

[Search Jobs](#)
[My Account](#)
[Info Center](#)

SIGN IN OR CREATE AN ACCOUNT

skip over navigation



[Search Jobs](#)

[Keyword Tips](#) ?

What: (keywords)

Where: (U.S. city, state or zip code)

[Browse Jobs >](#)
[Advanced Search >](#)
[International Search >](#)

[< Back to Results](#)

OVERVIEW

[DUTIES](#)

[QUALIFICATIONS & EVALUATIONS](#)

[BENEFITS & OTHER INFO](#)

[HOW TO APPLY](#)

Departmental Administration

Job Title: Program Specialist (Ethics)
Department: Department Of Agriculture
Agency: Departmental Management
Sub Agency: Office of Human Resources Management, Office of Ethics
Job Announcement Number: DMY-11-0002-MP

SALARY RANGE: \$89,033.00 - \$115,742.00 /year
OPEN PERIOD: Thursday, October 07, 2010 to Monday, November 08, 2010
SERIES & GRADE: GS-0301-13
POSITION INFORMATION: Full-Time Permanent
DUTY LOCATIONS: 1 vacancy - Washington, DC; 1 vacancy - Beltsville, MD
WHO MAY BE CONSIDERED: Applications will be accepted from current and former competitive service Federal employees, and people eligible under special hiring authorities (ICTAP/CTAP eligibles; veterans applying under VEOA who are preference eligible or separated under honorable conditions after 3 years or more of continuous service; individuals with disabilities; and individuals eligible based on service under an interchange agreement or other noncompetitive appointing authority).

JOB SUMMARY:

The Office of Departmental Management's mission is to provide budget and fiscal management, human resource, procurement and information technology support to mission areas so that they can serve customers more effectively and efficiently.

The Office of Ethics (OE) was established to foster an environment in which USDA decision making is, and is publicly perceived to be, untainted by any conflicting personal interest of its employees. OE provides responsive counseling and advice to all employees; administers financial disclosure requirements and provides training on various rules governing employee conduct, conflict of interest, and political activity.

KEY REQUIREMENTS:

- U.S. Citizenship

Duties

[Back to top](#) ▲

Additional Duty Location Info:

1 vacancy - Washington, DC; 1 vacancy - Beltsville, MD

The primary purpose of this position is to perform a complete range of ethics services, including providing ethics advice to employees and managers, performing financial disclosure review and certification, providing ethics training and assisting in program quality assurance reviews. The incumbent performs the following duties:

Specific Duties:

- Researches and interprets regulations and statutes governing employee conduct under the Ethics in Government Act, Hatch Act, Procurement Integrity Act, Federal Election Campaign Act, Foreign Gifts and Decorations Act, and other related statutes.
- Provides authoritative oral and written advice and recommendations to managers, supervisors, and key officials on policies and procedures that concern conflict of interest regulations, applications on standards of conduct, ethics program policies and ethics related matters.
- Provides advisory services to senior level officials, managers and employees on their obligations under the Ethics in Government Act and assists them in finding an

Go to section of this Job:

[Apply Online](#) ▶

[Print Preview](#) ▶

[Save Job](#) ▶

[Share Job](#) ▶

Agency Information:

Department of Agriculture
 Do not send mail
 Please, call for questions
 Fax: 703-995-8526

Questions about this job:

Ashley McLain
 Phone: 703-995-9626
 Fax: 703-995-8526

Job Announcement Number:

DMY-11-0002-MP

Control Number: 2060642

- appropriate resolution of real or apparent conflicts of interest or potential violations of ethics related regulations.
- Analyzes the impact of new and existing regulations on ethics policies, procedures and written guidance materials to ensure compliance with the Office of Government Ethics program requirements. Prepares program or procedural modifications; develops formal policy directives, including ethics handbooks for managers and employees or similar formal policy document(s).
 - Reviews official employee position descriptions to determine whether incumbents are required to file financial disclosure reports and/or attend mandatory annual ethics training.
 - Reviews Public and/or Confidential Financial Disclosure reports filed by covered employees and researches financial interests held to assess potential conflicts or appearance thereof.
 - Develops and presents briefings and training sessions addressing all ethics related topics including but not limited to: new employee orientation, conflict of interest, invitations from non-Federal sources, gift acceptance, political activity, seeking and post employment, and non-Federal representation.
 - Assists in the development, design, and coordination of various informational vehicles and efforts to advise, train, and inform managers and employees of ethics issues. This may include newsletters, articles, guides, brochures, notices and directives, briefings, workshops, and websites.
 - Oversees the development and use of technology in the administration of the Division's ethics program.

Qualifications and Evaluations

[Back to top](#) ▲

QUALIFICATIONS REQUIRED:

Applicants must have one year of specialized experience equivalent to the next lower grade level (GS-12) in the Federal service. Specialized experience is experience that equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position, and that is in or related to the work of the position to be filled. **For this position, specialized experience is experience researching, interpreting and applying laws, rules, regulations, policies and procedures in order to provide expert advisory services to employees and management.**

NOTE: We recommend that your application clearly show your possession of the specialized experience qualification requirement.

Additional information on the qualifications requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's website at <http://www.opm.gov/qualifications>

All qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

ELIGIBLE CANDIDATES WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

Competencies:

1. Knowledge of Federal ethics laws, rules, regulations, policies or procedures.
2. Ability to research and interpret Federal laws, rules, regulations, policies and procedures.
3. Skill in providing written guidance; writing regulations, policies, procedures, advisories, position papers, technical reports or similar documentation.
4. Ability to gather, analyze and interpret information and provide guidance in accordance with applicable laws, rules, regulations, policies and procedures.
5. Skill in designing and implementing training to a diverse audience.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledges, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

Applicants will be rated using the Category Rating system. If you meet the eligibility and qualification requirements for this position, you will be rated on your possession of the competencies listed above. Based on the extent and quality of your experience (paid and unpaid), education, and training in relation to these competencies, you will be placed into one of the following three categories:

- **Best Qualified** - Applicants with a background that demonstrates a superior level of

possession of all competencies.

- **Well Qualified** - Applicants with a background that demonstrates a satisfactory level of possession of the competencies.
- **Qualified** - Applicants possessing the specialized experience described above and any education or selective factor if also required.

Benefits and Other Info

[Back to top](#) ▲

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. This link provides an overview of the benefits currently offered
<http://www.usajobs.gov/EI/benefits.asp#icc>.

OTHER INFORMATION:

- Selectee may be required to serve a one-year probationary period.
- More than one vacancy may be filled from this vacancy.
- Recruitment incentives may be authorized

Promotion Potential: This position has no known promotion potential.

Background Investigation: Employment is contingent upon satisfactory completion of a background investigation and the granting of a federal suitability or security clearance.

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the Interagency Career Transition Assistance Program (ICTAP) or the Career Transition Assistance Program (CTAP). Eligible ICTAP/CTAP employees within the commuting area must (1) submit documentary evidence of eligibility (a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456), (2) submit all required documents specified in the announcement, and (3) be rated in the Well Qualified or Best Qualified category as described above in the "how you will be evaluated" section.

All Federal employees are required by PL 104-134 to have Federal salary payments made by direct deposit to a financial institution of their choosing.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

The US Department of Agriculture participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

How To Apply

[Back to top](#) ▲

HOW TO APPLY:

To begin click the **Apply Online** button and follow the prompts to register and submit all required documents. All documents can be uploaded directly through your USAJobs.gov account which can be accomplished by logging into the system and selecting the **Saved Documents** feature under **My Account**. Once all documents have been uploaded, you can continue to submit your application through the vacancy announcement. Select the **Apply Online** button and the system will prompt you to select attachments from your **Saved Documents** for application submission. To return to your saved application, log in to your USAJOBS account at <http://www.usajobs.opm.gov/> and click on **'Application Status'**. Click on the position title, and then select **Apply Online** to continue.

NOTE: Submission of a resume alone **may not** be a complete application. This position requests supplemental materials as described under the **Required Documents** section. Please carefully review the complete job announcement and the 'How to Apply' instructions.

All application materials must be received by **11:59 PM, Eastern Standard time** of the closing date of this announcement to receive consideration. Failure to provide complete information may result in non-consideration for this position.

The primary method of applying for this vacancy is by submitting an application for this job online by selecting the **'Apply Online'** button at the bottom of this announcement. If you do not have access to the Internet, you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to

apply online. If you must submit documents by **FAX**, please fax them to **703-995-8526**, **ATTN: Ashley McLain**. All faxed proof documents must be identified with applicant's name and vacancy announcement number to receive consideration. Application materials sent by fax using federal government equipment will not be considered.

REQUIRED DOCUMENTS

- **Resume** showing relevant experience (cover letter optional).
- **SF-50**, Notification of Personnel Action, indicating competitive status (based on current or prior Federal service) or SF-50 indicating eligibility for competitive service appointment; SF-50 indicating the current or highest previous grade level held in the Federal service, tenure group, promotion potential and salary.
http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/index.asp#
- **Veterans Documentation**, DD-214, SF-15 and the proof as requested on the SF-15 if claiming 10-point Veterans' Preference; DD-214 if claiming 5 point preference or VEOA eligibility (separated under honorable conditions after 3 years or more of continuous service).
- **Special Appointment eligibility** (e.g., 30% compensable veteran, individuals with disabilities, former Peace Corps employees etc.) requires submission of approved supporting documentation and declaration of eligible Special Appointment. For more information visit: <http://www.opm.gov/employ/students/fedhire.asp#authorities>, <http://www.usajobs.gov/ei/individualswithdisabilities.asp>, <http://www.opm.gov/disability>

APPLICANTS ARE ADVISED TO BLACK OUT THE SOCIAL SECURITY NUMBER ON ANY SUPPORTING DOCUMENT(S) SUBMITTED WITH YOUR APPLICATION.

AGENCY CONTACT INFO:

Ashley McLain
Phone: 703-995-9626
Fax: 703-995-8526

Agency Information:
Department of Agriculture
Do not send mail
Please, call for questions
Fax: 703-995-8526

WHAT TO EXPECT NEXT:

After the announcement has closed, we will conduct an evaluation of your eligibility and qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We will inform you of your status upon completion of the evaluation process.

[Back to top](#) ▲

[< Back to Results](#)

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#) | [Legal and Regulatory Guidance](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.