

**UNITED STATES DEPARTMENT OF AGRICULTURE
MARKETING AND REGULATORY PROGRAMS
CAREER INTERN PROGRAM (CIP) ANNOUNCEMENT**

JOB NUMBER:

POSITION TITLE: Biological Science Technician, GS-0404-5/6/7

OPEN: February 8, 2008

CLOSES: February 22, 2008

SALARY: GS-0404-05 (\$30,682 - \$39,881)

GS-0404-06 (\$34,200 - \$44,462)

GS-0404-07 (\$38,006 - \$49,403)

PROMOTION POTENTIAL: GS-07

DUTY LOCATION: Raleigh, North Carolina*

***RELOCATION EXPENSES WILL NOT BE PAID**

THIS ANNOUNCEMENT IS OPEN TO ALL UNITED STATES CITIZENS.

Federal status is not required when applying under "Public" announcements.

NOTE: This position is being filled under the Federal Career Intern Program (CIP). additional information on the CIP is available at <http://www.opm.gov/careerintern/index.asp>.

INTRODUCTION: This position is located at the Animal and Plant Health Inspection Service (APHIS), Plant protection and Quarantine (PPQ), Center for Plant Health Science and Technology (CPHST), Director's office. The incumbent supports the projects and programs of the National Science Program Leaders (NSPL). Duties involve the operational and scientific support at the national level for research and technology development programs managed by the team of NSPLs.

DUTIES (GENERAL): Provides support to science-based problems related to the APHIS, PPQ, CPHST agricultural safeguarding mission. Prepares background papers requiring research on scientific issues in current files and through discussions with knowledgeable research scientists. Assists in the preparation of scientific briefing papers, reports, newsletter, etc. by researching and compiling necessary scientific information for use in preparing responses and in drafting reports. Serves on cross-functional teams with the national science program staff to provide assistance with data gathering, written report preparation, limited research assignments, and performing other support assignments as needed.

Assists in implementing and maintaining a system to manage biological research and technology development programs including work plan schedules, milestones and deadlines, and using appropriate tracking and monitoring systems to notify project leaders about upcoming deadlines. Consolidates input from scientists, budget staff, and NSPLs into final documents, and routes through appropriate channels for review and signature.

Makes arrangements for national scientific meetings, workshops, conferences, seminars, and planning sessions in support of the development and maintenance of national science

programs. Prepares appropriate justifications for scientific meetings, selects meeting sites, identifies travel requirements, coordinates facility needs, maintains attendance and mailing lists, issues informational memos, and prepares and disseminates research plans, reports, and other information to participants. Attends CPHST program development workshops and conferences to assist in workshop and conference management, general support, and to gain an awareness of research program areas. Advises meeting planners of issues associated with meeting logistics (e.g., room requirements, equipment, and location).

Assists CPHST Director, NSPLs, and Administrative Officer in issuance of newsletters regarding scientific activities, especially pertaining to national programs. Prepares presentation materials (slides, overheads, computer slide shows, handouts, etc.) for use at meetings, workshops, and seminars. Builds and maintains a high skill level using advanced software packages.

QUALIFICATIONS REQUIRED: To qualify, you must meet all qualification requirements by the closing date of the announcement.

QUALIFICATION REQUIREMENTS AT THE GS-5/6/7 GRADE LEVELS: Applicant must have 1 year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal service. This experience is typically in, or related, to the work of the position being filled and must have equipped the applicant with the knowledge, skills, and abilities listed below.

OR

EDUCATION SUBSTITUTION AT THE GS-5 GRADE LEVEL: 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. At least 6 semester hours of courses must have been in courses such as biology, entomology, botany, and agriculture; **OR**

EDUCATION SUBSTITUTION AT THE GS-6 GRADE LEVEL: Successful completion of 9 semester hours of graduate level education in courses such as biology, entomology, botany, and agriculture. Education must be obtained from an accredited college or university; **OR**

EDUCATION SUBSTITUTION AT THE GS-7 GRADE LEVEL: Successful completion of 18 semester hours of graduate level education in courses such as biology, entomology, botany, and agriculture. Education must be obtained from an accredited college or university; **OR**

COMBINATION OF EDUCATION & EXPERIENCE AT THE GS-5/6/7 GRADE LEVEL: Equivalent combinations of successfully completed education and experience may be used to meet the total qualification requirements. The total percentage must equal at least 100 percent to qualify.

For more information on OPM qualifications, visit www.opm.gov/qualifications.

HOW TO APPLY:

TO BE CONSIDERED, YOU MUST SUBMIT THE FOLLOWING. FAILURE TO COMPLY WILL RESULT IN NON-CONSIDERATION:

* **A resume or OF-612** (Optional Application for Federal Employment), or any written application. Be sure to indicate the **Vacancy Announcement Number**. Electronic versions of the OF-612 and an on-line resume builder may be accessed at <http://www.usajobs.opm.gov>.

* The USDA Career Intern Program (CIP) application. The CIP application is available at <http://www.usda.gov/da/employ/CareerInternApplication.htm>.

AND

* Your most recent transcript

Please be sure to indicate your email address, as further communication with you on the status of your application may be by email.

APPLICATION DEADLINE: APPLICATIONS MUST BE RECEIVED BY C.O.B. (4:30 P.M. EST) ON THE CLOSING DATE of this announcement. If you request forms late in the open period, you are still required to have your application received by the closing date. No extensions will be given.

We are sorry for any inconvenience that this may cause; however, due to mail being irradiated, we have no control over when we receive mail. We want to ensure that your application package is timely and is considered for further processing.

WHERE TO SUBMIT APPLICATIONS:

**United States Department of Agriculture
Linda Blackmon, Human Resources Specialist
1400 Independence Ave. SW
Room 0758
Washington, DC 20250**

VETERANS PREFERENCE: If you are claiming 5-point veteran's preference, you must submit a DD-214. If you are claiming 10-points veteran's preference based on a compensable service connected disability of 10 percent or more, you **MUST** submit a DD-214, SF-15 and letter from the Veterans Administration identifying the percentage of disability for preference determination. Additional information on veteran's preference is available in the Vet Guide available at <http://www.opm.gov/veterans/html/vetguide.htm>.

REASONABLE ACCOMMODATION: The Department of Agriculture provides reasonable accommodation to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement. Additional information on persons with disabilities is available at <http://www.opm.gov/disability/>. Persons with disabilities who require alternative means for communication of program

information (Braille, large print, audiotape, etc.) should contact USDA's Target Center at 202-720-2600 (voice and TDD).

The application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 522a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

ADDITIONAL INFORMATION:

All qualification requirements must be met by the closing date of this announcement. Males born after 12/31/59 desiring Federal employment must be registered with the Selective Service System.

Appointments under this announcement include a two-year probationary/trial period requirement.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

The use of Federal Government postage-paid envelopes in filing applications is a violation of federal law and will disqualify you from consideration.

The U. S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (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 at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

For further information regarding this announcement, please contact Linda Blackmon at (202) 720-9176.