

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

**JOB NUMBER:** MRP-AMS-CIP-2008-1038  
**POSITION TITLE:** Equal Employment Specialist  
**SALARY:** GS-0260-09 (\$48,108.00 - \$62,546.00)  
**LOCATION:** Marketing and Regulatory Programs  
Agricultural Marketing Service  
Civil Rights Staff  
Washington, DC

**MAJOR DUTIES:** This position is located in the AMS, Civil Rights Staff (CRS). The CRS oversees and manages the Agency's Civil Rights and Equal Employment Opportunity management functions.

The incumbent serves as an Equal Employment Specialist responsible for conducting inquiries into potentially controversial assignments regarding equal employment opportunity complaints. Attempts are made to resolve these cases of alleged illegal discrimination.

The incumbent uses knowledge of EEO and Civil Rights laws, regulations, policies and practices of the Department and; continually evaluates the Agency's informal complaint program; recommends new or changes to existing policies, practices, and procedures; develops and executes long-term strategic and short-term operational planning. Consults, conciliates and mediates disputes between contending parties. Works with employees and managers to resolve work related problems which result in EEO complaints. Conducts prompt fact-finding by thoroughly researching all pertinent personnel records relative to the allegations raised and conducts interviews. Develops and recommends options to contending parties to ensure prompt and fair resolution of the full range of EEO related issues. Prepares detailed counseling reports based on analysis of the information gathered. Recommends and develops alternatives to address and remedy long-standing and/or emerging barriers to equal opportunity in the conduct of Agency program operations with the goal of reducing the incidence of future complaint activity. If applicable, coordinates the alternative dispute resolution process.

In addition, the incumbent prepares a variety of reports, presentations, and training packages on Staff operational activities and EEO/CR policies, rules, regulations, procedures, and the like, using various software packages.

This position will serve as a career intern in a position with promotion potential to GS-13. Upon successful completion of the internship, the incumbent will become eligible for conversion to competitive service position.

**GENERAL ELIGIBILITY:** This announcement is open to all U.S. Citizens. Federal status is not required when applying. An oral presentation may be required during the interview process. You must meet the qualifications listed below:

**QUALIFICATIONS:** **For GS-9:** 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.

OR

One full year of specialized experience equivalent to at least the GS-07 level providing counsel, conciliation, negotiation and conflict resolution to analyze and develop solutions to problems and situations that involve individuals with diverse cultural and educational backgrounds.

**HOW TO APPLY:** Submit USDA Career Intern Program application (available on-line at: <http://www.usda.gov/da/employ/CareerInternApplication.htm>) with a copy of your resume, most recent transcript and proof of veteran's preference if applicable to:

USDA, MRP, Human Resources Operations  
Attn: Career Intern Program  
1400 Independence Ave SW, Room 0758-S  
Washington, DC 20250  
Fax: (202) 690-2782  
Email: [Linda.Blackmon@aphis.usda.gov](mailto:Linda.Blackmon@aphis.usda.gov)

**APPLICATION DEADLINE:** **Applications must be received by Midnight EST on July 29, 2008.** 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.

**QUESTIONS CONTACT:** Linda Blackmon, (202) 720-9176  
[Linda.Blackmon@aphis.usda.gov](mailto:Linda.Blackmon@aphis.usda.gov)

**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).

**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. An oral presentation may be required during the interview process.

*Candidates will be considered without discrimination for any non-merit reasons such as race, religion, sex, national origin, marital status, politics, disability, age, or membership or non-membership in an employee organization.*

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