NOAA INTERNAL JOB OPPORTUNITY FOR NON-COMPETITIVE REASSIGNMENT

Reference Number: WFMO-2014-0003 (WSD)

Open Period: Friday, January 30 to Friday, February 13, 2015

Title, Series, Band/Grade: Information Technology Specialist (Data Management/System Analysis, ZP-2210-04 (equivalent to GS-13/14).

Duty Station: Silver Spring, Maryland - Relocation expenses are not authorized.

Who May Apply/Area of Consideration: Current Permanent NOAA employees at the ZP-2210 Pay Band 4 (equivalent to GS-13/14).

Background: An opportunity is available to join NOAA’s Workforce Management Workforce System Division in Silver Spring, MD.

The Workforce Systems Division (WSD) provides information technology (IT) program/project management, system development, and application customer support for WFMO activities. WSD is the IT liaison with DOC on all human resources system technical matters.

WSD provides program and project management for the information systems it supports. Using generally accepted project management approaches to define requirements, prepare business cases, determine budgets, draft and negotiate Inter Agency Agreements (IAA), contracts, and other procurement vehicles to implement new IT systems. WSD is responsible for the full life cycle of the applications it supports. Application and system support also includes end user training and help desk support.

WSD manages the WFMO web site, the Management and Analysis Reporting System (MARS), WFMO data web site, the Commerce Learning Center @ NOAA (CLC) web site, WFMO’s Monster Government Solutions (MGS) web site, WFMO’s SharePoint, the Recruitment Analysis Data System (RADS), HR Connect, National Finance Center (NFC), and other IT systems as assigned. WSD provides reports and analysis on system data NOAA-wide and develops various human resources metrics for WFMO and NOAA as needed. This requires pulling data from, and developing reports in the National Finance Center, MARS, RADS, CLC, and other assigned systems. WSD works with WFMO’s Learning Resources Office to support the CLC to provide access to online and instructor-led required training (e.g., IT Security Training, etc.) to all NOAA employees. WSD is integral in the implementation of organizational and position structures for NOAA reorganizations.

Duties: This position is responsible for:

- Consulting with clients and end users to build business requirements for MS SQL databases and web-based solutions.
- Managing and programing MS SQL databases and ASP.net applications.
- Designing, developing, testing and implementing small and medium-scale web applications and databases in accordance with government policies. Most of our applications are developed in MS SQL and ASP.NET so a strong knowledge of ADO.NET, SQL Server, C#, VB.NET and Visual Studio are essential.
- Knowledge of and experience with various programming design principles including N-tiered design, object-oriented programming, and knowledge of other web-based technologies including PHP, MySQL, and JavaScript are also highly desirable.
- Background in Microsoft Office applications, particularly Excel and MS Access, including knowledge of Visual Basic for Applications, Microsoft Office SharePoint Services 2007, and SharePoint 2010.
• Working with various report writing tools (e.g., SQL Server Management Studio, Crystal Reports, familiarity with Business Objects, Microsoft Report Builder 2.0, etc.).
• Administering various HR Systems.
• Implementation of organizational and position structures for NOAA reorganizations.
• Writing communication aides (i.e., user guides) that show how to use the system(s). You will need a working knowledge on how to maintain a secure and easily accessible environment according to Government guidelines (e.g. Protecting Personally Identifiable Information, ensuring Section 508 compliance, etc.).

Knowledge, Skills and Abilities (KSAs):

1. Ability to design, develop and maintain user friendly, functional web applications and MS SQL databases.
2. Ability to design, develop, document, test and implement process improving, data driven applications based upon client specifications and business rules.
3. Skill in translating complex business requirements into user-friendly, practical IT solutions.
4. Ability to maintain a secure environment according to Government guidelines regarding personally identifiable information.

Specialized Experience: Applicants must possess the specialized experience equivalent in difficulty and responsibility to the position being filled. 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. Specialized Experience for this position includes:

- Designing, developing, testing, implementing and documenting process-improving software applications using ASP.NET, Microsoft SQL Server, and MS Access.
- Drafting and designing IT solutions based on business requirements.
- Proficient with Microsoft Office, including writing Visual Basic code to enhance functionality.
- Skill in web technologies to include HTML, CSS, JavaScript, PHP, MySQL, ASP.NET, MS SQL, and XML.

Physical Requirements: None

Qualifications: Applicants must possess the experience equivalent in difficulty and responsibility to the position being filled.

How to Apply: Email 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: WFMO.Opportunity@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: Susan Barker, Susan.Barker@noaa.gov