document area.

- **Faxed documents will take 2-3 business days to process.** To fax documents, you **MUST** use the special cover page. Print the pre-populated cover page on the upload documents screen of Application Manager. Or, you may click this link <http://staffing.opm.gov/pdf/usascover.pdf> to print a copy of the cover page. When faxing documents, follow the procedures outlined below. Include the 8-character Vacancy Identification Number ET301327
- Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.
- You may submit multiple documents for the same job announcement using one cover page.
- Fax your cover page and documents to **1-478-757-3144**.

Faxed documents submitted with missing information will not be processed. The following will prevent your documents from being processed:

- Not using the special cover page mentioned above
- Missing, incomplete, or invalid Vacancy Identification Number
- Missing or incomplete Social Security Number or name

Note: If you have documents in your Application Manager account from a previous job announcement they can be opened, copied and saved then reused as an upload file for this vacancy. Uploading your documents will speed the processing of your application for this announcement.

Your résumé, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written form you choose to describe your job-related qualifications can be submitted electronically using the document upload process or fax process. Please be sure to include all the following information in your résumé:

- **Personal Information** - Full name, mailing address, contact information, and Social Security Number. Résumés that do not contain the personal information requested above will not be processed.
- **Education** - High School name and date of diploma or GED, Colleges/Universities attended and major field(s) of study, total credit hours received and type and year of degree(s) received.
- **Work Experience** - Job title, hours per week, employer's name and address, supervisor's name and phone number, starting and ending dates of employment (month and year format), salary, duties and accomplishments. Indicate whether your current supervisor may be contacted.
- **Other Qualifications** - List your job-related training courses, skills, certificates, licenses, honors, awards and/or special accomplishments. DO NOT send copies of these documents.

Instructions for completing the OPM Form 1203-FX:

If you are applying to this announcement by completing the OPM 1203-FX form instead of using the Online Application method, please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the job announcement and refer to it as you answer the questions. Be sure to double check your application before submission to ensure you have responded to all questions.

Social Security Number

Vacancy Identification Number

The Vacancy Identification Number is: ET301327

1. Title of Job

Supervisory Research Specialist

2. Biographic Data

3. E-Mail Address

4. Work Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

5. Employment Availability

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

Enter the lowest grade level that you will accept for this position. The lowest grade for this position is 15.

15

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

If you are not entitled to veteran's preference, mark "No preference claimed." Except for disabled veterans, (1) those who entered active duty on or after October 15, 1976, and before September 8, 1980, must have an authorized campaign badge; OR, (2) those who enlisted after September 7, 1980, or entered on active duty (through means other than enlistment) on or after October 14, 1982, must have (a) completed at least 24 months of continuous, active duty service AND have served in a campaign or expedition for which a campaign medal has been authorized; OR, (b) have served at least one day during the period for which a campaign medal has been authorized; OR (b) have served at least one day during the period of 08/02/90 through 01/02/92 AND have 24 months of continuous, active duty service, or been a reservist activated during that period. Persons who returned from military service at the rank of major, lieutenant commander, or higher are not entitled to veteran's preference except as disabled veterans.

15. Dates of Active Duty - Military Service

16. Availability Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

17. Service Computation Date

18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

How did you become aware of this vacancy?

- A. SEC's Website
- B. Local Newspaper
- C. National Newspaper
- D. Twitter
- E. SEC Employee
- F. Colleague/Friend
- G. USA Jobs
- H. Career/Job Fair
- I. Other

20. Occupational Specialties

001 Merit Promotion

21. Geographic Availability

0675 Washington DC Metro Area, DC

22. Transition Assistance Plan

In this section indicate if you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP).

Note: To receive consideration for CTAP or ICTAP, you must submit the necessary supporting documentation. Refer to the "Benefits/Other" section for additional information and instructions.

23. Job Related Experience

If you are applying by the OPM Form 1203-FX, leave this section blank.

24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

1. Please select item below that best describes your experience.

A. I have at least one year of specialized experience equivalent to at least the GS/SK-13 level which includes coordinating the processing of and responses to Freedom of Information Act (FOIA) and Privacy Act (PA) requests; drafting outgoing responses; developing, organizing, and providing briefings and training programs on FOIA policy, regulations, and procedures. Note: Supervisory experience is highly desired.

B. I do not have the experience described above.

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Please select only one letter for each item.

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing the task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

2. Consulted and provided advice to agency components and other agencies on sensitive and controversial FOIA issues and on complex cases involving situations where definitions or data were incomplete, controversial, or uncertain, or where boundaries of the issues were difficult to determine, such as cases that resulted in new guidelines on FOIA matters, or cases that were impacted by proposed legislation.

3. Evaluated and commented on agency regulations regarding provisions of the FOIA and Privacy Act for implementation within a significant organizational segment of an agency, such as a regional office, Center, or major field installation.

4. Reviewed and provided remarks on agency policies regarding provisions of the FOIA and Privacy Act for national implementation.

In 500 words or less, please describe your experience as it relates to your knowledge of the Freedom of Information Act, related policies established by the Department of Justice, and other government-wide guidance pertaining to FOIA and the Privacy Act, such as Executive Orders and guidance from the Office of Management and Budget.

5. Applicant has some management experience as a direct supervisor, but not as a manager overseeing a large organization with subordinate supervisors.

6. Applicant has some management experience as a team leader or project leader over a few special projects in his/her career, but not as an official supervisor with administrative supervisory duties.

7. Applicant has several years of direct supervisory experience and has solid examples showing how he/she has managed a staff and provided leadership to achieve the workforce's expected performance levels commensurate with the organization's strategic objectives.

In 500 words or less, please describe your experience as it relates to your ability to manage.

8. Wrote reports in the specialization or subject matter area of the position. Some reports and other written products are recognized as having a significant impact in the program area on an international level.

9. Wrote reports in the specialization or subject matter area of the position, some of which have been recognized as having an important influence in the program area.

10. Formulated and analyzed options for agency decision memoranda and new guidelines that result from legislation, major decisions by courts, or changes in other related programs. Produced well-researched, thorough, and logical written material requiring a mastery of the principles, concepts, laws, and systems involved in administration of agency programs.

In 500 words or less, please describe your experience as it relates to your ability to communicate in writing in performing supervisory or other work.

Required Documents:

For this job announcement the following documents are required:

1. Assessment Questionnaire
2. Résumé
3. Standard Form 50 (SF-50) personnel action that reflects most recent promotion.

Contact Information:

Donnis M. Wallace
Phone: (202)551-7467
Fax: (202)777-1028
Email: WallaceD@sec.gov

Or write:
Office of Human Resources
100 F Street NE
Washington, DC 20549
Fax: (202)777-1028

What To Expect Next:

After a review of your résumé, required documents and assessment questionnaire is complete, you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required, you will be contacted.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

USAJOBS Control Number: 1739428