NOAA INTERNAL JOB OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT (NCR)

Reference Number: OAR-PPE-002

Open Period: June 19 to July 3, 2014

Title, Series, Band/Grade: Program Manager, ZA-0340, Pay Band IV (GS-13/14 Equivalent)

Duty Station: Silver Spring, Maryland

Area of Consideration: Current, Permanent NOAA Employees at the Pay Band IV or GS-13/14 level within the Washington, DC metropolitan commuting area. Relocation expenses will not be considered.

Background:
An opportunity is available to join the NOAA Oceanic and Atmospheric Administration (OAR), Office of Policy, Planning, and Evaluation (PPE). OAR’s mission is to “Conduct research to understand and predict the Earth system; develop technology to improve NOAA science, service and stewardship; and transition the results so they are useful to society”. PPE supports this important mission by promoting an impactful OAR and NOAA research, development, and transition portfolio through planning, analysis, evaluation, policy development, and specialized support.

Duties:
The program manager will serve within OAR/PPE as OAR’s NEPA National Compliance Coordinator in providing leadership and guidance in environmental policy and ensuring that policies, programs, projects, and plans are in compliance with National and NOAA environmental statutes. The program manager will be OAR’s subject matter expert on all NEPA matters and lead the training, development, and implementation of processes ensuring compliance with NEPA. The program manager will routinely work with managers and scientists from OAR laboratories and programs in gathering, organizing, analyzing and evaluating information associated with the development of NEPA documents. The program manager will lead OAR in determining the appropriate analysis required under NEPA, Endangered Species Act, Marine Mammal Protection Act, and other laws relevant to Federal actions and evaluation of the results of those analyzed.

Knowledge, Skills and Abilities (KSAs):

- Experience in developing, managing and maintaining a National Environmental Policy Act (NEPA) compliance program;
- Skills in training or mentoring staff in the preparation of NEPA analysis, NEPA project management, or NEPA records management;
- Experience in establishing and maintaining NEPA records management document systems, including organization, tracking and quality control of documents;
- Experience preparing technical reports pertaining to natural resource (e.g., NEPA and ESA) assessments;
- Experience working with managers, resource specialists, scientists, legal counsel, or other subject matter experts in gathering, organizing, analyzing and evaluating data associated with the development of draft and final NEPA documents and commenting on other agency NEPA documents;
• Ability to communicate in writing and in presentations with an emphasis on acquiring, synthesizing, and presenting data or information in written NEPA products;
• Experience with developing and implementing strategic plans, budgets, schedules, and contracts related to achieving NEPA compliance objectives;
• Knowledge of the NEPA, Endangered Species Act, and Marine Mammal Protection Act;

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

**Specialized Experience Statement:**
Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities to provide advice, guidance, consultation, recommendations, and training and to give presentations on all aspects of NEPA analysis and documentation requirements for proposed activities that involve federal actions, permits, funding or approval, and to be the primary OAR subject matter expert on the interpretation of NEPA and the preparation of appropriate NEPA documents including CE, EA, and EIS.

**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: Gary.C.Matlock@noaa.gov
Note: Any PII information should be sent using DOC's approved Accellion Secure File Transfer Program - found at: https://sft2.doc.gov/

**Additional Questions - Point of Contact:**
Dr. Gary Matlock
Director
OAR/ Office of Policy, Planning, and Evaluation (PPE)
Gary.C.Matlock@noaa.gov
301-734-1184