



Department of Energy

Vacancy Listing Report

Vacancy Number: HQ-04-IM40-21

Vacancy Description: Supervisory Information Technology Specialist, GS-2210-15

Vac/Duty Loc 1: 1, Washington DC Metro Area, DC

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-2210A-15/15

Hiring Agency: Department of Energy

Contact Information: Kenneth Fields, 202-586-0283, Kenneth.Fields@hq.doe.gov

Promotion Potential: GS-15

Date Opened: 4/5/04

Date Closed: 4/26/04

Salary: 100231 - 130305

Information:

The U.S. Department of Energy, Office of the Chief Information Officer, Office of the Associate Chief Information Officer for Operations, is seeking a highly experienced and self-motivated individual to fill its Supervisory Information Technology Specialist.

WHO MAY APPLY:

* All current or former Federal employees who have [competitive status](http://www.usajobs.opm.gov/EI38.htm), including [competitive status](http://www.usajobs.opm.gov/EI38.htm), including [competitive status](http://www.usajobs.opm.gov/EI38.htm)

CONTACT: Kenneth Fields. 202-586-0283 (TDD users: 202-586-6155)

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The U.S. Department of Energy (DOE) is an excellent, family friendly employer and an exciting place to work. Our overarching mission is to advance the national, economic and energy security of the United States; to promote scientific and technological innovation in support of that mission; and to ensure the environmental cleanup of the national nuclear weapons complex. Winning more R&D awards than any private sector organization and twice as many as all other federal agencies combined, DOE is the Nation's top sponsor of research and development in fields such as alternate fuel vehicles, energy efficiency, gene research, supercomputers and microelectronics. For more information about DOE, visit our website at [ENERGY.GOV](http://www.energy.gov).

THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER

[ADDITIONAL INFORMATION ABOUT THIS JOB](#):



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- Promotion potential: GS-15
 - Travel/Relocation expenses: Authorization of interview, travel, transportation, and/or relocation expenses is subject to funding availability.
 - Appointment type:
 - * Permanent, Full-time - Competitive, Career or Career-Conditional(Anyone appointed from this announcement is subject to a mandatory trial period for the first year of service to determine fitness for continued employment in the civil service.)
 - Number of positions: One
 - Bargaining unit: This position is not in the bargaining unit.
 - Work conditions: This position may require overnight travel. Upon initial appointment to a supervisory or managerial position, an employee is required to serve a mandatory one-year probationary period.
 - Clearances: Position requires selected individual currently possess an active "Q" security clearance OR be granted a "Q" security clearance through DOE Accelerated Access Authorization Program. Employment is contingent upon an acceptable background investigation. Personal financial disclosure may be required.
 - Basis of rating: Your answers to the questions in the online application process serve as the basis for your initial rating. You will receive a numerical score based on your responses to the online questions, which will be validated by a human resource specialist and/or a subject matter expert against the information you provide in your online résumé and/or by reference checks. A subject matter expert, who will assign a numerical score based on the extent and quality of your experience, education and relevant training, to obtain a final numerical score, may further evaluate your application. The level of education, experience, and/or training you claim must be supported in your online résumé. Falsifying your background, education, and/or experience is cause for not hiring you or for barring you from Federal employment. A complete résumé in your online application is required for consideration.
 - Salary range includes Washington DC/Baltimore <A HREF="<http://www.opm.gov/oca/03tables/pdf/DCB.pdf>">2004 14.63% locality adjustment.
 - Your application contains information subject to the Privacy Act (PL 93-579, 5 USC 552a), and is used to determine qualifications for employment as authorized under 5 USC Sections 3302 and 3361.
 - Selection for this position will be based solely on merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, parental status, or any other non-merit factor.
 - All selections/tentative offers are contingent upon submission and verification of any required documentation, such as, official academic transcripts, DD-214, SF-15, SF-50, CTAP/ICTAP documentation, etc. A selected candidate will not be hired without verification of required documents, which will be requested by the HR Specialist after this announcement closes.
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<U>RESPONSIBILITIES</U>:

Include, but are not limited to, the following: The incumbent serves as the



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Director of the Network, Telecommunications and Engineering Division within the Office fo the Associate Chief Information Officer(ACIO) for Operations. Directs development of strategic plans for the incumbent's responsibilities of the Department's Information Resources Management Strategic Plan which defines the long-term emphasis and focus of the Department in relation to Information Technology. Initiates high-level, sensitive management studies, on behalf of the Chief Information Officer (CIO) concerning issues of interest to the top level Department of Energy (DOE) management including Assistant Secretaries. Directs the conduct of computer and communication policy analysis, identification of policy issues needing further study by DOE management, tracking of policy implementation, and evaluations of the efficiency of established policies and relationships to levels of protection afforded to DOE assets. Oversees development of computer and communications operational methods and techniques, and the publication of handbooks and other written material to guide the conduct of the staff operation. Directs development of computer and communications cost-effectiveness measured for assessing return on investment through application of business management concepts and empirical analysis. Directs the conduct of budget formulation and execution, development of reports on operational program status, development of reports on operational program status, development and management of data systems for the program, and the provision of information and advice to Headquarters and field activities. Oversees the conduct of studies to identify trends and forecast directions in computer and communications technology advancements within and outside DOE, and the development and utilization of computer models and other forecasting tools where quantitative analysis is appropriate. Manages engineering services support to provide interoperability and compatibility of hardware and associated software for computer, Local Area Network, Wide Area Network, Metropolitan Area Network and Global Area Network systems.Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Provides advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for positions in the team; and recommends appointment, promotion or reassignment to such positions. Exercises delegated Equal Employment Opportunity (EEO) and Affirmative Action responsibilities.

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<U>REQUIRED QUALIFICATIONS</U>:

The <U>minimum</U> qualification required for this position is at least one year of relevant work experience equivalent to the next lower grade in the Federal Service, which is defined as Experience that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant analyzed a number of alternative approaches in the process of advising management concerning major aspects of ADP system design, such as what system interrelationships must be considered, or what operating mode, system software, and/or equipment configuration is most appropriate for a given project. Applicants must meet all qualifications and eligibility requirements for the position by the closing date

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of the announcement. To view the Office of Personnel Management's qualification standard for this position, click HERE.

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<U>SPECIAL HIRING AUTHORITIES</U>:

Career Transition Assistance Plan (CTAP) for DOE Federal employees

Interagency Career Transition Assistance Plan (ICTAP) for non-DOE Federal employees

Career/Career-conditional

Disabilities

Veterans

Claiming Veterans preference?

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<U>HOW TO APPLY/WHAT TO FILE</U>:

- A complete application consists of a résumé (created during the registration process) and responses to the online job questions submitted via the DOE Jobs Online website or the

USAJOBS website. If necessary, the HR Specialist will contact you for any required supplemental information (for example, official academic transcripts, DD-214, SF-15, SF-50, CTAP/ICTAP documentation, etc.) after this announcement closes.

- <U>New users</U> will need to establish an account in either the DOE Jobs Online or USAJOBS system in order to submit an online application. After you create an account, select the job for which you want to apply and submit your online application.

- <U>Registered users</U> of either system only need to log into one of the systems by providing your UserID and password. After you log in, select the job for which you want to apply and submit your online application.

- If you have questions about how to apply using the DOE Jobs Online system, go to Frequently Asked Questions.

- Applicants with a disability, who need reasonable accommodation for any part of the application and hiring process, are asked to contact the HR Specialist listed in the job announcement. The decision to grant reasonable accommodation will be on a case-by-case basis.

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<U>BENEFITS</U>:

- competitive salaries and bonuses

- job security

- flexible workplace and work schedules

- paid vacation and personal leave in addition to 10 paid holidays per year

- a comprehensive benefits package, including a retirement system featuring a thrift savings plan (401k equivalent) with matching contributions

- health, dental, life and long-term disability insurance



- [other benefits](http://www.ma.mbe.doe.gov/pers/benefits.htm)!
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[AMENITIES](#):</U>

- onsite child development facility
- onsite dining facility
- onsite health/fitness facility
- onsite Federal credit union
- onsite healthcare station
- onsite parking
- convenient access to public transit system
- and more!

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