

**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 a resume by the vacancy announcement 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 in your resume that you possess the five Executive Core Qualifications (ECQs), Technical Qualifications, and other qualifications, if applicable, listed below.**

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

**EXECUTIVE CORE QUALIFICATIONS:**

**ECQ 1 - LEADING CHANGE:** 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:** 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:** 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:** The ability to manage human, financial, and information resources strategically.

**ECQ 5 – BUILDING COALITIONS:** 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.

Additional information on the Executive Core Qualifications is available at [www.opm.gov/ses/recruitment/ecq.asp](http://www.opm.gov/ses/recruitment/ecq.asp).

We recommend that your resume emphasize your level of responsibilities, the scope and complexity of programs managed and your program accomplishments, including the results of your actions. An example of a resume showing possession of the ECQs is available at [http://www.opm.gov/ses/references/GuidetoSESQuals\\_2010.pdf](http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf). **Please do not submit separate statements addressing the ECQs. Written statements addressing the ECQs will not be considered.**

**[TECHNICAL QUALIFICATIONS:** (optional, insert any technical qualifications) We recommend that your resume emphasize your level of responsibilities, the scope and complexity of programs managed and your accomplishments, including the results of your actions. **Please do not submit separate statements addressing the Technical Qualifications. Written statements addressing the Technical Qualifications will not be considered.]**

[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. Resumes 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 resume 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. If applicable, insert information about your agency's automated system.]

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

You must submit a resume to describe your qualifications. Your resume or other format must not exceed five pages, including an optional cover letter. Any additional information beyond five pages will not be evaluated. Applicants typically provide the following information:

- Vacancy announcement number - **[Insert vacancy announcement number]**
- Full name, mailing and email addresses, 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

**DO NOT SUBMIT ANY ADDITIONAL INFORMATION:** Extraneous materials such as narratives addressing the ECQs and 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:** 1441215