

**Vacancy Information**

**Announcement Number:** Reg 9-MP-2009-0011

**Vacancy Description:** Secretary (OA), GS-318-7/8/9 (Executive Assistant to DRA)

**Open Period:** Mon Dec 15 00:00:00 EST 2008 - Mon Dec 29 00:00:00 EST 2008

**Series/Grade:** GS-0318 -07/09

**Salary:** \$43,117.00 TO \$68,568.00

**Promotion Potential:** 11

**Duty Locations:** 1 vacancy in San Francisco County, CA

**Additional Information**

Who May Apply:

This merit promotion announcement is open to current permanent EPA Region 9 employees only.

How to Find Merit Promotion Announcements on USAJOBS: To view Merit Promotion Announcements in USAJOBS, you must meet the Applicant Eligibility criterion which is one of the LAST questions on the USAJOBS Job Search page. If you meet the criteria, select "yes."

Job Summary:

Earth day is every day at EPA! Our diverse workforce connects to more than just a career - we share a common passion to promote a cleaner healthier environment. Join our team of over 18,000 people who are effectively influencing environmental safety. Discover how exciting safeguarding our natural resources and protecting human health can be. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities. Find yourself at EPA. [www.epa.gov](http://www.epa.gov)

ORGANIZATIONAL LOCATION AND DUTY STATION OF POSITION: This position is located in the Office of the Regional Administrator, Immediate Office, San Francisco, CA

Key Requirements:

- \* Union: Not Covered
- \* One Year Probationary Period: No (unless applicable)
- \* Position Sensitivity Level: Critical-Sensitive
- \* COOP Essential Position: Yes

Position Information:

Full-time  
Permanent

Major Duties:

DESCRIPTION OF WORK AT THE GS-11 (FULL PERFORMANCE) LEVEL:

Serves as the Executive Assistant to the Deputy Regional Administrator (DRA) with responsibility for coordinating and interfacing with program and administrative managers throughout Region 9. Keeps informed on current and anticipated programs and activities, trends and problems, and critically sensitive areas. As liaison between the DRA's office and regional program offices, provides timely follow-up on requests for action or information. Maintains an awareness of priority regional programs and of all problems and issues of importance to the DRA. Ensures actions taken by the regional office are consistent with EPA policies and program guidance. Serves as a division representative for PeoplePlus time and labor reporting and GovTrip. Coordinates with Headquarters when important precedents are anticipated or where there is public interest in the issues or outcome. Provides structure and materials for the DRA's daily activities. Generates talking points and text for presentations and speeches. Coordinates staff background work where necessary. Utilizes presentation software to prepare high quality briefing materials. Attends meetings and conferences with the DRA. In this capacity, coordinates program and policy action items that require responses or information to flow to the DRA. Reviews correspondence, briefing material and reports prepared by regional staff for the DRA to ensure they are complete, thorough, appropriate, and useful. Handles special projects assigned by the DRA such as writing special reports or justifications, and representing the DRA at meetings. Composes correspondence on own initiative, based on knowledge of the DRA's view and desires. Manages the DRA's calendar of appointments. On own initiative and discretion, establishes priorities, schedules, reschedules, accepts or declines invitations to meetings and speech requests, and arranges for representation when desirable. Serves as point of contact with the Human Resources Office (HRO), HR Shared Service Center in Las Vegas, and Budget Office. Also assists the DRA in administering SES personnel management activities.

PROMOTION POTENTIAL:

The full performance level of this position is GS-11. The primary difference between grade levels is the degree of supervision, the level of training and guidance provided, and the complexity of assignment. An individual selected at the GS-07, GS-08, or GS-09 grade levels may be progressively promoted to the full performance level of GS-11 without further competition.

Qualifications and Evaluations:

Background Investigation: Appointment is subject to applicant's successful completion of a full-field background security investigation (if applicable).

Skill Requirement: Applicant must be able to type at least 40 words per minute.

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards ([www.opm.gov/qualifications/](http://www.opm.gov/qualifications/)) by the close of the announcement. Federal employee applicants must also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

SPECIALIZED EXPERIENCE:

Applicants must have at least one year of full-time specialized experience equivalent to the next lower grade for which application is made by the closing date of the announcement. Specialized experience is:

GS-07: Minimum qualifying experience is one year of experience equivalent to the GS-06 level in the federal service that included performing office management functions (e.g. scheduling appointments, directing visitors and callers, making travel arrangements, utilizing office automation technology, etc.).

GS-08: Minimum qualifying experience is one year of experience equivalent to the GS-07 level in the federal service that included serving as a secretary utilizing office management knowledge, skills and abilities to perform assignments such as listed above. In addition to the specialized experience listed above at the GS-07 level, experience should also include providing leadership to other administrative support employees in accomplishing work within the organization.

GS-09: One year of full-time specialized experience equivalent to the GS-8 level in the federal service performing office management

functions (e.g. scheduling appointments, directing visitors and callers, making travel arrangements, utilizing office automation technology, etc.), within a large organization, and applying a high level of judgment in providing leadership to administrative support staff to ensure appropriate application of administrative office procedures, requirements, instructions, and policies.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

There is no allowable substitution of education for experience at the GS-7, GS-8 and GS-9 grade levels.

**How You Will Be Evaluated:**

Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via USAJOBS. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions or partially respond to the application questions may be rated ineligible or your score may be lowered. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

**How to Apply:**

Resume and application questions for this vacancy MUST be received online via the [www.usajobs.opm.gov](http://www.usajobs.opm.gov) web site BEFORE midnight Eastern Time on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of

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resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

WHERE TO OBTAIN MORE INFORMATION

You may search [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or you may call our office at (415) 972-3817.

Required Documents:

There are no required documents for this announcement.

What to Expect Next:

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking. All applicants will be notified of the final status of this vacancy announcement through e-mail.

Benefits:

All benefits remain the same.

Additional Information:

RELOCATION EXPENSES:

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

Please make sure that you have attached your resume. You will be disqualified

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from consideration if your resume has not been submitted before this vacancy closes.

Please remember to send all supporting documentation to the HR office for proper consideration.

Thank you for your interest in working for Environmental Protection Agency

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Applicant's Signature

Date Application Completed

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Applicant's Name Printed