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Vacancy Announcement Builder

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User: renee.gizele.sandino  
Today's Date: 9/30/2010**Step 10 - Preview:**

Review the information below. This display mimics the actual announcement being released. If any information needs to be corrected, return to the step (use the menu on your right) required. Click next to save and continue to the submission step.

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: WTKC10GM552530**

**Opening Date:** September 20, 2010**Closing Date:** October 18, 2010

**Position:** Equal Employment Manager, GS-0260-12  
**Salary:** \$81,460 - \$105,897 Annual  
**Place of Work:** US Army Engineer District, San Francisco, Equal Employment Opportunity Office, DUTY LOCATION: San Francisco, CA  
**Position Status:** This is a Permanent position. -- Full Time  
**Number of Vacancy:** 1

**Duties:** You would serve as the Equal Employment Manager with full authority to plan, organize, direct and evaluate the affirmative employment program designed to assist management in accomplishing its mission. You would analyze workforce profiles to identify problem areas, advise the command of actions that tend to cause allegations of discrimination and recommend corrective actions and provide related training services. You would direct the performance of Special Emphasis Program Managers and perform selected program management activities responsibilities as required. You would evaluate and prepare briefings on the effectiveness of program activities, identify triggers and barriers effecting low participation of women and minorities, determine the acceptability of formal EEO complaints, rejecting those that do not meet acceptance criteria and prepare reports of findings.

**Who May Apply:** (Click on Who May Apply)

- All Federal employees serving on a career or career-conditional appointment.
- Reinstatement eligibles.
- NAF/AAFES Interchange Agreement eligibles.
- Applicants eligible under Veterans Employment Opportunities Act of 1998 (VEOA)
- Veterans eligible as 30% Disabled Veterans.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.
- Family member employees eligible under Executive Order 12721.
- DoD Interchange Agreement eligibles.
- Military spouses eligible under EO 13473.

**Qualifications:** Click on link below to view qualification standard.**General Schedule**

- **SPECIALIZED EXPERIENCE:** You must have experience with all aspects of the Equal Employment Opportunity Program to include the Federal Women's Program, Hispanic Employment Program, Black Employment Program, American Indian/Alaskan Native Employment Program and all related program requirements, EEO complaints, conflict resolution and the Prevention of Sexual Harassment.
- The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.
- One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.
- Must have 52 weeks of Federal service at the next lower grade (or equivalent).
- Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For

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additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

- Demonstrated work experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled.
- The related work experience must have been equivalent in difficulty and complexity to the next lower grade level.
- Ability to communicate orally and in writing.
- Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

**Other Information:**(Click on Other Information)

- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- The Department of Defense (DoD) policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available on <http://www.cpmosd.mil/ASSETS/E8AB932EA1E44617BAC7222922E42A62/DoDI140025-V300.pdf>
- This is a Career Program Position (CP). # 28
- Salary includes applicable locality pay or Local Market Supplement.
- In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d)(1) or 8414(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives>.)
- Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government interest.
- Temporary Duty (TDY) travel is 15 percent.

**Other Advantages:** San Francisco, California, is a unique and breathtaking metropolis. From the famous Golden Gate Bridge to the exquisite art galleries, the City takes pride in its unrivaled attractions, renowned museums, and its unique neighborhoods which are treasures of its own. For more information please go to [www.ci.sf.ca.us/site/visitor\\_index.asp](http://www.ci.sf.ca.us/site/visitor_index.asp).

**Other Requirements:**(Click on Other Requirements)

- Personnel security investigation required.
- Must possess and maintain a valid stateside driver's license.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- Applicants claiming veteran's preference must clearly show an entitlement to such preference on the resume/supplemental data submitted.
- Credit will be given for appropriate unpaid experience or volunteer work.
- One year trial/probationary period may be required.

**How to Apply:** (Click on How to Apply)

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date. Applicants wishing to withdraw from consideration may contact the Central Resume Processing Center at (410) 306- 0137 or [applicanthelp@cpsrxtp.belvoir.army.mil](mailto:applicanthelp@cpsrxtp.belvoir.army.mil).
- Resume must be on file in our centralized database.
- Announcements close at 12:00am (midnight) Eastern Time.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

**Point of Contact:** Central Resume Processing Center, 410-306-0137,

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▶ **Step 10**

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