United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-D5W-0218
Demo

Position Title/Series/Grade:
Biological Science Technician (Plants)
GS-0404-05/06/07

Promotion Potential: GS-07

Employment Type: Full Time, Term Appointment for 2 Years, with the possibility of extension up to a total of 4 years.

Grade and Salary Range:

GS-05	$27,569.00 - $35,844.00	Per Year
GS-06	$30,731.00 - $39,951.00	Per Year
GS-07	$34,149.00 - $44,395.00	Per Year

Location of Position:
Small Grains & Potato Germplasm Research, Aberdeen, ID

Who Can Apply:
All U.S. Citizens

Opening Date: March 7, 2005

Closing Date: March 14, 2005

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit http://www.afm.ars.usda.gov/hrd/jobs/apply.htm.

Contact Information

Human Resources Specialist:
Cindy Prucha
(301) 504-1581

Location Contact Information:
Kathy Burrup
208-397-4162 X111

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: ARS-D5W-0218
5601 Sunnyside Avenue, Stop 5106
Beltsville, MD 20705-5106
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at: http://www.ars.usda.gov/main/site_main.htm?modecode=53-66-00-00

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

Major Duties:

Provides technical support to the National Small Grains Collection by performing a variety of duties in the seed laboratory, field, and greenhouse. Laboratory work primarily involves: collection of seed, spike, and panicle descriptor data on National Small Grains Collection accessions; recording the data in computer files; creating computer image files of seeds, spikes, and panicles; filling National Small Grains Collection seed requests; and viability testing of seed inventories. Field and greenhouse work primarily involves planting and harvesting NSGC seed regeneration grow-outs.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

GS-5: 1 year of specialized experience equivalent to the GS-4 level in the Federal service OR successful completion of a full 4 year course of study leading to a bachelor's degree with major study or at least 24 semester hours in any combination of scientific or technical courses such as biology, chemistry, statistics, entomology, animal husbandry, botany, physics, agriculture or mathematics of which 6 semester hours of courses must relate directly to the duties of the position.

GS-6: 1 year of specialized experience equivalent to the GS-5 level in the Federal service OR 6 months of graduate education directly related to the duties of the position.

GS-7: 1 year of specialized experience equivalent to the GS-6 level in the Federal service OR 1 year of graduate education directly related to the duties of the position.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Specialized Experience - experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

(1) Knowledge of the basic techniques for propagation of small grains (wheat, barley, oat, rye, triticale, rice) from planting to harvest.

(2) Skill in recording exact and detailed records.

(3) Ability to use computers and computer software including word processing, spreadsheets, and imaging to capture, tabulate, and summarize data.

(4) Ability to operate field and laboratory equipment related to small grains research including planters, threshers, and seed cleaners.

Other Important Information

Benefits Package:
A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:
For further details, call the U.S. Office of Personnel Management (OPM) at 478-757-3000 or TDD 478-744-2299. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at http://www.opm.gov/veterans/html/vetguide.asp.

Relocation Expenses:
Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletin 03-402, which may be found at: http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:
Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:
If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):
If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:
USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
2) evidence of full performance level of current position;
3) a copy of your most recent performance appraisal; and
4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:
Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:
Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:
The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to http://www.opm.gov/forms/html/of.asp and scroll down to obtain the OF-612).

The following information is required of all applicants:

☐ Announcement number, title, and grade(s) of the position

☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

☐ Social security number

☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)

☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:

☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at http://www.opm.gov/forms/html/sf.asp to obtain form.)

☐ Paid and non-paid work experience related to the position. For each period of work experience include:
___Job title
___Series/grade (if Federal employment)
___Duties and accomplishments
___Employer's name and address
___Supervisor's name and contact information
___Starting and ending dates of employment (at least month & year)
___Number of hours worked per week
___Salary
___Indicate if we may contact current supervisor/employer

☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
___Certificates/licenses (current)
___Honors, awards, and special accomplishments
___Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)

☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a and look under the heading "Other Education" for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)

- ☐ Copy of most recent performance appraisal (if you are a current federal employee)

- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).

- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at http://www.usajobs.opm.gov/a2.htm and scroll down to the subject heading, "Category".)

- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)

- ☐ Self-certification of typing speed (if required as a basic qualification for the position)

- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at http://www.ars.usda.gov/careers/whatksa.html).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to http://www.opm.gov/forms/html/of.asp and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.