



**Department of the Army
Senior Executive Service
Job Announcement**



Announcement Number: DA-40-04

Opens: 18 Oct 2004

Closes: 22 Nov 2004

Position Title: Programs Director, ES-340, U.S. Army Corps of Engineers

Locations: Cincinnati, Ohio; Jackson, Mississippi; Brooklyn, New York; Portland, Oregon; Honolulu, Hawaii; Atlanta, Georgia; San Francisco, California; and Dallas, TX. Candidates may be considered for any of these eight positions if a vacancy occurs within six months of the closing date of this announcement. Army Corps of Engineers' management considers mobility to be an integral part of employment as an SES member within the Corps. Applicants are expected to be available for all locations.

Salary: \$104,927 - \$145,600 per year.

Who May Apply: All interested persons

Significant Duties: Serves as the Division Programs Director, with responsibility for overall direction, staff management, and program management of the Division's Civil; Military; Hazardous, Toxic, and Radioactive Waste; and Support For Others Programs as well as execution of its engineering and technical functions including quality process management, technology transfer, and the maintenance and development of technical core competencies within the engineering, construction, real estate, and water management functions. Assures that projects are completed within targeted costs and schedules. The Division includes subordinate districts covering all or parts of several states, many military installations, numerous civil works projects, and many HTRW clean-up sites. The operating budget directed is in the millions of dollars. The current year value of contracts managed is over one billion, with a total value of several billions. Directly supervises positions through the GS-15 level and indirectly supervises (provides staff supervision) over positions performing the engineering and technical functions in subordinate districts.

How To Apply: The following must be received or postmarked by the closing date of this announcement. If postmarked by the closing date, it still must be received in this office within five days of the closing date. Do not submit applications in binders or with tabs. Incomplete applications cannot be considered. Applications submitted in government (franked) envelopes cannot be considered. Material will not be returned.

A. An original and four copies of an Application or Resume completed in accordance with the attached instructions. Please include an email address if you have one.

B. An original and four copies of a Supplemental Experience Statement addressing each qualification below with specific examples of experience, education, and accomplishments applicable to the qualification. Structure statements in terms of the Challenge, Context, Action, and Results. Each statement should be written with the vacancy in mind as all qualifications relate directly to the position being filled. Current or former career SES members need only address the technical qualification.

C. An original and four copies of ONE of the following: the attached Supervisory Assessment Statement or a letter of recommendation that assesses your performance or your most recent performance appraisal (Please do not submit any prior appraisals).

D. One copy of Background Survey Questionnaire, attached (Optional, for statistical purposes only).

Your application should be assembled in five separate packages with one copy of each of the above documents (except for the Background Survey Questionnaire) in each package.

Note: By law Veteran Preference does not apply to the Senior Executive Service.

How To Apply instructions continued on next page.

How To Apply (continued):

Mail All Documents To: COMMANDER
HQ, US ARMY CORPS OF ENGINEERS
ATTN: CEHR-E (David Stokes) GAO Building
7701 TELEGRAPH ROAD
ALEXANDRIA, VA 22315

QUALIFICATIONS REQUIRED:

A. EXECUTIVE CORE QUALIFICATIONS (ECQ) – MANDATORY

For assistance in writing your statement, go to <http://www.opm.gov/ses/handbook.html>. We urge you to follow this guide to prepare your application. The guide describes key characteristics, activities, and/or behaviors associated with each ECQ. When you write your Supplemental Experience Statement describing your experience relating to the ECQ, you should use the key characteristics as guideposts.

1. LEADING CHANGE

This executive core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity - to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

2. LEADING PEOPLE

This executive core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

3. RESULTS DRIVEN

This executive core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through the strategic planning, implementation, and evaluation of programs and policies.

4. BUSINESS ACUMEN

This executive core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making.

5. BUILDING COALITIONS/COMMUNICATION

This executive core qualification involves the ability to explain, advocate, express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive network with other organizations and organizational units, and to identify the internal and external politics that impact the work of the organization.

TECHNICAL QUALIFICATION - MANDATORY

Technical Qualification: Ability to manage and direct technical functions in the engineering and construction field.

Basis Of Rating: The best qualified candidates will be distinguished from other applicants by an evaluation panel of senior executives referencing the technical and executive core qualifications.

Managerial Qualifications: Persons newly selected for appointment to Senior Executive Service (SES) positions must have their managerial qualifications approved by the Office of Personnel Management and will serve a one-year probationary period.

Travel: Travel, which may exceed 25%, is required using commercial or Government aircraft.

Security Clearance: Selectee must be able to obtain a Top Secret clearance. Selectee is subject to drug testing prior to appointment and random drug testing thereafter.

Financial Disclosure: Selectee must submit a financial disclosure statement, SF 278, upon assuming the position, annually, and upon termination of employment.

Screening For Adverse Information: Applicants proposed for selection are subject to inquiries as to any incidence of misconduct, malfeasance, neglect of duty, or the appearance thereof. Information gained in this check will be considered in the approval decision.

Mobility: An essential element of the SES is mobility across geographic, organizational and functional lines. Individuals selected for SES positions may be subject to reassignment that requires them to be mobile. The U. S. Army Corps of Engineers' management considers mobility to be an integral part of employment as an SES member within the Corps.

Political Recommendations: The Army is barred from accepting or considering political recommendations regarding appointment or any other personnel action by 5 USC 3303; any violation of the bar on recommendations is a prohibited personnel action. The Army is obligated to take appropriate adverse action against employees who solicit, or Army officials who consider, prohibited political recommendations.

Moving Expenses: Permanent Change of Station costs are authorized. Department of Defense National Relocation Program services will be authorized for current Federal employees in accordance with applicable regulations.

Reasonable Accommodations: The Corps of Engineers provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please contact the individual listed on page 6 of this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Instructions for Application or Resume

Applicants may submit a resume or other application form, such as Optional Application for Federal Employment (OF 612) or Standard Form 171 (Application for Federal Employment). Resumes or other application forms must contain ALL of the following:

Job Information: Announcement number and title of the job for which you are applying

Personal Information: Full name, mailing address (with Zip Code) and day and evening phone numbers; Social Security number, Country of Citizenship; Highest Federal civilian grade held (give job series and date held)

Education: High school (Name, city, state, date of diploma or GED); College and universities (Name, city and state, Majors, Type and year of any degree - If no degree, show total credits earned).

Work Experience: Give the following information for your paid and nonpaid work experience related to the job for which you are applying (Do Not Send Job Descriptions): Job title (include series and grade if Federal job); Duties and accomplishments; Employer's name and address; Supervisor's name and address; Hours per week; Salary; Indicate if we may contact your current employer.

Other Qualifications: Job related training courses (title and year); Job related skills, for example, other languages, computer software/hardware; Job related certificates and licenses (current only); Job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, do not send documents).

Privacy Statement: Federal agencies rate applicants for the Senior Executive Service under the authority of section 3393 of title 5 of the United States Code. We need the information requested in this vacancy announcement to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

For additional information, please contact David Stokes at (202) 761-1763 or email David.C.Stokes@usace.army.mil.

Supervisory Assessment Statement

Position: Programs Director, ES-340

Announcement Number: DA-40-04

Name of Applicant: _____

Please provide your assessment of the individual applying for this position. You are encouraged to provide additional comments on plain sheets of paper.

Rating Scores: 4 = Superior 3 = Very Good 2 = Acceptable 1 = Not Acceptable
X = Unable To Appraise

Executive Core Qualifications:

Rating

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>1. Leading Change This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity - to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.</p> | |
| <p>2. Leading People This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.</p> | |
| <p>3. Results Driven This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through the strategic planning, implementation and evaluation of programs and policies.</p> | |
| <p>4. Business Acumen This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making.</p> | |
| <p>5. Building Coalitions/Communication This core qualification involves the ability to explain, advocate, express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive network with other organizations and organizational units, and to identify the internal and external politics that impact the work of the organization</p> | |
| <p>Technical Qualification: Ability to manage and direct technical functions in the engineering and construction field.</p> | |

Signature, Name, and Title Of Appraiser

Indicate your relationship to the applicant:

Current Supervisor Former Supervisor Other (please explain)

Background Survey Questionnaire

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability.

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|------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------|
| Name (Last, First, MI) | Position for Which Applying: (DA-40-04) Programs Director | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female |
|------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------|

Race and National Origin Identification

Specific Instructions: Please categorize yourself in terms of the definitions provided below. Place an "X" on the line next to the appropriate category. NOTE: Mark only one category.

| Name of Category (Mark ONE only) | Definition of Category |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A <input type="checkbox"/> American Indian or Alaskan Native | A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation. |
| B <input type="checkbox"/> Asian or Pacific Islander | A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. |
| C <input type="checkbox"/> Black | A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). |
| D <input type="checkbox"/> Hispanic | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish, cultures or origins. Does not include persons of Portuguese culture or origin. |
| E <input type="checkbox"/> White | A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories. |

Self-Identification of Medical Disability

The Department of Army is committed to increasing employment opportunities for handicapped individuals. Please indicate the existence of such handicaps below so that this office may provide you any special considerations to which you may be entitled.

| Category | Definition of Category |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Severely Handicapped | Severe physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or regarded as having such an impairment. |
| <input type="checkbox"/> Moderately Handicapped | Physical or mental impairment which although not severe, may have experienced limited employment/promotion opportunities in the past. |
| <input type="checkbox"/> No Handicap | No handicap or if handicapped, the condition has not interfered with employment or promotion opportunities. |