Communication Specialist, ZA-1001-3 (MAP)

DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration

- Overview
- Locations
- Duties
- Requirements
- Required Documents
- Benefits
- How to apply

Help

Open & closing dates
11/03/2020 to 11/17/2020

Service
Competitive

Pay scale & grade
ZA 3

Salary
$71,583 to $111,543 per year

Appointment type
Permanent

Work schedule
Full-Time

Help
Location

1 vacancy in the following location:
Juneau, AK  1 vacancy

Relocation expenses reimbursed
No

Telework eligible
Yes as determined by agency policy

Help
This job is open to

- Individuals with disabilities
- Federal employees - Competitive service
  Current or former competitive service federal employees.
- Career transition (CTAP, ICTAP, RPL)
  Federal employees who meet the definition of a "surplus" or "displaced" employee.
- 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
VEOA, VRA, 30% Disabled, Schedule A. Current or former employees at a land management agency who were initially hired under competitive procedures in a time-limited appointment.

Announcement number
NMFS-AKC-2021-0002

Control number
583404800
Summary

This position is located within the Department of Commerce (DOC), National Oceanic and Atmospheric Administration (NOAA), National Marine Fisheries Service (NMFS), Alaska Fisheries Science Center (AFSC), Operations Management and Information (OMI) Division, with one vacancy in Juneau, AK.

This position is also announced under vacancy number NMFS-AKC-2021-0003, which is open to all US Citizens or Nationals. You must apply to both announcements if you want to be considered for both.

Responsibilities

As a Communication Specialist, you will be performing the following duties:

- Develop communications activities and products to raise awareness and visibility of the office’s scientific mission.
- Establish and maintain mutual communications between the National Marine Fisheries service and fishing industry, Alaska Indigenous communities, local schools, universities, other government agencies, and the general public.
- Create and update communications products in support of the office’s mission, including press releases, brochures, web content, social media, video products and major reports.

Travel Required

Occasional travel - Up to 10% of domestic travel may be required.
Requirements

Help

Conditions of Employment

- Must be a U.S. Citizen or National to apply.
- Required to pass a background investigation and fingerprint check.
- Must be suitable for Federal employment.
- Must be registered for Selective Service, if applicable (www.sss.gov).
- Time-in-grade/band must be met by closing date of announcement.

This position will be filled under the DOC Alternative Personnel System (CAPS). This system replaced the Federal GS pay plan and structure. Under CAPS, positions are classified by career, pay plan, and pay band.

The ZA-3 is equivalent to the GS-11/12. The full performance level of this position is ZA-3.

NOTE:
* A one year probationary period may be required.

* This position is in the bargaining unit.

* This position requires a Low Risk Security Clearance.

College Transcript: If you are qualifying based on education, submit a copy of your college transcript that lists college courses detailing each course by the number and department (i.e., bio 101, math 210, etc.), course title, number of credit hours and grade earned. You must submit evidence that any education completed in a foreign institution is equivalent to U.S. education standards with your resume. You may submit an unofficial copy of the transcript at the initial phase of the application process. If course content cannot be easily identified from the title of the course as listed on your transcript, you must submit an official course description from the college/university that reflects the content at the time the course was taken.

Note: Your college transcript is used to verify successful completion of degree, or
college course work. An official college transcript will be required before you can report to duty.

Applicants must meet ALL application requirements, to include a complete online resume, by 11:59 p.m. EASTERN TIME (ET) on the closing date of this announcement.

Qualifications

Qualification requirements in the vacancy announcements are based on the U.S. Office of Personnel Management (OPM) Qualification Standards Handbook, which contains federal qualification standards. This handbook is available on the Office of Personnel Management's website located at: https://www.opm.gov/policy.

EDUCATION: There is no positive education requirement for this position.

SPECIALIZED EXPERIENCE: Applicants must possess one year of specialized experience equivalent in difficulty and responsibility to the next lower grade level in the Federal Service. 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. This experience need not have been in the federal government.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations e.g., professional; philanthropic, religious; spiritual; community, student, social). Volunteer work helps build critical competencies; knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

To qualify at the ZA-3 or GS-11 level:

SPECIALIZED EXPERIENCE: One full year (52 weeks) of specialized experience equivalent to the ZA-2 or GS-09 in the Federal service. Specialized experience MUST include all of the following:

- Assisting with preparing communication and outreach products and/or services to enhance a program’s objectives; and
- Writing and editing reports, publications, and/or other communications materials for technical and non-technical audiences.
SUBSTITUTION OF EDUCATION: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

-OR-

COMBINATION OF EDUCATION AND EXPERIENCE: A combination of education and experience as described above. Note: only education in excess of two years is qualifying at this level.

Education

Additional information

CTAP and ICTAP candidates will be eligible if it is determined that they have exceeded the minimum qualifications for the position by attaining at least a rating of 85 out of 100. Information about CTAP and ICTAP eligibility is on the Office of Personnel Management’s Career Transition Resources website at: http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/.

CTAP applicants MUST submit the following documents:

8. A copy of your specific RIF notice; notice of proposed removal for failure to relocate; a Certificate of Expected Separation (CES); or certification that you are in a surplus organization or occupation (this could be a position abolishment letter, a notice eligibility for discontinued service retirement, or similar notice).

9. A copy of your SF-50 “Notification of Personnel Action”, noting current position, grade level, and duty location;

10. A copy of your latest performance appraisal including your rating; and

11. Any documentation from your agency that shows your current promotion potential.

ICTAP applicants MUST submit the following documents:

12. A copy of your RIF separation notice; notice of proposed removal for failure to relocate; notice of disability annuity termination; certification from your former agency that it cannot place you after your recovery from a
compensable injury; or certification from the National Guard Bureau or Military Department that you are eligible for disability retirement;

13. A copy of your SF-50 “Notification of Personnel Action” documenting your RIF separation, noting your positions, grade level, and duty location, and/or Agency certification of inability to place you through RPL, etc;

14. A copy of your latest performance appraisal including your rating; and

15. Any documentation from your agency that shows your current promotion potential.

NOAA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees.

Read more

How You Will Be Evaluated

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

We will review your resume, optional cover letter and supporting documentation to determine if you meet the minimum qualifications for the position. If you meet the minimum qualifications stated in the vacancy announcement, we will compare your resume, optional cover letter and supporting documentation to your responses on the scored occupational questionnaire (True/False, Yes/No, Multiple Choice questions). However, your resume or optional cover letter must support your responses to the scored occupational questionnaire, or your score may be lowered. The best-qualified candidates will be identified for referral to the hiring manager and may be invited for an interview.

The scored occupational questionnaire will evaluate you on the following competencies; please do not provide a separate written response:

- Ability to prepare communications activities to raise awareness of the organization’s natural resources management efforts and services.
- Ability to liaise between the organization and stakeholders.
- Ability to prepare communications products to enhance understanding of natural resources management decision, programs, or policies.
Due weight shall be given to performance appraisals and awards in accordance with 5 CFR 335.103(b)(3), during the interview/selection process conducted by the hiring manager. If referred, all relevant documents including performance appraisals and awards submitted with your application package will be forwarded to the hiring official for review.

To preview questions please click here.

Read more

Background checks and security clearance

Security clearance

Other

Drug test required

No

- Required Documents

Help

- Resume showing relevant experience; cover letter optional. Your resume must indicate your citizenship and if you are registered for Selective Service if you are a male born after 12/31/59. Your resume must include information about your paid and nonpaid work experience related to this position including: job title, duration of employment (mm/dd/yy – mm/dd/yy), hours per week, duties and accomplishments, salary, and your education. For work in the Federal service, please include the grade level for the position/s. Your resume may be used to validate your responses to the scored occupational questionnaire.

- SF-50, “Notification of Personnel Action: If you are a current or former Federal employee, you must provide the most current Notification of Personnel Action (Form SF-50) that verifies career/career-conditional status, title, series and grade (do not submit an Award SF-50). Also provide the SF-50 that reflects the highest grade level held on a permanent basis or the full performance level of your current position, whichever is higher. Failure to do so will result in an ineligible rating.

- Veteran’s documentation: If you are requesting consideration under Veterans Employment Opportunity Act (VEOA) or Veterans Readjustment

- **Active Duty Service Members:** You must submit a statement of discharge/certification of release or an official written document from the armed forces that certifies you are expected to be discharged or released from active duty service in the armed forces under honorable conditions no later than 120 days from the date the announcement closes. Enlisted Record Briefs and military identification do NOT qualify as official documentation. If the appropriate information is not submitted to confirm the discharge status, dates of service, etc., you will not be considered for this job opportunity under Veteran Preference procedures. To gain access to your DD-214 online please visit [http://www.archives.gov/veterans/military-service-records](http://www.archives.gov/veterans/military-service-records).

- **Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation** if applicable (see other information).

- **Documentation supporting eligibility for non-competitive appointment,** (severely disabled, eligible veterans, certain military spouses, etc.)

- **Education.** If this position requires proof of higher education, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. **Special Instructions for Foreign Education:** Education completed in foreign colleges or universities must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. A listing of these accredited organizations can be found on the Department of Education's website. You **MUST** provide a copy of the letter containing the results of the equivalency evaluation with a course by course listing along with your application. Failure to provide such documentation by the closing date of the announcement will result in lost consideration.

**OPTIONAL DOCUMENTS:**
Due weight shall be given to performance appraisals and awards in accordance with 5 CFR 335.103(b)(3), during the interview/selection process conducted by the hiring manager.

- **Performance Appraisal** - Submit the most recent performance appraisal (dated within the last 3 years) showing the official rating of record, signed by a supervisor. Do not submit a performance plan that does not include this information.

- **Awards** - Copies of any award received within the last 3 years.

Applicants may submit these documents during the application process.

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**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.

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.

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**Benefits**

**Help**

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.](#)

[NOAA offers a comprehensive benefits package.](#) [Explore the benefits offered to most Federal employees.](#)

* Payment of relocation incentive may be authorized.

* Payment of recruitment incentive may be authorized.

[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.](#)

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**How to Apply**

**Help**
Your complete application, including required documents, must be received by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

To apply on-line, you must complete and submit an application by accessing the USAJOBS website at http://www.usajobs.gov. To begin, click the Apply Online button near the bottom of this screen and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents.

To return to your saved application, log in to your USAJOBS account at http://www.usajobs.gov and click on "Application Status." Click on the position title, and then select Apply Online to continue.

If you have problems completing your on-line application, including problems submitting your supporting documents, please contact the Help Desk by e-mail at mgshelp@monster.com or by phone at (866) 656-6831. The help desk is available Monday-Friday, 7:00 a.m. to 7:00 p.m. ET

For instructions on submitting your application in an alternate format, please contact the Staffing number listed in this vacancy announcement.

Read more
Agency contact information

Sarah Maher

Phone
703.259.9362

Email
Sarah.Maher@noaa.gov

Address
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
Office of Human Capital Services
1305 East West Highway
12th Floor
Silver Spring, Maryland 20910
United States

Learn more about this agency
Next steps

Cost of Living Allowance (COLA) for Juneau, AK is 2.86% and is not federally taxed. The COLA is not reflected in the locality salary shown in this vacancy announcement. COLAs are exempt from Federal income taxes; post differentials are not.

This Job Opportunity Announcement may be used to fill other Communication Specialist, ZA-1001-3 positions throughout NOAA. The position must be alike (e.g.: within the same geographic locations, same grade/band and requires the same qualifications and specialized experience as indicated in this vacancy announcement).

You will be notified of your application status through USAJOBS at four points during the hiring process, as applicable. You can check the status of your application by accessing the USAJOBS website at https://www.usajobs.gov/ and clicking on “Track Your Online Application.” The four points of notification are:

0. Application Received or Application Incomplete
1. Minimum Qualification Requirement Met or Minimum Qualification Not Met;
2. Eligible (Application Referred to the Selecting Official) or Eligible (Application Not Referred to the Selecting Official); and
3. Selected or Not Selected.

By submitting your application, you are certifying the accuracy of the information contained in your application. If you make a false statement in any part of your application, you may not be hired; you may be terminated after you begin work; or, you may be fined or jailed. After making a tentative job offer, we will conduct a suitability/security background investigation.

You will be required to submit official documentation prior to appointment. The agency will then verify the information provided on your application (i.e., degree, veterans’ preference, disability, etc.)

Read more

- Fair & Transparent

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

Equal Employment Opportunity Policy
The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- Equal Employment Opportunity (EEO) for federal employees & job applicants

Read more

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Read more
Legal and regulatory guidance

- Financial suitability
- Social security number request
- Privacy Act
- Signature and false statements
- Selective Service
- New employee probationary period