



Job Title: SUPV Emergency Management Specialist

Department: Department of the Army

Agency: U.S. Army Corps of Engineers

Job Announcement Number: SWGJ141479731205152D

SALARY RANGE: \$84,241.00 to \$109,513.00 / Per Year
OPEN PERIOD: Thursday, October 2, 2014 to Thursday, October 16, 2014
SERIES & GRADE: GS-0089-13
POSITION INFORMATION: Full Time - Permanent
DUTY LOCATIONS: 1 vacancy in the following location:
Pittsburgh, PA [View Map](#)
WHO MAY APPLY: United States Citizens
SECURITY CLEARANCE: Top Secret
SUPERVISORY STATUS: Yes

JOB SUMMARY:

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position:

Serves as Emergency Management Specialist for the National and Natural Emergency Programs for the district, developing plans and assuring implementation of emergency policies and procedures in accordance with applicable regulations. Responsible for keeping the District Commander advised regarding important developments in District emergency programs.

Payment of Permanent Change of Station (PCS) allowances may be authorized, subject to the provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government Interest.

Who May Apply: U.S. Citizens

TRAVEL REQUIRED

- Occasional Travel
- 20% Temporary Duty Travel (TDY) maybe required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- Supervisory probationary period maybe a requirement
 - Financial Disclosure is required
 - Must be able to obtain and maintain a Top Secret clearance
 - Drug test is a requirement
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DUTIES:

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Major Duties:

- Emergency Management Coordination
 - Manages Nationwide Emergency Power Contract
 - Manage mission assignments relating to Disaster Field Office activities with the Federal Emergency Management Agency
 - Manage all civil works emergency funding requirements relating to the District's emergency programs
 - Serves on National level committees: maintain contacts with state/local emergency management officials supported DOD installations and elections officials
 - Performs full range of supervisory functions
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QUALIFICATIONS REQUIRED:

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In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is in [this document](#).

Education is not a requirement at this grade level.

Experience required:

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

To qualify based on your experience, your resume must describe at least one year of experience which prepared you to do the work in this job. Specialized experience is defined as: Managing, coordinating, and direction of Emergency Operations Programs (EOP) throughout the Emergency Operation Center (EOC). Experience in working with FEMA Headquarters; regional offices and as well as other Local, State and Federal agencies. This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service

(GS-12).

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Preparedness activities for disaster response and recovery
- Emergency Management of incident response and recovery
- Communications, both oral and written with senior leaders, elected officials and media
- Supervision

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you must meet the qualification requirement using experience alone--no substitution of education for experience is permitted.

Other Requirements: Click [here](#) for expanded definitions.

- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Direct Deposit of Pay is Required.
- Supervisory probationary period maybe a requirement
- Financial Disclosure is a requirement
- Must be able to obtain and maintain a Top Secret clearance
- Drug test is a requirement
- **Payment of Permanent Change of Station (PCS) is NOT authorized, based on a determination that a PCS move is not in the Government interest.**

HOW YOU WILL BE EVALUATED:

Your [application package](#) (resume, supporting documents, and responses to the questionnaire) will be used to determine your eligibility, qualifications, and quality ranking for this position. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Basis for Rating: Qualified candidates will be assigned to one of three quality categories: Best Qualified, Highly Qualified and Qualified. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category.

- Best Qualified. Candidates in this category possess exceptional skills and experience to exceed well above the minimum requirements for the announced position.
- Highly Qualified. Candidates in this category possess good skills and experience above the minimum requirements for the announced position.
- Qualified. Candidates in this category meet the minimum experience requirements for the announced position.

Interagency Career Transition Assistance Program (ICTAP). If you are a Federal employee in the competitive service and your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority. See [Interagency Career Transition Assistance Program \(ICTAP\)](#) for more information. Additional information about the program is on [OPM's Career Transition Resources website](#).

BENEFITS:

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The Department of Defense offers an excellent benefits program. In addition to your take-home pay, your comprehensive compensation/benefits package will include most of the benefits described in [the USAJOBS Resource Center](#).

OTHER INFORMATION:

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.
- You may claim military spouse preference, see the information in the [Military Spouse Preference Under Delegated Examining Procedures](#) information sheet.

HOW TO APPLY:

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To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section below.

The complete application package must be submitted by 11:59 PM (EST) on Thursday, October 16, 2014 to receive consideration.

- To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
- Click the Submit My Answers button to submit your application package.
- It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
- To verify your application is complete, log into [your USAJOBS account](#), select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

- To return to an incomplete application, log into [your USAJOBS account](#) and click Update Application in the vacancy announcement. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**
 - It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.
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The Department of the Army 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 servicing civilian personnel unit. Your requests for reasonable accommodation will be addressed on a case-by-case basis.

REQUIRED DOCUMENTS:

The documents you are required to submit vary based on whether or not you are eligible for preference in federal employment. A complete description of preference categories and the associated required documents is in the [Applicant Checklist \(External\)](#).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

Your resume:

- Your resume may be submitted in any format.
- If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent." It is your responsibility to check the status and timestamp of all documents you submit as part of your application.

- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this position.

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." See: [Transcripts and Licenses](#)

If you are unable to apply online or unable to upload your supporting documents follow the directions located at: [Faxing Applications and Documents](#) The Vacancy ID is 1205152. You will need the questionnaire, [View Occupational Questionnaire](#), to complete your faxed application

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

AGENCY CONTACT INFO:

Tammy D. Briggs

Phone: (502)315-6585

Email: TAMMY.D.BRIGGS@US.ARMY.MIL

Agency Information:

DA SWR USACE LRD

PO Box 59

Louisville, KY

40201

WHAT TO EXPECT NEXT:

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position.

If you are determined to be ineligible or not qualified, your application will receive no further consideration.

The documents you submit must support your responses to the online questionnaire. If your application contradicts or does not support your questionnaire responses, you will receive a rating of "not qualified" or "incomplete application" and you will not receive further consideration for this job.

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