



Research Program Specialist

\$66,767 - \$86,801

Open Period: August 30, 2007 to September 21, 2007

Series & Grade: AD-0301 (Equivalent to a GS-12)

Position Information: Full-Time, Permanent

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered: Applications will be accepted from United States citizens and nationals.

Job Summary:

Are you interested in joining a small, independent agency whose work touches the lives of every American citizen? The U.S. Election Assistance Commission (EAC) is dedicated to improving the electoral process to ensure that all eligible citizens have the right to vote and have their votes counted accurately. Every EAC employee is proud to be a part of a team that works together to assure that every vote counts. Come, join us!

You will serve as the Research Program Specialist and will assist the Research Director with administering and maintaining various research contracts and studies undertaken by the U.S. Election Assistance Commission.

Major Duties:

Your primary responsibility will be monitoring the distribution and use of EAC's research studies and products and assisting the Research Director with tasks related to the creation of new research studies and products. As the Research Program Specialist, you work closely with the Research Legal Intern (in consultation with the Research Director) on various matters related to research contract procurement and administration.

Additional duties and responsibilities include assisting the Research Director with monitoring research contracts for compliance with delivery schedules and 'flagging' and addressing any potential challenges and problems. You will also be responsible for coordinating and preparing written briefing materials for various internal and external EAC research meetings including those with EAC Commissioners, research contractors and key election stakeholder groups and constituencies.

Qualifications:

Basic Requirement: Degree: Bachelors or higher degree in political science, public policy or a related academic field.

You qualify at the GS-12 level if you possess one year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-11 grade level. Examples include field expertise in data analysis, evaluation and interpretation; applying concepts, principles, and practices to difficult and complex work assignments

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations.
2. Knowledge of programming planning and contract management to assist with the EAC's long-range and short-range research planning.
3. Ability to interpret Federal and/or State laws, regulations procedures and practices.
4. Ability to communicate both orally and in writing in order to make recommendations, respond to inquiries, and communicate requirements, issues and options.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:

<http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info:

<http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info:

<http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info:
<http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info:
<http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

Payment of relocation expenses is NOT authorized.

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Applicants must submit an Optional Application for Federal Employment, OF 612, which is available at <http://www.opm.gov/Forms/html/if.asp>, or a resume that includes the same information. The application must include education, experience, foreign language ability and level of proficiency in reading, writing and speaking the language, current salary, date of birth, professional qualifications, and the names and contact information of three references (to be contacted only with subsequent permission of the applicant).

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

Contact Information:

Sheila Banks
Phone: 202-566-3100

Or write:
U.S. Election Assistance Commission
1225 New York Avenue, NW
Washington, DC 20005

What To Expect Next:

Applicants will be rated upon an evaluation of the relevance and quality of their experience, education and continuing professional development efforts as reflected in their applications and supplemental statements addressing the Knowledge, Skills, and Abilities identified. Your answers will be verified against information you provide on other forms (such as your application) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



Send Mail

Send Mail to:

U.S. Election Assistance Commission
1225 New York Avenue, NW
Washington, DC 20005



Questions?

For questions about this job:

Sheila Banks
Phone: 202-566-3100