

**United States Department of Agriculture
Animal and Plant Health Inspection Service
Washington, D.C. 20250**

SENIOR EXECUTIVE SERVICE RECRUITMENT ANNOUNCEMENT

Vacancy Announcement Number: APHIS-SES-04-04

Position (Title/Series): Deputy Administrator for Legislative and Public Affairs, ES-1035

Organization, Location/Duty Station:
Animal and Plant Health Inspection Service
Legislative and Public Affairs
Washington, DC

Opening Date: August 23, 2004

Closing Date: September 27, 2004

Area of Consideration:
"All Qualified Persons"

For more information contact:
Tracey H. Brown/Lillie F. Westbrooks
USDA, Marketing & Regulatory Programs/
Human Resources Enhancement Branch/Room 1726-S
Telephone: 202-720-3010/202-690-3014

SENIOR EXECUTIVE SERVICE

This position is in the Senior Executive Service (SES), Career Reserved. Only one position will be filled under this announcement. Positions in the SES are not graded. The salary range is \$104,927- \$145,600 per annum. SES employees are also eligible for bonuses and awards based on performance. Veteran's preference is not applicable to the SES. Selectee is subject to a one-year probationary period, unless currently serving under an SES appointment. Visit www.opm.gov/ses for additional information and benefits for SES employees.

WHY WORK FOR APHIS: The Animal and Plant Health Inspection Service (APHIS) is a dynamic, innovative agency of the U.S. Department of Agriculture. APHIS is responsible for

protecting and promoting U.S. agricultural health, administering the Animal Welfare Act and carrying out wildlife damage management activities.

APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. It is difficult to predict the frequency with which such emergency situations may occur- and could range from several emergencies in a year to none the course of many years. In the event that you are called upon to support an emergency program, this may require irregular working hours, and may include duties other than those specified in your official position description. While some emergency program support assignments may be able to be performed at the employee's current duty station, in other cases employees may be asked to go on-site to a temporary duty station location. In addition, it may be necessary for employees to participate in multiple rotations to an emergency program assignment. Attempts will be made to keep disruption to the employee to a minimum. To learn more about our agency, our exciting mission, vision, and guiding principles, please visit www.aphis.usda.gov.

Duties include : As the Deputy Administrator for Legislative and Public Affairs (LPA), the incumbent establishes and sets Agency-wide communications policy and strategy to ensure support for broad public and potential political decisions. All Animal and Plant Health Inspection Service (APHIS) external communications are centralized through the LPA unit and in addition to handling high pressure, time sensitive Congressional, Freedom of Information, and Web-based communications, the incumbent serves as the central contact point for leaders at all levels of government. The incumbent provides direct support to the Administrator and other key Agency officials, and carries out a critical role in interacting with and supporting the Office of the Secretary and the Under Secretary for Marketing and Regulatory Programs by ensuring consistency of message, alignment with the Administration's policies, and responsiveness to high pressure, time sensitive, and demanding requests for information. Through legislative reports and Congressional correspondence, the incumbent recommends and explains USDA/APHIS policy and facilitates support for such policy to ensure the Agency's ability to carry out its critical mission and garner acceptance and participation in critical agricultural health programs. The incumbent coordinates all APHIS communication activities and participates in all phases of APHIS program and policy development, providing a unique communications perspective in decision-making regarding controversial and complex Agency and Department programs.

A. EXECUTIVE CORE QUALIFICATIONS – Please address these Executive Core Qualifications (ECQs). Detailed information on the ECQs and Key Characteristics may be found at: www.opm.gov/ses/handbook.html.

ECQ 1 LEADING CHANGE – encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity—to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

ECQ 2 LEADING PEOPLE – Involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization’s vision, mission, and goals. Please be sure to describe your accomplishments in Equal Employment Opportunity (EEO) and/or Civil Rights. This includes opportunities provided to minorities and women to receive grants and/or contracts, employment and advancement, training, award recognition, and program benefits.

ECQ 3 RESULTS DRIVEN – Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies.

ECQ 4 BUSINESS ACUMEN – Involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization’s mission and to use new technology to enhance decision making.

ECQ 5 BUILDING COALITIONS/COMMUNICATION – Involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

B. MANDATORY TECHNICAL QUALIFICATION (all applicants must address):

1. Demonstrated skill in responding orally and in writing to criticism of an organization’s functions or performance, to logically and effectively explain programs, functions and activities and gain understanding of the organization’s efforts by the concerned public.

C. Qualifications Required

Applicants must have 1 year of specialized experience equivalent to the next lower grade level in the Federal service which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of this position. Experience is typically in or related to the work of the position. This series includes positions responsible for administering, supervising, or performing work involved in establishing and maintaining mutual communication between Federal agencies and the general public and varies other pertinent public including internal or external, foreign or domestic audiences. Work in the series requires skills in written and oral communication, analysis, and interpersonal relations.

HOW TO APPLY -- All applicants are required to submit the following information. The initial competition and identification of candidates to be interviewed will be made solely on the basis of this material. Candidates who do not submit complete packages as indicated below will not be considered.

1. Application for Federal Employment, OF-612 or Resume that includes all specific information that your application must contain (see “Applying for a Federal Job” and forms at www.opm.gov/forms/html/of.asp).

2. A Supplemental Applicant Statement which addresses **EACH** of the ECQs and technical qualifications individually. Please include your name and the vacancy announcement number on each page of the supplemental applicant statement. The purpose of this statement is to provide you, as an applicant, the opportunity to elaborate on your experience, training, and specifically, significant achievements which relates to the ECQs and technical qualifications being used to identify the best qualified candidates for this vacancy. DO NOT simply repeat entries from other parts of your application package. Please provide complete responses to executive core and technical qualifications.

Visit www.opm.gov/ses/writingstate.html for additional guidance on writing your Supplemental Applicant Statement. When addressing the five ECQs the total length of your statement must not exceed 10 pages.

3. If you are a Senior Executive Service Candidate Development Program graduate, submit proof of the Office of Personnel Management’s certification and a narrative statement addressing only the mandatory technical qualifications.

4. If you are a current or former SES member, submit documentation of SES status and a narrative statement addressing only the mandatory technical qualifications.

5. A copy of your most recent supervisory appraisal of performance.

TO APPLY: Send the application package described above to:

USDA, Animal & Plant Health Inspection Service
Marketing & Regulatory Programs-Business Services
Human Resources Enhancement Branch
Attention: Tracey H. Brown
1400 Independence Avenue, SW, Room 1726-S
Washington, DC 20250
Fax: (202) 720-5703

Please be sure to include the announcement number on your application. Application, performance appraisal and supplemental information must have arrived at the “Contact” address above by the closing date of September 27, 2004.

DUE TO MAIL COMPLICATIONS, WE STRONGLY ENCOURAGE APPLICANTS TO FAX OR DELIVER THEIR APPLICATIONS TO THE ABOVE ADDRESS. TO CHECK ON THE STATUS OF YOUR APPLICATION, CALL (202) 720-3010 OR (202) 690-3014.

ADDITIONAL INFORMATION:

1. This position is covered under the post-employment restriction of the Ethics in Government Act of 1978 (P.L. 95-521). This law also requires the selectee to file an Executive Personnel Financial Disclosure Report (Standard Form 278), within 30 days of appointment.
2. Applications sent in U.S. Government postage-paid envelope and submitted through Federal Agency courier services will not be considered.
3. Male applicants born after December 31, 1959, must be registered with the Selective Service System before they can be employed by an executive agency of the Federal government. This requirement does not apply to Agency employees appointed before November 8, 1985.
4. The 1993 Hatch Act Reform Amendments prohibit oral and written political recommendations for Federal jobs.
5. All application forms are subject to the provisions of the Privacy Act and become the property of USDA.
6. SECURITY CLEARANCE: Continued service in this position is subject to a satisfactory background investigation.
7. DRUG TESTING: Incumbent of this position may be required to submit to urinalysis to screen for illegal drug use on an ongoing basis after appointment, as directed.
8. LETTERS OF REFERENCE: Selectee may be required to submit 2 letters of recommendation.

ELIGIBILITY REQUIREMENT

Consideration for competitive selection for this position is open to all persons within the area of consideration who meet the basic qualifications. Race, color, age, national origin, gender, sexual orientation, political beliefs, religion, marital or family status, disability, and other nonmerit factors will not be considered.

EVALUATION METHOD

Applicants who meet the mandatory requirements in items A (Executive Core Qualifications), and B (Mandatory Technical Qualifications) above will be considered qualified for this position. Rating and ranking to determine the "**best qualified**" will be conducted by a panel of experts and will be based upon consideration of the degree to which applicants meet the mandatory knowledge, skills, and abilities described in items A and B. Interviews and qualifications inquiries may be required. The executive core qualifications of the selectee are subject to prior approval by the Office of Personnel Management.

The U.S. Department of Agriculture (USDA) is an Equal Opportunity Employer. USDA prohibits discrimination in all its 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 or program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

Reasonable Accommodation: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency at (202) 720-3010 or (202) 690-3014. The decision on granting reasonable accommodation will be on a case-by-case basis.