

Responsibilities and Hiring Authorities for Senior Executive Service, Scientific and Professional and Senior Leader Positions

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The Senior Executive Service (SES)- Established By 5 U.S.C. 3132

- Supervision and Policy Leaders

- Directs the work of an organizational unit;
- Is held accountable for the success of one or more specific programs or projects;
- Monitors progress toward organizational goals and periodically evaluates and makes appropriate adjustments to such goals;
- Supervises the work of employees (other than personal assistants, contract, IPA and Post-Doc employees) **more than 25%** of the time;
- Otherwise exercises important policy-making, policy-determining, or other executive functions; and
- Require accomplishment of work through combined technical and administrative direction of others.

The Scientific and Professional (ST) Established by 5 U.S.C. 3014

Research and Program Based National Experts above the work is classified above the ZP-V (GS-15)

Assignments: The scope and complexity of the assignments are at a level requiring subdivision into separate phases, some of which are considerably broad and complex;

- problems are exceptionally difficult and unyielding to investigation;
- require unconventional or novel approaches or complex research techniques; and
- results may include: – a major advance or opening of the way for extensive related development:
 - progress in areas of exceptional interest to the scientific and professional community;
 - important changes in theories, methods, and techniques;
 - opening significant new avenues for further study; or
 - contributions answering important questions in the field.

Responsibilities: The researcher, working within the framework of management objectives and priorities, is responsible for:

- formulating research plans and hypotheses;
- carrying out project plans;
- interpreting findings and assessing their organizational and professional applicability; and,
- locating and exploring the most promising areas of research in relation to agency program needs and the state of the science or discipline.

Guidelines & Originality: Guidelines are almost nonexistent in pertinent literature. Originality and creativity are demonstrated by:

- Discovering complex theory or methodology; contributing significantly to the development of new theory or methodology to supplant or add new dimensions to a previous framework; and solving problems and delivering results that markedly influence the scientific field or society.

Competitive Examining-* Optional for ST

Authorities: 5 U.S.C. Chapter 33; 5 CFR Part 332; 5 CFR Part 315, Subpart C; 5 CFR Part 337. Competitive examining is the traditional method for making appointments to competitive service positions and requires adherence to title 5's competitive examining requirements. OPM may delegate authority, by agreement, to an agency to examine for all of its competitive service positions (except administrative law judges). Vacancies filled through the competitive examining process are open to the public.

*Note: Work is accomplished through combined research, administrative and advisory direction; leading Federal employees (contractors, IPAs, and Post-Docs not included) **less than 25%** of the time.*

Research Efforts	Administrative Efforts	Advisory Efforts
<p>The Researcher will:</p> <ul style="list-style-type: none"> • discover important changes in theories, methods, and techniques • open significant new avenues for further study • formulate research plans and hypotheses • carry out project plans • interpret findings and assess organizational and professional applicability • locate and explore the most promising areas of research in relation to agency program needs and the state of the science or discipline • discover complex theory or methodology • contribute significantly to the development of new theory or methodology to supplant or add new dimensions to a previous framework • solve problems and deliver results to markedly influence the scientific field or society • be the primary author of a number of important papers impacting or advancing the field of science • contribute to inventions, designs, techniques, models, or theories • advance or open the way for further developments • solve problems of great importance to the professional community, the organization, or the public • consult with colleagues who are themselves recognized experts in the field • be recognized by the scientific community as an authority in the field 	<p>The Researcher will:</p> <ul style="list-style-type: none"> • maintain program and administrative reference materials, project files and relevant back-ground documents and make available policies, procedures and written instructions <p>If supervising a small Federal staff he/she will:</p> <ul style="list-style-type: none"> • ensure that a organization's strategic plan, mission, vision and values are communicated • articulate and communicate assignments, projects, and problems to be solved • coach staff on appropriate problem solving methods and techniques • train or arrange for training 	<p>The Researcher will:</p> <ul style="list-style-type: none"> • significantly contribute to professional symposia defining a state of a discipline and new or emerging areas in a field • contribute to strategic research planning and program development • participate in major technology or information transfer activities of great importance to a scientific field, a agency, or a public • participate in applying a research to important management and policy decisions • accept invitations to address or to assume a leadership role in national professional organizations and associated committees

<ul style="list-style-type: none"> collaborate with the highly-respected researchers and other colleagues attract new researchers to the field 		
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The Senior Leader (SL)- Established by 5 U.S.C. 5108

Advises Executives and Researchers:

Does not meet the executive criteria characteristic of the SES nor do they involve the fundamental research and development responsibilities that are characteristic of the ST. The work is accomplished through combined advisory and administrative direction leading others **less than 25%** of the time.

The work is classified above the ZP-V (GS-15).

Competitive Examining-

Authorities: 5 U.S.C. Chapter 33; 5 CFR Part 332; 5 CFR Part 315, Subpart C; 5 CFR Part 337. Competitive examining is the traditional method for making appointments to competitive service positions and requires adherence to title 5's competitive examining requirements. OPM may delegate authority, by agreement, to an agency to examine for all of its competitive service positions (except administrative law judges). Vacancies filled through the competitive examining process are open to the public.

Applies to SL Hiring (Optional for ST)

*Note: Work is accomplished through combined, administrative and advisory direction; leading Federal employees (contractors, IPAs, and post-Docs not included) **less than 25%** of the time.*

Research Efforts	Administrative Efforts	Advisory Efforts
None	<p>The Leader will:</p> <ul style="list-style-type: none"> Maintain program and administrative reference materials, project files and relevant back-ground documents and make available policies, procedures and written instructions <p>If supervising a small staff he/she will:</p> <ul style="list-style-type: none"> ensure that a organization's strategic plan, mission, vision and values are communicated 	<p>The Leader will:</p> <ul style="list-style-type: none"> contribute to strategic planning and program development participate in major technology or information transfer activities of great importance to a scientific field, a agency, or a public participate in applying science and technology to important management and policy decisions accept invitations to address or to assume a leadership role in national

	<ul style="list-style-type: none"> • articulate and communicate assignments, projects, and problems to be solved • coach staff on appropriate problem solving methods and techniques • train or arrange for training 	<p>professional organizations and associated committees</p>
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Hiring SL Positions

There are six major steps in the competitive examining process. Each major step involves tasks that the human resources specialist must perform in the process. After completing each task within each major step, the human resources specialist continues to the next step and task until all the steps and tasks are completed.

- **Step 1: Identify Job and Assessment;** -
 - **Task 1** - Review Hiring Flexibilities
 - **Task 2** - Conduct Job Analysis and Identify Competencies/KSAs; proceed to Step
 - Task 3** - Identify Assessment Tools
- **Task 4** - Submit Request to Delegated Examining Office
- **Step 2: Recruit and Announce Job;**
 - **Task 1** – Recruit
 - **Task 2** -- Create a Job Announcement
 - **Task 3** -- Satisfy Public Notice Requirements
- **Step 3: Recruit and Announce Job**
 - **Task 1** -- Review for: Age, Citizenship, CTAP/ICTAP, Veterans' Preference and
 - **Task 2** -- Qualification Review
 - **Task 3** -- Notify Applicants
- **Step 4: Assess Applicants**
 - **Task 1** -- Rate and Rank (including Veterans' Preference) Task 2.
 - **Task 2** -- Apply either Case Examining or Competitor Inventory Procedures
- **Step 5: Certify Eligibles**
 - **Task 1** -- Place Eligibles in Order of Selection (Apply Veterans' Preference)
 - **Task 2** -- Issue Certificate
- **Step 6: Select;** proceed to Step 6 - Task 1.
 - **Task 1** -- Audit
 - **Task 2** -- Process ends

Hiring Guidance Table

Each position is OPM established and DOC appropriated

	ST	SL	SES
Appointment from SES to	✓	✓	✓
Appointment from SL to (voluntary-only)		✓	
Appointment from ST to (voluntary- only)	✓		
Career Reserved Appointment			✓
Citizenship (unless appropriation act prohibits)		✓	✓
Competitive Service	✓	✓	
Competitive Examining Applies U.S.C. 3304(a)(1)	* Optional	✓	
Competitive Examining Does Not Apply U.S.C. 3304(a)(2)	*Optional		✓
Competitive Status- upon appointment	✓	✓	
Consultation Duties	✓	✓	
Ph.D.- Advanced Education	✓		
Probationary/Trial Period		✓	✓
Stature considered in Classification	✓		
Specialized Experience Required Planning and Executing Research Programs Experience (minimum 1 year)	✓		
Recruitment Plan Mandatory		✓	✓
Research Duties	✓		
Vacancy Announcement Open minimum 14 days open and Clear CTAP		✓	
Veterans Preference Mandatory		✓	