



FORM CD-260	Announcement Number: PTO-04-157
REV. 6-86	Issue Date: 11/08/04
DAO 202-335	Closing Date: 11/29/04

MERIT PROGRAM

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE	VACANCY LOCATION	AREA OF CONSIDERATION
Supervisory Information Technology Specialist (Applications Software) GS-2210-15 Position is at the full performance level One position Competitive Service Non Bargaining Unit Salary Range: \$100,231 - \$130,305 pa	U. S. Patent and Trademark Office Chief Information Officer Systems Development and Maintenance Services Corporate Systems Division Arlington, VA	PTO Employees with Status Current Federal Employees with Status Non-Status Applicants Reinstatement Eligibles DOC Surplus, Displaced Employees in local commuting area

DUTIES:

The incumbent plans and directs the development, acquisition, testing, implementation, maintenance, and modification of automated information systems that support the corporate, general legal, appeals case tracking, and information dissemination functions of the U. S. Patent and Trademark Office. The incumbent performs the following duties: 1) Provides technical direction and leadership in the conceptual analysis, design, development, deployment, maintenance, and enhancement of large-scale, advanced technology automated information system (AIS) projects; 2) develops AIS project plans, operating plans and supporting budgets; 3) determines scope, methods, resource requirements and schedules for AIS projects and supporting analyses; 4) prepares technical specifications, statements of work, task orders and other acquisition-related documentation necessary for obtaining and managing contractor-supported AIS projects; 5) performs technical reviews, quality assurance and testing of applications software; 6) coordinates requirements from different Patent and Trademark Office (PTO) organizations and works with PTO program and administrative managers to coordinate automation support efforts and assess their impact on programs and program operations; 7) and represents the PTO to domestic and foreign professional governmental and industrial organizations in the area of patent/trademark automation and computer technology.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must possess at least one year of experience that has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience must be typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Specialized experience is experience that demonstrates accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques pertinent to the position to be filled. This knowledge is generally demonstrated by assignments where the applicant has analyzed a number of alternative approaches in the process of advising management concerning major aspects of the ADP system design, such as what system interrelationships must be considered or what operating mode, system software and/or equipment configuration is most appropriate for a given project. Examples of specialized experience for this position include substantive, direct and responsible assignments involving analyzing and refining systems requirements; translating systems requirements into application prototypes; planning and designing systems architecture; determining output media/formats; designing user interfaces; working with customers to test applications; assuring software and systems quality and functionality; integrating hardware and software components; writing and maintaining program documentation; evaluating new applications software technologies; ensuring the rigorous application of information security/information assurance policies, principles and practices to the delivery of application software services; performing needs analyses to define opportunities for new or improved business process solutions; consulting with customers to identify and specify requirements; conducting business process reengineering; conducting feasibility studies and trade-off analyses; defining systems scope and objectives, ensuring the integration of all systems components; developing cost estimates, etc. Status applicants considered under Merit Program procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES:

will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Ability to supervise a technological organization.



2. Skill in developing large, complex automated information systems and in all aspects of software engineering, including information engineering, object-oriented design, application programming, testing, requirements management, quality assurance, and configuration management.
3. Skill in the application of project management principles, methods, tools, and techniques (including budget formulation and the use of work breakdown structures) for planning and managing support to multiple, concurrent AIS projects.
4. Skill in explaining, advocating and negotiating with individuals and groups, both externally and internally.
5. Ability to apply federal information resources management policies, procedures, and standards to the development and maintenance of automated information systems.

SELECTIVE FACTOR: Candidate must possess the following for consideration: Skill in directing the concurrent development and maintenance of multiple large and complex automated information systems using a defined life cycle methodology in a managed infrastructure (please describe in detail how your work history clearly meets these requirements, noting the types of systems you are/were involved with, the extent of your personal participation in the development process, what results or accomplishments were achieved, and what recognition you received as a result of your work).

How To Apply - Submit The Following:

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Status candidates who want to be considered under both merit promotion and competitive procedures must submit two complete applications. If only one is received, it will be considered under the merit promotion announcement.
5. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.

TO ALL APPLICANTS: PLEASE COMPLY WITH THE APPLICATION INSTRUCTIONS OF THIS ANNOUNCEMENT AND REVIEW THE ATTACHED "VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION" AT THE END OF THIS ANNOUNCEMENT.

FOR SPECIFIC INFORMATION CALL: DUBLIN BYARS (703) 306-5789 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

U. S. Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P. O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

U. S. Patent and Trademark Office
Office of Human Resources
2011 Crystal Drive, Crystal Park One, Room 707
Arlington, VA

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. The announcement number, title and grade of the position for which you are applying.

2. Personal information

- a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
- b. Social security number
- c. Country of citizenship
- d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
- e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
- f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
- g. Highest federal civilian grade held, including job series and dates held.

3. Education

- a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
- b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).

4. Job-Related Work Experience (Paid and Non paid)

- a. Job title (include series and grade if Federal)
- b. Duties and accomplishments
- c. Employer's name and address
- d. Supervisor's name and telephone number
- e. Starting and ending dates (month and year)
- f. Hours per week,
- g. Salary
- h. Indicate if we may contact your current supervisor.

5. Other Qualifications

- a. Job-related training courses (title and year)
- b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
- c. Typing and/or stenography speed
- d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
- e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.



13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.