

# Cultural Resources Program Manager (Interdisciplinary)

DEPARTMENT OF THE INTERIOR

National Park Service

Statue of Liberty National Monument

## Summary

As the Cultural Resources Program Manager, you will serve as the principal advisor to management on the protection, preservation, and interpretation of cultural resources.

This announcement will be open until 11:59 pm ET on 06/09/2022 or the date with the 50th application is received, whichever comes first.

## Overview

Accepting applications

### Open & closing dates

🕒 05/17/2022 to 06/09/2022

This job will close when we have received **50 applications** which may be sooner than the closing date. [Learn more](https://www.usajobs.gov/Help/how-to/job-announcement/closing-types/#applicant-cut-off) (<https://www.usajobs.gov/Help/how-to/job-announcement/closing-types/#applicant-cut-off>).

### Salary

\$92,245 - \$119,922 per year

### Pay scale & grade

GS 12

### Location

1 vacancy in the following location:

📍 New York, NY

### Telework eligible

No

### Travel Required

Occasional travel - You may be expected to travel for this position 1- 5 nights per month.

### Relocation expenses reimbursed

Yes— You may qualify for reimbursement of relocation expenses in accordance with agency policy.

## Appointment type

Permanent

## Work schedule

Full-time

## Service

Competitive

## Promotion potential

12

## Job family (Series)

[0170 History](#)

(</Search/Results?j=0170>).

[0190 General Anthropology](#)

(</Search/Results?j=0190>).

[0193 Archeology](#)

(</Search/Results?j=0193>).

[1015 Museum Curator](#)

(</Search/Results?j=1015>).

## Supervisory status

No

## Security clearance

[Not Required](#)

(</Help/faq/job-announcement/security-clearances/>).

## Drug test

No

## Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

## Trust determination process

[Suitability/Fitness](#)

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

---

## Announcement number

ST-11474343-22-NM

## Control number

654732900

## THIS JOB IS OPEN TO



### **Career transition (CTAP, ICTAP, RPL)**

Federal employees who meet the definition of a "surplus" or "displaced" employee.



### **Family of overseas employees**

Family members of a federal employee or uniformed service member who is or was, working overseas.



### **Federal employees - Competitive service**

Current or former competitive service federal employees.



### **Individuals with disabilities**



### **Land & base management**

Certain current or former term or temporary federal employees of a land or base management agency.



### **Military spouses**



### **Peace Corps & AmeriCorps Vista**



### **Special authorities**

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.



### **Veterans**

## Clarification from the agency

Status Candidates (Merit Promotion, VEOA, Land Management, and Non-Competitive Authority Eligibles)

## Duties

- Direct a complex program of cultural resource management activities that may impact a wide variety of Park resources
- Represent the Superintendent when working with cultural groups, historic preservation societies, government agencies, and others on cultural resources plans and projects
- Develop work plans and schedules, cost estimates, and proposals and serves as the Contracting Officer's Technical Representative for cultural resources projects
- Create policies and monitoring protocols then carry out projects related to the inventory, evaluation, documentation, preservation, research, and interpretation of cultural resources

# Requirements

## Conditions of Employment

- You must be a U.S. citizen or national.
- Appointment subject to background investigation and favorable adjudication.
- May be subject to a one-year probationary period.
- All requirements must be met by the closing date of this announcement.
- Status candidates must meet-time-in-grade requirements.
- You will be required to participate in the Direct Deposit Electronics Funds Transfer Program.
- A valid state driver's license is required.
- You will be required to wear a uniform and comply with the National Park Service uniform standards. A uniform allowance will be provided.
- Occasional overtime may be required.

## Qualifications

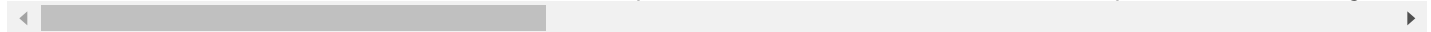
**In order to be qualified for this position, you must meet both the basic requirement(s) for the series for which you are applying and the specialized experience.**

### Basic Requirement for GS-0170 Historian

A. Possess a Bachelor's or higher degree in history; or related field that included at least 18 semester



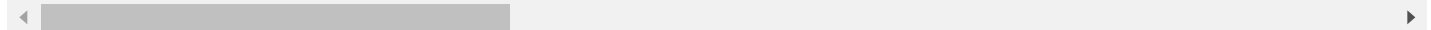
B. Possess a combination of education and experience. This includes courses equivalent to a major in



### Basic Requirement for GS-0190 Cultural Anthropologist

A. Possess a Bachelor's or higher degree in an appropriate field of anthropology - **OR** -

B. Possess a combination of education and experience. This includes courses equivalent to a major,



C. Possess four years of appropriate experience in anthropology performing research, museum work, or



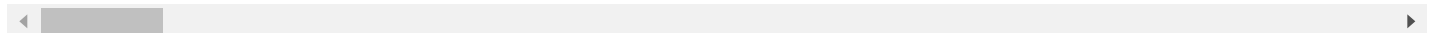
### Basic Requirement for GS-0193 Archeologist

A. Possess a Bachelor's or higher degree that included 3 semester hours each in the following courses

B. Possess a Bachelor's or higher degree in anthropology (with emphasis on ethnology, physical anthropology)

C. Possess college-level education or training that provided knowledge equivalent to that described in B.

D. Possess four years of archeological work experience that demonstrated a thorough knowledge of the



### Basic Requirement for GS-1015 Museum Curator

A. Possess a Bachelor's or higher degree in museum work; or in an applicable subject-matter field - **OR** -

B. Possess a combination of education and experience. This includes courses equivalent to a major, as shown in A above, plus appropriate experience or additional education - **OR** -

C. Possess four years of experience that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study as shown in A above.

## Specialized Experience for All Series

Possess one year of specialized experience, equivalent to the GS-11 level in the Federal service, re

**You must include months, years and hours per week worked to receive credit for your work and/or volunteer experience. One year of specialized experience is equivalent to 12 months at 40 hours per week. Part-time hours are prorated. You will not receive any credit for experience that does not indicate exact hours per week or is listed as "varies".**

## Education

**ARE YOU USING YOUR EDUCATION TO QUALIFY?** You MUST provide transcripts or other documentation to support your educational claims. Unless otherwise stated: (1) unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

**Foreign Education:** If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>  
(<https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>)

## Additional information

Travel, transportation, and relocation expenses will be paid if the person selected for the position is from outside the local commuting area and is otherwise eligible for reimbursement of relocation expenses under the Federal Travel Regulations (such as current permanent Federal employees).

Limited situational telework may be permitted subject to supervisor approval.

**If you are a veteran with preference eligibility** and you are claiming 5-points veterans' preference, you must submit a copy of your DD-214 (Member Copy 4) or other proof of eligibility. If you are claiming 10-point veterans' preference, you must also submit an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more information on veterans' hiring authorities visit the [Feds Hire Vets website](http://www.fedshirevets.gov/JOB/SHAV/INDEX.ASPX)  
(<http://www.fedshirevets.gov/JOB/SHAV/INDEX.ASPX>)

Males born after 12-31-59 must be registered or exempt from [Selective Service](http://www.sss.gov/)  
(<http://www.sss.gov/>)

**Time in Grade:** Any individual who is currently holding, or has held within the previous 52 weeks, a General Schedule position under non-temporary appointment in the competitive or excepted service, must meet time-in-grade requirements (must have served 52 weeks at the next lower grade or equivalent in the Federal service). Time-in-grade requirements must be met by the closing date of this announcement. Time-In-Grade requirements also apply to former Federal civilian employees applying for reinstatement as well as current employees applying for Veterans Employment Opportunities Act of 1998 (VEOA) appointment.

**Interagency Career Transition Assistance Program (ICTAP) or Career Transition Assistance Program (CTAP):** For information on how to apply as an ICTAP or CTAP eligible see [http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/ctap\\_guideline.pdf](http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/ctap_guideline.pdf)  
([http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/ctap\\_guideline.pdf](http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/ctap_guideline.pdf))

. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85 or above on the rating criteria for this position.

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](https://help.stage.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) ([https://help.stage.usastaffing.gov/Apply/index.php?title=Alternate\\_Application\\_Information](https://help.stage.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information))

This announcement may be used to fill one or more positions.

## Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](https://www.usajobs.gov/Help/working-in-government/benefits/) (<https://www.usajobs.gov/Help/working-in-government/benefits/>)

[Review our benefits](https://home.nps.gov/aboutus/benefits.htm) (<https://home.nps.gov/aboutus/benefits.htm>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Once the application process is complete, a review of your resume and supporting documentation will be made if you are within reach of selection and compared against your responses to the assessment questionnaire to determine if you are qualified for this job. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills, and abilities required for this position. If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your qualifications and or experience, you may lose consideration for this position. Please follow all instructions carefully. Errors or omissions may affect your rating.

In order to be considered for this position, you must complete all required steps in the process. In addition to the application and application questionnaire, this position requires successful completion of an additional assessments, consisting of a subject matter expert resume review. These assessments measure the critical competencies listed above that are required to successfully perform the job.

Candidates who apply under Competitive Merit Promotion procedures will undergo a quality review to determine if they are highly qualified based on the content of their resume and their responses to the questionnaire. Best qualified candidates will be referred if all required supporting documentation has been provided.

Candidates who apply under Noncompetitive Merit Promotion procedures will undergo a quality review to determine if they are minimally qualified based on the content of their resume and their responses to the questionnaire. Qualified candidates will be referred if all required supporting documentation has been provided.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

- Contracting/Procurement
- Legal, Government and Jurisprudence
- Oral Communication
- Partnering
- Project Management
- Technical Competence
- Technology Application

Please submit 1) a copy of your most recent performance appraisal/evaluation and 2) a list of any awards (e.g. superior performance awards, special act or achievement awards, quality step increase, etc.) you received in the last 5 years. Any performance appraisal/evaluation and award documentation you provide will be forwarded to the selecting official. The selecting official will review this documentation and give it due weight consideration during the overall selection process.

If you do not have your most recent performance appraisal/evaluation, please submit a statement as to why it is not available. Please indicate if any prior performance appraisals/evaluations were at an acceptable level.

## Required Documents

The following documents are required and must be received by the closing date of this announcement:

1. Your Résumé which includes a list of all significant jobs held and duties performed, with **dates specified in month and year format, and indicate hours worked per week**. If military or civilian, please include your rank and/or grade. **Note:** Please ensure that your resume contains your full name, address, phone number, employment information such as employer name and location; **from and to dates (or to present for current position), which includes the month, year, and hours worked per week for each description of experience, with pay plan/grade**, if applicable education and training, etc. **Failing to include the employment information listed above may affect your eligibility for this position. Please ensure your resume/employment history includes all the information listed above.** We encourage you to use the USAJobs Resume Builder. You will not receive credit for experience that does not indicate the exact hours worked per week or is listed as "varies". Part-time hours are prorated. Your description of experience and education must be able to support any claim for qualifying for this position. In describing your experience, please be clear and specific. We may not make any assumptions regarding your experience. If your resume does not support your questionnaire answers, we will not allow credit for your response. For more information visit the [USAJOBS website \(https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/%C2%A0\)](https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/%C2%A0).

2. A complete Assessment Questionnaire

3. Other supporting documents, if applicable

- **College transcript(s)**, if qualifying based on education, that includes your name, college/university information, major, type of degree, date degree confirmed, coursework, semester/quarter hours, grades, GPA, etc.

- **Due Weight for Performance Appraisals and Awards:** All applicants must submit their most recent performance appraisal showing the official rating of record and signed by a supervisor or, if one is unavailable, a statement as to why it is not available (including if any prior performance appraisals/evaluations were at an acceptable level). Failure to submit any of the above mentioned required documents will result in loss of consideration due to an incomplete application package. It is your responsibility to ensure all required documents have been submitted.

- **Current/Former Federal employees:** Federal employees must submit a copy of their latest SF-50 "Notification of Personnel

Action" that reflects career or career-conditional tenure, such as the initial hire, promotion, or reassignment, showing position title, series, grade and tenure (please do not submit an Award SF-50 unless it provides the necessary information) and, if different, an SF-50 showing highest permanent grade ever held. Time in grade will be determined by reviewing your resume and required SF-50's. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate you possess the one-year time-in-grade, as required by this announcement. In this instance, you must provide an additional SF-50 that clearly demonstrates one-year time-in-grade, such as a Within Grade Increase.

- **Land Management Workforce Flexibility Act Eligibles:** SF-50(s) showing career/conditional tenure and competitive service status Documentation for the Land Management Workforce Flexibility Act (LMWFA) eligibility, which includes ALL Appointment AND Termination SF-50s for EACH appointment as well as ALL performance evaluations, for each qualifying period of temporary employment claimed.

- **Veterans Employment Opportunity Act (VEOA); Veterans Recruitment Appointment (VRA) - applies to GS-11 and below; and 30% Disabled Veteran Eligible:** DD214 (Mem Copy 4); dated VA letter and SF-15 if claiming 10 pt. preference; OR if you are currently on active duty, a certification of expected discharge or release from active duty from the military branch headquarters stating you are expecting to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days from the date of application.

- **CTAP/ICTAP:** Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 documenting your separation or the position you will be separated from.

- **Schedule A, Persons with Disabilities Appointment Eligibles:** Schedule A letter from a physician, local, state or federal rehabilitation or benefits office citing disability - eligibility under 5 CFR 213.3102 (u).

- **Interchange Agreement with Other Merit Systems Eligible:** Documentation of eligibility as listed in each individual interchange agreement.

- **Other noncompetitive or special appointing authorities** (e.g., Peace Corps, Public Land Corps, etc.) must provide substantiating documentation as required.

Visit our [website](#)

(<https://www.opm.gov/FAQS/topic/employment/index.aspx?cid=5d9058d6-78fb-42a2-9d2a-9d14c22982f0>).

for more information regarding appointment eligibility and requirements for documentation.

## If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education

(<http://www.ed.gov/admins/finaid/accred/>)

.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## How to Apply

A complete application package must be received by 11:59 PM (EST) on 06/09/2022 to receive consideration.

- To begin, click **Apply Online** to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
- Click the **Submit My Answers** button to submit your application package. It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.



- To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the **Application Status** link and then select the **More Information** link for this position. The **Details** page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
- To return to saved application at a later date, log into your USAJOBS account and click **Update Application** in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to EO 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

Due to COVID-19, the NPS is **currently in an expanded telework posture**. If selected, you may be expected to temporarily telework, even if your home is located outside the local commuting area. Once employees are permitted to return to the office, you will be expected to report to the duty station listed on this announcement in accordance with the Department's reentry procedures provided by your Servicing Human Resources Office. At that time, you may be eligible to request to continue to telework one or more days per pay period depending upon the terms of the Department of the Interior's telework policy.

## Agency contact information

### Philadelphia Services Branch

#### Email

[philadelphia@opm.gov](mailto:philadelphia@opm.gov)  
(<mailto:philadelphia@opm.gov>)

[Learn more about this agency.](#)  
([#agency-modal-trigger](#))

#### Address

Statue Of Liberty National Monument  
Statue of Liberty National Monument and Ellis Island  
Liberty Island  
New York, NY 10004  
US

## Next steps

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. Based upon your score, you may be referred to the hiring official. If your name is referred to the hiring official, you may be contacted directly by that office for a possible interview. You will receive notice once this process is completed (generally 4-6 weeks).

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)  
([/Help/equal-employment-opportunity/](#))  
[Financial suitability](#)

[Reasonable accommodation policy](#)  
([/Help/reasonable-accommodation/](#))  
[Selective Service](#)

[\(/Help/working-in-government/fair-and-transparent/financial-suitability/\)](/Help/working-in-government/fair-and-transparent/financial-suitability/)

### [New employee probationary period](#)

[\(/Help/working-in-government/fair-and-transparent/probationary-period/\)](/Help/working-in-government/fair-and-transparent/probationary-period/)

### [Privacy Act](#)

[\(/Help/working-in-government/fair-and-transparent/privacy-act/\)](/Help/working-in-government/fair-and-transparent/privacy-act/)

[\(/Help/working-in-government/fair-and-transparent/selective-service/\)](/Help/working-in-government/fair-and-transparent/selective-service/)

### [Signature and false statements](#)

[\(/Help/working-in-government/fair-and-transparent/signature-false-statements/\)](/Help/working-in-government/fair-and-transparent/signature-false-statements/)

### [Social security number request](#)

[\(/Help/working-in-government/fair-and-transparent/social-security-number/\)](/Help/working-in-government/fair-and-transparent/social-security-number/)