

Job Title: Insert Job Title**Agency:** MULTI-AGENCY**Job Announcement Number:** Insert announcement number

Salary Range: \$119,554.00 - \$165,300.00 /year
The salary range maximum is \$179,700 for agencies with certified performance management systems.

Series & Grade: ES-0301-na

Open Period: Friday, July 01, 2011 to

Position Information: [Insert type of work schedule] Permanent

Who May Be Considered: [Select either "All groups of qualified individuals" or "All groups of qualified individuals within the civil service."]

Job Summary:

[Insert your agency's branding information and the position's job summary here. Insert your agency, the appropriate occupational series code, duty location(s), and the opening and closing dates above.]

Key Requirements:

- You must submit all application documents by the closing date
- [Insert your agency's other Key Requirements]

Major Duties:

[Insert the major duties and responsibilities associated with the vacant position(s). Be as specific as possible in order to present a clear description of the position(s) to potential applicants. Please use commonly understood terms. It is best to avoid acronyms, abbreviations, and jargon-laden terms. Narrative or bullet formats are acceptable.]

Qualifications:

[Do not check the General Experience or Specialized Experience boxes.]

To meet the minimum qualification requirements for this position, you must show that you possess the five Executive Core Qualifications (ECQs), Technical Qualifications, and other qualifications, if applicable, list below.

EXECUTIVE CORE QUALIFICATIONS:

All applicants must submit written statements (narrative or bullet format acceptable) describing accomplishments that would satisfy the ECQs. You must address each ECQ separately. You are required to respond to all ECQs. If you fail to do so, you will be rated as 'ineligible.' Additional information on the ECQs is available at www.opm.gov/ses/recruitment/ecq.asp. Example ECQ statements are available at http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf. Each accomplishment should be clear, concise, and emphasize your level of responsibilities, the scope and complexity of programs managed, and results of your actions. Please limit your written statements to **one page** per ECQ.

[The agency has the option of adding the following statement: You must provide the names, email addresses, and telephone numbers of responsible individuals who can verify the information provided for each ECQ.]

ECQ 1 - Leading Change: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2 - Leading People: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3 - Results Driven: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4 - Business Acumen: This core qualification involves the ability to manage human, financial, and information resources strategically.

ECQ 5 - Building Coalitions: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

[TECHNICAL QUALIFICATIONS: (optional, insert any technical qualifications) All applicants must submit written statements (narrative or bullet format acceptable) of accomplishments that would satisfy the technical qualifications. You must address each technical qualification separately. Please limit your written statements to **one page** per technical qualification.]

[OTHER QUALIFICATIONS: If applicable, insert any basic qualification requirements such as education or license.]

[Select all special requirements that apply, such as background investigation, travel, and drug testing.]

How You Will Be Evaluated:

You will be evaluated on the quality and extent of your total accomplishments, experience, and education. Your application will be evaluated by a rating and ranking panel, and highly qualified candidates may undergo an interview and a reference check. The [Insert agency] Executive Resources Board (ERB) will review results and make recommendations on final selections to the appointing authority. Unless you have already been certified by a Qualifications Review Board (QRB) in the past, your ECQs must be certified by a QRB before appointment can occur.

Benefits:

[Check all applicable benefits.]

Other Information:

Probationary Period: You will serve a one-year probationary period unless you previously completed the probationary period in the SES.

How To Apply:

Your application must be received by the [Insert vacancy announcement closing date].

[Insert information on how to submit applications, including mailing address, hand delivery address, email, and/or fax. Insert information about your agency's automated system.]

NOTE: Applications mailed in franked government envelopes will not be considered for this position.

In addition to your written statements addressing the Executive Core Qualifications, the Technical Qualification(s), and other qualifications, as applicable, submit a resume to describe your

qualifications. Applicants typically provide the following information:

- Vacancy Announcement number - **[Insert vacancy announcement number]**
- Full name, email and mailing address, and day and evening telephone numbers
- Educational information, including the name, city and state of colleges or universities you attended, as well as the type of any degree received. Report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. For more information, you may refer to the following U.S. Department of Education website:
<http://www.ed.gov/admins/finaid/accred/index.html>.
- Information about your paid and nonpaid work experience related to this position including: job title, duties and accomplishments, employer's name and address, duration of employment, and salary
- Information about honors, awards, and special accomplishments

Applicants who fail to submit all information and documents (i.e. a resume, ECQs, technical qualifications, and other qualifications, as applicable) WILL NOT receive consideration for the position.

[The agency has the option of adding the following statement: If you are a current career member of the SES, or are eligible for reinstatement into the SES, or have completed an SES Candidate Development Program and obtained Office of Personnel Management Qualifications Review Board certification, you can apply to be considered competitively **and/or** noncompetitively. To be considered competitively, you must submit a resume, written statements addressing the ECQs, technical qualifications, and other qualifications as applicable. To be considered noncompetitively, you must submit your resume, written statements addressing the technical qualifications, and other qualifications, as applicable, but need not submit written statements addressing the ECQs.]

DO NOT SUBMIT ANY ADDITIONAL INFORMATION: Extraneous materials such as award certificates will not be considered.

Contact Information:

Contact Name
Phone: Contact number
Email: email.address@agency.gov

Agency Information:
Agency Name
Street address
City, State Zip code
US

What To Expect Next:

Our evaluation will be based on the information you supply. You should expect that we will verify performance, suitability, and security information and take that information into account in making employment offers.

EEO Policy Statement: <http://www.usajobs.gov/eoo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: 1497651