

Job Title: Cultr Res Prgm Mgr, GS-0170/0190/0193/0807-09/11, HRF 10-285

Department: Department Of The Interior

Agency: National Park Service

Job Announcement Number: HRF 10-285 (SR366499)

Salary Range: \$47,448.00 - \$74,628.00 /year

Series & Grade: GS-0170-09/11

Promotion Potential: 11

Open Period: Tuesday, July 20, 2010 to Monday, August 02, 2010

Position Information: Full Time Career/Career Conditional

Duty Locations: 1 vacancy - Manzanar NHS, CA

Who May Be Considered: United States Citizens

Job Summary:

Who may apply: All U.S. Citizens

The employees of the National Park Service care for the special places that are the heritage of all Americans. Since its inception in 1916, the National Park Service has been dedicated to the preservation and management of this country's outstanding natural, historical, and recreational resources.

Experience your America and build a fulfilling career by joining the National Park Service. The National Park Service preserves unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations.

This is a Career/Career-Conditional full-time appointment.

Note: This position is concurrently open under Announcement Number SR366653 under merit promotion procedures. See HRF10-286 for specific instructions on how to apply under that announcement.

Number of Vacancies: We expect to fill 1 vacancy at this time; however, this announcement may be used to fill additional similar vacancies.

Full Performance Level: GS-11

Please read the entire announcement before you apply. To view the full announcement, select "Print Preview" at the right hand side of this screen.

Key Requirements:

- U.S. Citizenship is required.
- Background and/or security investigation is required.
- All documents must be received by closing date.
- Social Security Number is required to process your application.

Major Duties:

The incumbent serves as the Cultural Resources Program Manager for Manzanar National Historic Site. The incumbent serves as the management team's principal advisor in all aspects of cultural resource management and research and is responsible for the day-to-day leadership, organization and oversight of a complex cultural resource management program. Program elements include: prehistoric and historic resources, classified structures, archaeology, oral history, museum and archival management, compliance with Federal resource protection laws, consultation with Tribes, orchard management, etc. S/he will

supervise one or more permanent and term positions, seasonal, temporary, VIP and other personnel, accounting for 25% of duty time. S/he will be supervised by the Superintendent.

Position Location: Manzanar National Historic Site, Independence, CA. Please visit <http://www.nps.gov/manz> for area information.

For specific area and housing information, or information directly pertaining to vacancy status, contact: Les Inafuku, Superintendent, 760-878-2194, ext. 2701.

Qualifications:

Basic Requirements (Historian)

Possess a 4-year degree in history; or related field that included at least 18 semester hours in history.

Or

Possess a combination of education and experience with courses equivalent to a major in history, or a major in a related field that included at least 18 semester hours in history, plus appropriate experience or additional education.

Basic Requirements (Cultural Anthropologist)

Possess a 4-year degree in cultural anthropology.

Or

Possess a combination of education and experience with courses equivalent to a major, or a combination of courses totaling at least 24 semester hours in cultural anthropology, or related course work, plus appropriate experience or additional education.

Or

Possess 4 years of appropriate experience in cultural anthropology performing research, museum work, or similar professional-level work.

Basic Requirements (Archeologist)

Possess a 4-year degree in Archeology that included 3 semester hours each in the following course areas: history of archeology; archeology of a major geographical area such as North America or Africa; regional archeology; archeological cultures, or sites in a specific part or portion of a major geographical area to acquire or develop a foundation for regional specialization for professional development; theory and methods of archeology which include, but are not limited to, typology, classification, sampling, cultural evolution, diffusion, dating, and analytical techniques; archeological field school, to provide a basic understanding of theoretical and practical approaches to research design implementation, field preservation techniques, and report preparation by participation in actual field work; AND six semester hours of related course work in: geography, geology, or cultural geography; history, historiography, or historical archeology; environmental studies; scientific writing (nonfiction English composition); and/or surveying; AND archeological field school.

Or

Possess a combination of college-level education, experience or training that provided knowledge equivalent to that described above, plus appropriate technical experience or additional education. Creditable experience in this field is considered to be four years of archeological work experience that demonstrated a thorough knowledge of the fundamental principles and theories of professional archeology. The work experience must have included archeology field experience, which may include that gained in an archeological field school. Field experience should have included a combination of professional experience in archeological survey, excavation, laboratory analysis, and preparation of written materials. Applicants with such field experience should, after additional experience under the direction of a higher grade archeologist, be able to demonstrate the ability to be a crew chief, directing the work of others at a single location as a part of a

larger archeological project.

Basic Requirements (Landscape Architect)

Possess successful completion of a 4-year or higher degree in landscape architecture or landscape design.

Or

Possess a combination of education and experience-for each year short of graduation, the applicant must have had one year of experience under professional leadership and guidance of such character and diversity as to be a satisfactory substitute for the required education. NOTE: The following kinds of experience are not acceptable as professional landscape architectural experience: routine drafting or developing of plans where original investigations or designs are not involved; laying out or executing illustrations in black and white or in color; nursery work involving the propagation of trees, shrubs, vines; experimental horticultural, or landscape, gardening; breeding, testing, propagation, culture, and production of plants, flowers, trees, or crops; forestry work involving the management of forest resources for the continuous production of timber, water, forage, and other forest values; architectural and engineering work limited to the design of structures; work in city and community planning that relates primarily to the broad social and economic growth of cities and communities and the organization of community services and facilities.

SPECIALIZED EXPERIENCE: GS-09

Possess one year of specialized experience equivalent to the GS-07 level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities needed to successfully perform the duties of this position. Examples of specialized experience could include work preparing, and coordinating the writing of cultural resource plans; directing work in one or more of the professional fields identified above; or work involved with design, develop, test, and implement protocols used to identify, evaluate, and do long term monitoring of cultural resources.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Have successfully completed two years of progressively higher-level graduate education leading to a master's degree or masters or equivalent graduate degree in history, cultural anthropology, or archeology.

AN EQUIVALENT COMBINATION OF QUALIFYING EDUCATION AND EXPERIENCE:

Possess an equivalent combination of qualifying education and experience. For example, have one half year of the specialized experience (50% of the experience requirement), and one year (27 semester hours or 41 quarter hours) of directly-related graduate level education in an accredited educational institution (50% of the qualifying education).

SPECIALIZED EXPERIENCE: GS-11

Possess at least one full year of specialized experience equivalent to the GS-09 grade level in the Federal service. Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of qualifying specialized experience for this position include: provide cultural resource program support and professional advice in at least one of the occupations listed above; participate as a professional member of a research team; provide technical assistance and serve as a subject matter expert in the conduct of research studies; plan or participate in the planning of cultural resource projects or studies; research, develop, and prepare manuscripts for professional publications; perform collections management, registration, cataloging, research, preservation, restoration, and conservation of collections.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Have successfully completed three years of progressively higher-level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree in history, cultural anthropology, or archeology.

AN EQUIVALENT COMBINATION OF QUALIFYING EDUCATION AND EXPERIENCE:

Possess an equivalent combination of qualifying education and experience. For example, have one half

year of the specialized experience (50% of the experience requirement), and one and on-half years of directly-related graduate level education in an accredited educational institution (50% of the qualifying education).

All qualification requirements must be met by the closing date of this announcement.

Applicants are responsible for providing documentation that the applicable educational provisions have been met. To qualify based on education you must submit a legible copy of transcripts or list of college courses with your name, school name, credit or semester hours, major(s), and a grade-point average or class ranking. Official transcripts are required upon selection if you qualified based on education.

Education must have been obtained from an accredited or pre-accredited institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Education completed in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States.

For further information on creditable education visit:

<http://www.ed.gov/admins/finaid/accred/index.html> and
<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Additional information on the qualification requirements can be viewed on the OPM web site at:

<http://www.opm.gov/qualifications>

Your application will be reviewed to ensure you meet the basic job requirements. In addition, we will evaluate your responses to the attached online Assessment Questionnaire to measure the degree to which your background matches the requirements for the position. To preview the Assessment Questionnaire click here: [View Assessment Questions](#)

The Assessment Questionnaire is designed to measure your ability in the following competencies needed to successfully perform on the job:

KSA-1. Knowledge of the laws, regulations, and policies related to the protection and management of cultural resources and the ability to prepare compliance documents and coordinate their review.

KSA -2. Experience and skill in developing and maintaining positive and productive relationships with outside organizations to preserve and protect cultural resources.

KSA-3. Ability to perform the full range of program leadership duties, including annual and long-range programmatic planning, resource specific implementation planning, supervision of seasonal, temporary, permanent, and volunteer staff, budget preparation and execution, and strategic planning.

KSA-4. Knowledge, skill and ability leading, managing and personally performing cultural resource management, inventory and monitoring work, and managing associated historical research.

KSA-5. Knowledge of the principles of archival collections management, and cultural and natural resources museum collections management.

Basis for rating:

Applicants who meet the qualification requirements specified above for this position will be evaluated, and a score assigned, based upon the responses provided on the job specific questionnaire that is required as part of the application process for this position.

Applicants who meet the qualification requirements based on responses provided in the Applicant Assessment Questionnaire will be placed in one of three categories: Best-Qualified, Well-Qualified or Qualified. Within these categories, applicants referred to the selecting official that are eligible for veteran's

preference will receive selection priority over non-veterans.

DO NOT SEND Application materials by mail or email to the HR Franchise Office.

YOU MUST FOLLOW THE DIRECTIONS BELOW TO APPLY.

How You Will Be Evaluated:

Once the basic qualifications have been met, you will be evaluated on the quality and extent of your experience, education, and training relevant to the duties of this position. The evaluation will be based on information you provide in your on-line resume, your answers to the knowledge, skills, and abilities questions for this announcement, and a review of the application material requested as part of this announcement.

You must provide information about your experience and/or education that supports the answers you give in the questionnaire, and the KSA's required for this position.

Benefits:

The Federal Government offers a number of exceptional benefits to employees. The following web address is provided as a reference to explore the major benefits offered to most employees:

<http://www.usajobs.gov/EI/benefits.asp>

Other Information:

CONDITIONS OF EMPLOYMENT:

Travel, transportation, and relocation expenses **may be** authorized in accordance with Federal Travel Regulations and current National Park Service permanent change of station policy.

Government **housing** is not available.

Must provide **Social Security Number** to be considered.

Pre-employment National Agency Check (NAC) must be completed for anyone who doesn't already have this level of clearance prior to entry on duty.

Overtime work may be required.

Applicants must possess a **valid state driver's license**.

Wearing a **uniform** is required.

Financial disclosure is required.

Travel is required, up to 2 nights per month.

Male applicants born after December 31, 1959, must certify that they have registered with the **Selective Service System** or are exempt from having to do so under Selective Service Law.

Physical demands: The position may require strenuous physical activity including periods of standing, walking, climbing and lifting and carrying heavy objects. Some activities will occur in physically dangerous areas or settings. Documentary research and report writing work are sedentary, which entails the ability to concentrate and write for long periods of time.

Work environment: Work is performed primarily indoors. Occasionally, work may be performed outdoors

in all types of weather and conditions. Outdoor assignments may be performed in potentially hazardous areas including steep slopes, rocky terrain, volcanoes, caves, fire lines, arctic environments, swamps, deserts, and forests. On occasion, flying in fixed-winged aircraft and helicopters is possible.

CTAP/ICTAP - Qualified individuals applying based on special priority consideration rights under Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority selection. To be considered well-qualified for this purpose, you must clearly meet all qualification requirements specified for this position including any selective factors, and must also clearly meet the fully satisfactory or equivalent level for each of the rating factors (knowledges, skills, abilities, and competencies) required for this position as specified above.

Individuals claiming CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of your most recent Performance Rating, and a copy of your most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

Veteran's Preference - If you are claiming Veteran's Preference, you MUST clearly identify your claim on your application and provide specific required evidence such as: DD-214, "Certificate of Release of Discharge from Active Duty", or Standard Form 15 (SF-15), "Application for 10-point Veterans Preference" and proof requested on the form. Failure to submit appropriate supporting documentation will result in NOT granting veteran's preference.

How To Apply:

To apply for this position, provide a complete application package, which includes both of the following parts:

1. Your responses to the Assessment Questionnaire, and
2. Your resume or application form (you may submit a completed OF-612 Optional Application for Federal Employment) which can be obtained at http://www.opm.gov/forms/pdf_fill/of612.pdf, and any other supporting documents needed (such as DD214 to show veterans' preference or transcripts, etc.).

The complete application package must be submitted by 11:59 PM (EST) on Monday, August 02, 2010. We do not accept hard-copy or email application packages. You must apply online or via fax (see instructions below).

Applying Online:

- . To begin the application process on-line, click on the Apply Online Button to create an account or log in to your existing USAJobs account. Follow the prompts to complete the Assessment Questionnaire.
- . Please be sure to click on the Submit My Answers button at the end of the process.
- . To fax supporting documents you are unable to upload, complete this cover page, <http://staffing.opm.gov/pdf/usascover.pdf> using the Vacancy ID: SR366499. Fax your documents to 1-478-757-3144.

Applying via fax:

- . Click this link [View Assessment Questions](#) to view and print the Assessment Questionnaire
- . Print the 1203FX form found at http://www.opm.gov/forms/pdf_fill/opm1203fx.pdf to provide your response to the Assessment Questionnaire
- . Fax the completed 1203FX form along with your resume or application and any required documentation to 1-478-757-3144. The 1203 FX will serve as your cover sheet.

HOW TO VERIFY YOUR APPLICATION MATERIALS HAVE BEEN SUCCESSFULLY SUBMITTED:

1. Go to <https://applicationmanager.gov> and log in using your USAStaffing Application Manager User Name and Password.

2. Verify that your questionnaire, resume, and supporting documents were submitted successfully by clicking on the appropriate vacancy id.
3. Verify that all of your documents were submitted by reviewing the table.

If an item (Type of Document) on the table appears with a status of "OK", that Item was successfully submitted.

IF YOU NEED HELP WITH THE ONLINE APPLICATION PROCESS:

If you need help, or have problems using the online application process, send an email to applicationmanagerhelpdesk@opm.gov.

Applications must be typed or printed clearly in dark ink. A blank OF-612, other forms, or additional information on how to apply for Federal jobs can be obtained from the Internet at www.usajobs.opm.gov, or by calling (478) 757-3000 or RDD (478) 744-2299.

For additional information on this announcement, contact:

Name: Lontina Reeder
Email: lontina_reeder@nps.gov
Phone: (303)987-6966

Required Documents:

1. Your responses to the Assessment Questionnaire, and
2. Your resume or application form (you may submit a completed OF-612 Optional Application for Federal Employment) which can be obtained at http://www.opm.gov/forms/pdf_fill/of612.pdf, and any other supporting documents needed (such as DD-214 to show veterans' preference, SF-50, transcripts, etc.).

Contact Information:

Lontina A. Reeder
Phone: (303)987-6966
Email: LONTINA_REEDER@NPS.GOV

Agency Information:
WASO HR Franchise
12795 West Alameda Parkway
Lakewood, CO 80228
USA

What To Expect Next:

Once you complete application is received, we will verify your responses provided in the Assessment Questionnaire against the other supporting application materials you submit, and your final score will be assigned. Based on applicant scores, the best qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified when referral has been made and what the final outcome is. We expect to make a selection within 45 working days of the closing date of this announcement.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

Control Number: 1975251