

**NOAA INTERNAL JOB OPPORTUNITY FOR
NON-COMPETITIVE REASSIGNMENT**

Open Period: August 30 - September 06, 2016

Title, Series, Band/Grade: Management and Program Analyst, ZA-0343-02 (GS-7/9 Equivalent)

Duty Station: Seattle, Washington

Who May Apply/Area of Consideration: Current NOAA employees at the 1) ZA/ZP-02 or 2) GS-07 grade level.

Relocation: Relocation expenses **will not** be considered

Security Level: Low Risk

Background: An opportunity is available to join the NOAA Fisheries, Alaska Fisheries Science Center (AFSC), Marine Mammal Laboratory (MML). The MML conducts research on marine mammals important to the mission of the National Marine Fisheries Service (NMFS) and the National Oceanic and Atmospheric Administration (NOAA), with particular attention to issues related to marine mammals off the coasts of Alaska, Washington, Oregon, and California. The position would be part of a Division administrative team that together handles management of budget, accountable property, purchasing, interagency agreements, time and attendance, travel, and other administrative tasks.

Duties: The Management and Program Analyst will work with other administrative staff in the Division, the Division Director, the Deputy, and the AFSC's Office of Operations, Management, and Information Division to prepare requisitions for goods and services needed by a science laboratory and handle payment of invoices. The incumbent will be expected to maintain Contracting Officer Representative (COR) II certification, or participate in training in order to become a CORII within two years of accepting the position. The incumbent will work independently or with senior analysts to ensure all milestones are met regarding audits, data calls, contracts, budgeting, and resource support. The incumbent will serve as an accountable property custodian for a portion of the Division property.

The incumbent will have the lead for management of a portion of the offices' budget, and will work with supervisors to prepare annual budget operations plans; track spending in multiple accounts; transfer, obligate, and de-obligate funds, and advise managers on budget issues. The work of this position involves managing multiple assignments and conflicting priorities while maintaining good customer service and meeting various deadlines.

The Management and Program Analyst will assist higher level analysts by completing research and analysis assignments for the purpose of developing more efficient and effective processes, participating and assisting in resolving key Division operational issues, and completing policy and financial analyses to support programs. The incumbent will compile, summarize, and analyze information to improve office operations.

Knowledge, Skills, and Abilities (KSAs):

- Full-performance-level knowledge of the principles, practices, and procedures of a field of administration or management.
- Comprehensive and detailed knowledge and understanding of a recognized organization administrative or management function, including policies, precedents, and procedures.
- Ability to prepare procurement requests with complete documentation.
- Skill in maintaining accountable property in the “Sunflower” property management system.
- Knowledge of federal budget cycle, process, and NOAA financial software.
- Ability to effectively communication orally to management and staff to present and provide sound advice, guidance, consultation, and recommendations on budget, financial management, travel, accountable property, time and attendance, and other administrative topics.
- Ability to work well independently with general direction and to be a productive member of a team meeting common goals.

Qualifications: There is no positive education requirement for this position.

Specialized Experience Statement: Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills and abilities to successfully perform the duties of the position. This experience need not have been in the federal government.

Specialized Experience equivalent to the ZA-02 or GS-07 level:

- Ensuring compliance with all funds management and contracting requirements, including serving as a Contracting Officer Representative (COR);
- managing accountable property;
- monitoring overall office compliance with credit card requirements;
- maintaining spreadsheets detailing approved office budget and expenditures;
- analyzing, summarizing, and presenting information on budget and general office operations for management;
- preparing and submitting travel authorizations and vouchers; and
- using the following budget, accounting, and administrative software: Management Analysis & Reporting System (MARS), Commerce Purchase Card System (CPCS), and C. Request.

Familiarity with processing of travel authorizations and vouchers is desirable but not required. Experience working with NOAA researchers to develop requisitions for charter vessels, specialized research equipment, and working with IDIQ contracts to procure research services is desirable but not required.

Substitution of education for specialized experience:

- Superior Academic Achievement: A bachelor's degree AND meet one of the following provisions for Superior Academic Achievement:
 - (1) A standing in the upper third of your college class or major subdivision (e.g. school of business) at the time you apply;
 - (2) A grade point average of "B" (3.0 on a 4.0 scale) or its equivalent for all courses completed; (a) at the time of application; or (b) during the last 2 years of your undergraduate curriculum;

- (3) A "B+" (3.5 on a 4.0 scale) or its equivalent for all courses completed in a qualifying major field of study, either (a) at the time of application; or (b) during the last two years of your undergraduate curriculum; or
- (4) Election to membership in one of the national honorary societies (other than freshman societies);

OR

- One full year of graduate level study;

How to Apply: E-mail your resume with a cover letter which includes a statement of interest and a brief description of your qualifications as they relate to this reassignment opportunity notice to: Robyn.Angliss@noaa.gov. ****Do not send PII info to this email account****

NOTE: *Any PII information should be sent using DOC's approved Accellion Secure File Transfer program – found at <https://sft2.doc.gov/courier/web/1000@/wmLogin.html>

Additional Questions – Point of Contact:

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