



POSITION

- **GS-1712-09.11.12 Training Specialist/Canine Instructor**

SALARY

- **GS-09 \$63,369.00 to \$82,379.00**
- **GS-11 \$76,671.00 to \$99,670.00**
- **GS-12 \$91,897.00 to \$119,463.00**

Starting salary is based on the grade appointed at. New Hires to the federal government normally start at the lowest rate of the salary range for the grade selected.

PROGRAM AREA

- **Plant Protection and Quarantine, National Detector Dog Training Center (NDDTC)**

DUTY LOCATION

- **Newnan, GA**

WORK SCHEDULE

- **Full-time**

TYPE OF APPOINTMENT

- **Permanent**

NUMBER OF VACANCIES

- **Multiple**

TRAVEL REQUIRED

- **Occasional**

REQUIREMENTS

- Must be a US Citizen or US National.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Successful completion of one-year trial period or probationary period as applicable.
- Direct Deposit: Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Individuals who were born male after 12/31/1959 must be Selective Service registered or exempt.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit E-Verify at <https://www.e-verify.gov/>

WHO MAY APPLY

Non-competitive Hiring Authorities. Veterans – VRA or 30% or More Disabled Veterans, Schedule A (persons with disabilities), Military Spouses, Peace Corps or VISTA Volunteers.

OVERVIEW

Plant Protection and Quarantine (PPQ) is a program within APHIS which safeguards U.S. agriculture and natural resources against the entry, establishment, and spread of economically and environmentally significant pests, and facilitates the safe trade of agricultural products. Join our team and gain valuable experience working in the field to stop this invasive species from harming our nation's agriculture.

This position serves a Training Specialist at the Professional Development Center (PDC), National Detector Dog Training Center (NDDTC). The incumbent designs, develops, delivers and evaluates training programs for Plant Protection and Quarantine (PPQ), Animal and Plant Health Inspection Service (APHIS), Department of Homeland Security (DHS) employees, and/or other stakeholders (i.e., federal, states department of agriculture, foreign ministries of agriculture, etc.).

This position may be filled as a **GS-09/11/12** multi-grade career ladder.

DUTIES AND RESPONSIBILITIES

- Applies instructional system design and adult learning theory to ensure that training is effective, consistent, legally defensible and cost beneficial.
- Utilizes a wide variety of instructional methods including technology-based methodologies.
- Delivers instruction on all facets (supervisory, trainer, handler) of detector dog team training to internal and external customers, ensures effective formation of new canine teams.
- Procures potential canines from various sources (i.e., public and private shelters, rescue groups, breeders, vendors and private owners).
- Performs canine temperament testing in real-world environments to determine if the canine is suitable for the PPQ detector dog training program.
- Develops written materials in a clear, convincing, and organized manner that meets established format and style standards and is appropriate for the intended audience.
- Serves as a consultant and troubleshooter for specific course content(s) or materials related to PPQ detector dog training programs.

QUALIFICATION REQUIREMENTS

Individual Occupational Requirements

- **Education**

Undergraduate and Graduate Education: Major study -- education or a subject area related to the position to be filled.

- **Experience**

Specialized Experience (for positions above GS-5): Experience that demonstrated a practical knowledge of the subject area of the position and of the methods and techniques of instruction. Examples of qualifying specialized experience include:

- Teaching or instructing in an adult education program, secondary school, college, military installation, or industrial establishment in the appropriate field(s).
- Supervising or administering a training program.
- Development or review of training/course materials, aids, devices, etc., and evaluation of training results.
- Work in the occupation or subject-matter field of the position to be filled that required training or instructing others on a regular basis.

In addition to the Individual Occupational Requirements listed above, candidates must also possess the following to be eligible for each grade level:

- **FOR THE GS-09 LEVEL:**

One year of specialized experience (equivalent to the GS-07 level) that may have been obtained in the private or public (local, county, state, Federal) sectors.

OR; 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

- **FOR THE GS-11 LEVEL:**

One year of specialized experience (equivalent to the GS-09 level) that may have been obtained in the private or public (local, county, state, Federal) sectors.

OR; Ph.D. or equivalent doctoral degree

OR; 3 full years of progressively higher level graduate education leading to such a degree

OR; LL.M., if related

- **FOR THE GS-07 LEVEL:**

One year of specialized experience (equivalent to the GS-06 level) that may have been obtained in the private or public (local, county, state, Federal) sectors.

NOTE: Graduate education used as a substitution must demonstrate the knowledge, skills, and abilities necessary to do the work (in a related field to the position).

HOW TO APPLY

Applicants are required to submit the following items for consideration to: gary.a.rakow@usda.gov **Please list the Position Title in the subject line.**

- Applicants are required to submit the following items for consideration.
- Resume that includes: 1) personal information such as name, address, contact information; 2) education; 3) detailed work experience related to this position as described in the major duties including work schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) other qualifications or certifications; and 5) supervisors name and phone number for each work period listed and whether or not they may be contacted for reference checks.
- When claiming Veterans' preference, you must submit a DD214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active-duty service under honorable conditions within 120 days after the date the certification is submitted.
- Disabled Veterans must also submit a VA Disability Letter (if applicable) for verification of service-connected disability.
- Schedule A candidates must include a Schedule A Letter for eligible disabled persons. To be eligible for Schedule A, you must provide a proof of a disability letter stating that you have an intellectual disability, severe physical disability, or psychiatric disability. You can get this letter from your doctor, a licensed medical professional, a licensed vocational rehabilitation specialist or any federal, state, or local agency that issues or provides disability benefits. Letter must be on office Letterhead.
- Military Spouses must provide a copy of: Spouse ID card, Copy of Active-Duty spouses military orders, and marriage certificate.
- Peace Corps or VISTA Volunteers must provide their NCE letter.
- Must submit a copy of Transcripts if qualifying with education as listed in qualifications section. Transcripts can be unofficial but, if selected, candidates will be required to submit official transcripts before start date.

[Equal Opportunity \(EEO\) Policy](#)

[Reasonable Accommodation Policy](#)

[Privacy Act](#)