

Job Description

Commemoration Specialist

Department of the Interior

National Park Service

Overview

- ##### Open & closing dates

10/18/2019 to 10/24/2019

- ##### Service

Competitive

- ##### Pay scale & grade

GS 15

- ##### Salary

\$127,903 to \$166,273 per year

- ##### Appointment type

Term - 4 Years

- ##### Work schedule

Part-Time

Location

1 vacancy in the following location:

-

Cary, NC

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

- Duties

Summary

This position serves as the Senior Advisor and Program Manager for National Park Service Anniversary and Commemorative activities within the National Park Service (NPS) Headquarters in Washington D.C. As Special Assistant, the incumbent is responsible for developing and directing the implementation of policies, guidelines, training and programs for overall coordination, planning and successful implementation of a variety of national commemorations and anniversaries for the NPS.

Learn more about this agency

Responsibilities

The major duties of the Commemoration Specialist position include, but are not limited to the following:

- Represents the NPS Director along with other senior level NPS officials involved with commemoration issues in frequent briefings and meetings. The meetings often include representatives from the Department of the Interior (DOI) and other agencies, the Office of Management and Budget, White House Council on Environmental Quality and members of Congress.
- Develops and coordinates high-visibility special events to highlight and further the goals and objectives of national commemorations. These events will often include philanthropic and non-Federal organizations participating in public-private partnerships that are an essential component of successful commemorations.
- Provides policy direction and interpretation to superintendents, program managers, and Washington and regional office leadership.
- Provides leadership and overall management direction for national commemorations for the NPS in close coordination and cooperation with the NPS Director, Deputy Director for Operations, National Leadership Council and the Department of the Interior.
- Oversees the development of strategic and business plans for national commemorations. The business plan must address commemoration organizational structure and processes, financial management, human resources management, training and program metrics and feedback.

Travel Required

50% or less - You may be expected to travel 50% of the time.

Supervisory status

No

Promotion Potential

None

- ##### Job family (Series)

0301 Miscellaneous Administration And Program

Similar jobs

- Development Specialists
- Managers, Training
- Specialists, Development
- Specialists, Training
- Training And Development Specialists
- Training Managers

- Requirements

Conditions of Employment

- U.S. Citizenship required.
- Appointment subject to background investigation and favorable adjudication.
- Meet Selective Service Registration Act requirement for males.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer Program.
- This position has a part-time work schedule. You may be required to work evenings, weekends, and holidays as workload dictates.
- If you are a new employee or supervisor in the Federal government, you will be required to complete a one-year probationary period.
- You may be required to travel overnight away from home. You must obtain a government charge card for travel purposes.
- You may be required to complete training and obtain/maintain a government charge card with travel and/or purchase authority.

Qualifications

****Minimum Qualifications Requirements:**

For this position, you must meet the following Specialized Experience Requirements described below:**

To qualify for the GS-15, you must possess at least one full year of specialized experience equivalent to the GS-14 level in the Federal service, or comparable experience not gained through Federal service. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Specialized experience is defined as experience developing new approaches to improve accountability and effectiveness of Service-wide program operation, policies and function; demonstrated knowledge of NPS functions, operations, organizational components, administrative processes, and budget and programming systems; and experience negotiating with Bureau Director, Agency Management, OMB, Congress, and State and local leadership in accepting and implementing recommendations.

NOTE: Applicants are required to meet all three specialized experience statements defined above to qualify.

Additional information on the qualification requirements is outlined in the OPM Qualification Standards Handbook of General Schedule Positions and is available at OPM's website:

<https://www.opm.gov/qualifications/standards/indexes/numndx.asp>
(<https://www.opm.gov/qualifications/standards/indexes/num-ndx.asp>)

All qualification requirements must be met by the closing date of this announcement.

Volunteer Experience

: Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must include months, years and hours per week worked to receive credit for your work and/or volunteer experience. One year of specialized experience is equivalent to 12 months at 40 hours per week. Part-time hours are prorated. You will not receive any credit for experience that does not indicate exact hours per week or is listed as "varies".

Education

There is no substitution of education for experience at the grade level(s) of this announcement.

Additional information

Physical Demands: Work is primarily sedentary. Incumbent, when working in the field, may be required to walk over rough, uneven or rocky terrain and may require bending, crouching, and stooping, stretching, reaching or similar activities.

Working Conditions: Work is performed primarily in an office. The work involves moderate risks and discomforts that may be associated with park operations and on site reviews of operation. Travel may be extensive and may involve unusual travel conveyances.

The National Park Service has determined that the duties of this position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

If you are unable to apply online or need to fax a document that you do not have in electronic form, view the following link for information regarding an Alternate Application. Click the following link for more information,

https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

A review of your resume and supporting documentation will be made and compared against your responses to the Assessment Questionnaire to determine if you are qualified for this job. If your resume is incomplete or does not support the responses provided in the Assessment Questionnaire, or if you fail to submit all required documentation, you will be rated 'ineligible', 'not qualified', or your score will be adjusted accordingly. If a determination is made that you have inflated your qualifications or experience, you can lose consideration for this position. Please follow all instructions carefully; errors or omissions can affect your rating.

Candidates who apply under **Competitive Merit Promotion** procedures will undergo a quality review to determine if they are highly qualified based on the content of their resume and their responses to the questionnaire. Best qualified candidates will be referred if all required supporting documentation has been provided.

Candidates who apply under **Noncompetitive Merit Promotion** procedures will undergo a quality review to determine if they are minimally qualified based on the content of their resume and their responses to the questionnaire. Qualified candidates will be referred if all required supporting documentation has been provided.

You will be evaluated on the following competencies:

- Communications and Media
- Compliance
- Leadership
- Project Management

Please submit 1) a copy of your most recent performance appraisal/evaluation and 2) a list of any awards (e.g. superior performance awards, special act or achievement awards, quality step increase, etc.) you received in the last 5 years. Any performance appraisal/evaluation and award documentation you provide will be forwarded to the selecting official. The selecting official will review this documentation and give it due weight consideration during the overall selection process.

If you do not have your most recent performance appraisal/evaluation, please **submit a statement** as to why it is not available. Please indicate if any prior performance appraisals/evaluations were at an acceptable level.

Background checks and security clearance

Security clearance

Other

Drug test required

No

Position sensitivity and risk

Noncritical-Sensitive (NCS)/Moderate Risk

Trust determination process

Suitability/Fitness

- Required Documents

The following documents are required and must be submitted by 11:59 PM (EST) on 10/24/2019.

1. **Resume** which includes a list of all significant jobs held and duties performed, with dates specified in month and year format, and indicate hours worked per week. If military or civilian, please include your rank and/or grade.
2. A complete **Occupational Questionnaire**
3. **Merit Promotion Eligibility Documentation** such as:
4. Federal employees must submit a copy of their latest SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure, such as the initial hire, promotion, or reassignment, showing position title, series, grade and tenure (please do not submit an Award SF-50 unless it provides the necessary information) and, if different, an SF-50 showing highest permanent grade ever held.
5. Veterans Preference Documentation (e.g. DD-214, SF-15, VA Letter as appropriate)
6. Documentation for the Land Management Workforce Flexibility Act (LMWFA) eligibility, which includes ALL Appointment AND Termination SF-50s for EACH appointment as well as ALL performance evaluations, for each qualifying period of temporary employment claimed.
7. **Other Supporting Documents**, if applicable, such as:
8. Veterans Preference Documentation:
9. If you are a **Discharged, Non-Disabled Veteran**, you must submit a copy of your DD-214 showing character of discharge (Member 4 copy), or other Documentation of Service and Separation under Honorable Conditions, as listed on the SF15. If you don't have your DD-214, you may request it after discharge from the National Archives.
10. If you are a **veteran within 120 days of discharge**, you must submit signed documentation from the Armed Forces certifying: 1) your expected release/retirement from active duty, 2) under honorable conditions, 3) your pay grade/rank/rate at time of discharge, 4) dates of active duty service, 5) any campaign or expeditionary medals received, & 6) dated within 120 days of your separation.
11. If you are a **Disabled Veteran, Purple Heart Recipient, or Mother or Spouse of a Disabled or Deceased Veteran**, you must submit all additional proof required by the SF15, and if applicable, a completed SF15. You may request a copy of your Department of Veterans Affairs letter from www.ebenefits.va.gov or call 1-800-827-1000 to establish proof of disability.
12. Performance Appraisals and Awards:
13. All applicants **must** submit their most recent performance appraisal showing the official rating of record and signed by a supervisor **or**, if one is unavailable, **a statement** as to why it is not available (including if any prior performance appraisals/evaluations were at an acceptable level).
14. Failure to submit any of the above mentioned required documents will result in loss of consideration due to an incomplete application package. It is your responsibility to ensure all required documents have been submitted.
15. Documentation for Interagency/Career Transition Assistance Plan consideration if you are a displaced Federal employee within the local commuting area. You must include: 1) Proof you are

a displaced Federal employee, e.g., RIF Separation Notice, Notice of Proposed Removal, etc; 2) SF-50s (Notifications of Personnel Action) showing career/conditional tenure competitive status, promotion potential and duty location; and 3) your most recent performance appraisal. To exercise selection priority, displaced or surplus Federal employees must be rated well-qualified or above 85 on the rating criteria for this position.

Do not submit photographs with your application package. Documents with photographs may not be seen by hiring officials - you must remove your image from any badges, licenses, etc.

Do not upload Adobe portfolio documents. Adobe portfolio documents are not viewable by our agency's staffing offices.

- Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits.

Review our benefits

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

- How to Apply

To apply for this position: You must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below. To receive consideration, the complete application package must be submitted by 11:59 PM (EST) on 10/24/2019. **WE DO NOT ACCEPT HARD-COPY OR E-MAIL APPLICATION PACKAGES.**

1. Select Apply. If you are not logged in, you will be prompted to login or create an account.
2. Prompted to Start the Application Process by selecting "Start Application."
3. Click here for USAJobs Help with "How to create an application"
4. To **PREVIEW** the application questionnaire, select the following link:
<https://apply.usastaffing.gov/ViewQuestionnaire/10634757>
5. Select or add the resume you want to use for this application. Click here on how to build a resume in USAJOBS.
6. Select documents you want included in this application.
7. Review package to acknowledge your documents were reviewed.
8. Select if you want to include your demographic information.
9. After reading and certifying the application is true and submitted in good faith, select "Continue to Agency Site."
10. Follow onscreen prompts and instructions to complete your application.
11. Add the supporting documents by indexing your documents with the dropdown.
12. Upload any missing required documents or optional documents.
13. Review and Submit Application.

14. While logged in, you can check the status of your application by selecting "+" next to the job title for this position.
15. You can review or revise your application at any point during the open period of the announcement.
16. To update an application, you should log into your USAJOBS account and select "+" next to the job title for this position. Select "**Update Application**" for this job.
17. **Note:** When you click **Update Application**, you will be prompted to re-select your documents from USAJOBS. Documents submitted with the first application will no longer be associated with the applicant record. So it is important that you select all documents you want to use in the re-application.

Agency contact information

Chepelle Christofano

Email

chepelle_christofano@nps.gov

Address

Directors Office 1849 C Street N.W. Washington, DC 20240 US

Learn more about this agency

Next steps

Once the Occupational Questionnaire is received you will receive acknowledgement that your submission was successful. If you are among the most qualified candidates and your name is referred to the hiring official, you may be contacted directly for a possible interview. You will be notified of the status of your Application Package at the time candidates are referred for consideration, and when the selection process is complete.

- Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- Equal Employment Opportunity (EEO) for federal employees & job applicants

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Legal and regulatory guidance

- Financial suitability
- Social security number request
- Privacy Act
- Signature and false statements
- Selective Service
- New employee probationary period

This job originated on www.usajobs.gov. For the full announcement and to apply, visit www.usajobs.gov/GetJob/ViewDetails/549248600. Only resumes submitted according to the instructions on the job announcement listed at www.usajobs.gov will be considered.