



**DEU & MERIT PROMOTION
Vacancy Announcement**

Reissued to extend closing date.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Information Technology Specialist
(Data Management)**

ANNOUNCEMENT: 07-JB-293501-JNT-NMNH

SALARY RANGE: 66,767.00 – 86,801.00 USD per year

OPEN DATE: September 12, 2007 to October 5, 2007

SERIES AND GRADE: GS-2210-12

POSITION INFORMATION:
Full Time, Career/Career-Conditional

PROMOTION POTENTIAL: 13

DUTY LOCATIONS: 1 Vacancy – Washington, DC

WHO MAY BE CONSIDERED: U.S. citizens or nationals of the United States. U.S. citizens include natives of Guam [since 1950], Northern Mariana Islands; Puerto Rico; and the U.S. Virgin Islands. A national is a person who owes allegiance to the U.S. and includes natives of American Samoa and Swains Island. **If you need a reasonable accommodation for the application/hiring process, please call (202) 633-6370 or (202) 633-6409 (TTY).**

Note: Status candidates and candidates eligible under a special appointing authority (e.g., applicants with a disability or applicants eligible for a special appointing authority for veterans) who wish to be considered under both the agency merit placement program and competitive procedures open to the public through the Delegated Examining Unit (DEU) process, must submit two complete applications. **When one application is received from status candidates, it will be considered only under the agency merit placement program. When one application is received from non-status candidates without specifying a desire for consideration under VEOA or a special appointing authority, it will be considered only through the DEU process.**

JOB SUMMARY: This position is a database administrator located in the Information Branch, Information Technology Office, of the National Museum of Natural History. The database administrator is responsible for the design, development and administration of databases related to the Research and Collections Information System (RCIS) and other research and collections-based database projects requested by other NMNH departments. As such, the database administrator is a technical resource to database development project teams.

KEY REQUIREMENTS:

1. U.S. Citizenship or U.S. National status required.
2. Non-status candidates will be required to serve a one-year probationary period.
3. Federal candidates with career/career-conditional status who apply under DEU competitive procedures may be required to serve a one-year probationary period if appointed.

CONDITION OF EMPLOYMENT: Appointment may be subject to the applicant's successful completion of a pre-appointment background check and subsequent background investigation. If you make a false statement in any part of your application, you may not be hired and/or you may be terminated after you begin work.

MAJOR DUTIES: Serves as lead analyst in the administration of the NMNH RCIS (a hybrid Object Oriented-Relational Database System) and ensures day to day operations, reviews, monitors and schedules necessary maintenance tasks, and coordinates application upgrades with contract staff. Builds test sets and benchmarks as required to evaluate the efficiency of the system. Coordinates the implementation of new interfaces to the RCIS data. In offices with limited prior

experience with database applications, assists staff in understanding basic concepts of information management, data standards, and controlled terminology. In conjunction with data administrators and coordinators, designs and develops custom database applications to meet individual scientific research or collections-based needs. Provides for security of data and integrity of processing in production environments as required by users and the central OCIO security office. Validates and verifies system design at each stage of unit and integrated testing of system and prior to final system acceptance. Monitors the activity of contracted staff to ensure that their programming efforts are consistent with NMNH standards and methodologies and that the delivered products are consistent with system design prior to their acceptance.

QUALIFICATIONS: GS-12

SPECIALIZED EXPERIENCE: You must have one year of specialized experience (Federal or other) that is equivalent to at least the GS-11 grade level in the Federal government performing the following duties: applying relational database systems analysis, applications programming, systems testing, utility programming and systems life-cycle management. Additionally, must have experience in logical database design, physical database design, DBMS software operation and systems documentation; and experience in data administration, documentation, structured design and programming methodologies.

PART-TIME OR UNPAID EXPERIENCE: Credit will be given for appropriate unpaid work on the same basis as for paid experience. Part-time experience will be credited on the basis of time actually spent in appropriate activities. To receive credit for such experience you must indicate clearly the nature of the duties and responsibilities in each position held and the number of hours per week spent in such employment.

BASIS FOR RATING: In addition to the **QUALIFICATIONS** described above, applicants will be rated on responses to the **Quality Ranking Factors** listed below.

How You Will Be Evaluated:

Once the application process is complete, a review of your resume and supporting documentation will be made and compared against the qualification requirements to determine your eligibility for the position. The final numeric rating you receive is based on your responses to the Quality Ranking Factors. This score is a measure of the degree to which your background matches the knowledge, skills, and abilities for the position. Please follow all instructions carefully. Errors or omissions may affect your rating.

Quality Ranking Factors: *(Among those who meet the qualification requirements, these factors will be used to determine who are the highest qualified candidates. On a separate sheet of paper, submit a paragraph describing specific experience, education, or training for each of the factors listed.)*

1. Ability to manage typical enterprise servers and operating software to ensure secure database login, connectivity.
2. Ability to gather, analyze, understand, and implement user system requirements.
3. Knowledge of relational database modeling and DBMS with a variety of access methods and data formats.
4. Knowledge of database application software design concepts, methods, and approaches sufficient to develop applications.
5. Knowledge of object-oriented database modeling.

BENEFITS:

The Smithsonian offers a number of exceptional benefits to its employees. Benefit programs include:

- Flexible Spending Accounts (Health & Dependent Care)
- Long Term Care Insurance
- Retirement Program
- Thrift Savings Plan (TSP)
- Health Insurance
- Life Insurance
- Dental/Vision Insurance
- Transit/Commuter Benefits
- Accidental Death and Dismemberment Insurance

Annual and Sick Leave
Family Friendly Leave
Discounts at Smithsonian Memberships, Shops and Restaurants
Employee Assistance Program
Credit Union
Smithsonian Early Enrichment Center - for Children 3 Months through Kindergarten

For additional information on benefits for Federal employees see: <http://www.usajobs.opm.gov/ei61.asp>

OTHER INFORMATION:

1. **If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must attach a copy of your latest SF-50 Notification of Personnel Action** and/or a copy of the SF-50 that reflects career or career conditional tenure.
2. **If you have served on active duty in the U.S. military and were separated under honorable conditions, you may be eligible for veterans' preference.** If you are claiming 5-point veterans' preference, attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, attach a SF-15 Application for 10 Point Veteran Preference (Revised December 2004) plus the proof required by that form. This form can be found at http://www.opm.gov/forms/pdf_fill/SF15.pdf. Veterans who are still in the service may be granted 5 points tentative preference on the basis of information contained in their applications, but they must produce a DD-214 prior to appointment to document entitlement to preference. For more information on Veterans Preference, visit <http://www.opm.gov/employ/veterans/html/vetsinfo.asp>.
3. **You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment** such as those authorized for the severely disabled; certain Vietnam era and disabled veterans; returned volunteers from the Peace Corps or Vista, etc. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown on this announcement.
4. **If you are a male applicant** who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.
5. **All qualification requirements must be met within 30 days after the closing date of this announcement.** Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at <http://www.opm.gov/qualifications>.
6. **Relocation expenses may be paid at the discretion of the Smithsonian.**
7. All employees are required to participate in **Direct Deposit/Electronic Funds Transfer** for salary payments.
8. **Promotion Potential:** The Smithsonian Institution is not making a commitment and is not obligated to provide future promotions if you are selected. Future promotions will depend on your ability to perform the duties at a higher level, the continuing need for an employee to be assigned to the higher level, and administrative approval.
9. **Review the attached Appendix: Summary of Data Required for the Federal Application** to ensure that all items are incorporated in your resume or application.

HOW TO APPLY:

1. To apply for this position, you must provide the following parts:
 - a. Current resume, an Optional Application for Federal Employment (OF-612), *or* other format you choose.
 - b. Your responses to the Quality Ranking Factors on a separate sheet of paper.

- c. Veterans Preference documentation, if applicable.
 - d. Most recent SF-50 Notification of Personnel Action, if you are a current or former Federal employee.
 - e. Most recent performance rating.
2. Application materials must be received by the closing date of the announcement. Failure to provide complete information may result in your not receiving consideration for this position. Your application materials will not be returned. Do not submit original documents that you need in the future.
 3. The attached **Applicant Survey Form** should be completed by all candidates, except Smithsonian Institution employees, and returned with the application. This form is for gathering statistical data and will not be a part of the application.

Applications must be received by the closing date and may be submitted in the following ways:

Mail: Smithsonian Institution, Office of Human Resources, P. O. Box 23772, Capital Gallery Suite 5060 MRC 517
Washington, DC 20026-3772

Fax: (202) 633-6402. You do not need to submit a cover sheet. Write the **Announcement Number** on all pages faxed.

Hand Deliver or FEDEX: 600 Maryland Avenue SW, Capital Gallery Bldg. Suite 100W Washington, DC 20024

NOTE: Do not send your resume/application materials via e-mail. These will not be accepted.

To obtain information on the Federal Hiring Process, review other Smithsonian vacancies, or obtain an Optional Application for Federal Employment (OF-612) visit our website at www.si.edu/ohr or www.usajobs.opm.gov .
For further information please call (202) 633-6370 (voice) or (202) 633-6409 (TTY); or email to vacancy.info@si.edu .

WHAT TO EXPECT NEXT:

You will receive an acknowledgement letter in the mail within 7 work days after receipt. After a review of applications is completed usually four or more weeks from the closing date, you may be contacted if your application was referred to the hiring official. All applicants will receive a mail notification on the final outcome of the position.

SMITHSONIAN INSTITUTION

VACANCY ANNOUNCEMENT APPENDIX SUMMARY OF DATA REQUIRED FOR THE FEDERAL APPLICATION

Your resume or application must include the following information relevant to this vacancy:

JOB INFORMATION

- Announcement number, job title, and grade level(s) of the job for which you are applying.

PERSONAL INFORMATION

- Full name, mailing address, day/evening phone numbers, and email address where available.
- Citizenship (*Provide country or countries of citizenship*).
- Veterans' preference, if any. (*Attach DD-214. Submit SF-15 if claiming 10-point preference.*)
- Competitive status, if any. (*If you are a current or former Federal employee, attach a copy of your most recent SF 50, Notification of Personnel Action.*)
- Eligibility under special authority, i.e., applicants with a disability, including veterans, or any other applicants eligible for non-competitive appointment. (*Indicate the basis for your eligibility and attach supporting documentation.*)

EDUCATION

- High school - name, city, state, zip code, and date of diploma or GED.
- College(s) - For each college you attended, give: name of school, location (*City, state, and zip code*), credit hours earned (*Semester or quarter*), and type and year of degree(s), if any.
- To qualify based on education: submit a copy of your transcript or list of courses (*With credit hours*), major(s), and grade-point average or class rank.

WORK EXPERIENCE

- Describe your paid and non-paid work experience that is related to the job for which you are applying.
- Provide the following for each job listed:
 - Job title (*Give series and grade if a Federal job*).
 - Name of organization, supervisor's name and phone number.
 - Starting and ending dates of job (*Month and year*).
 - Average number of hours worked per week.
 - Annual Salary.
 - A description of your duties, responsibilities, and accomplishments.
 - Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- **Job-related** training courses (*Title and year*).
- **Job-related** skills (*For example, languages and skill level, computer software/hardware, tools, machinery, typing and/or steno speeds*).
- **Job-related** certificates and licenses.
- **Job-related** honors, awards, and special accomplishments. For example: publications, memberships in professional or honor societies, leadership and public speaking activities, and performance awards (*Give dates but do not send documents unless requested*).

ADDITIONAL INFORMATION

- For GS or equivalent: qualifications, as well as legal and regulatory requirements, must be met within 30 days of the closing date.
- U.S. citizenship is required for most Federal positions. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.
- Before hiring, candidates will be requested to complete a *Declaration for Federal Employment* to determine suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of their application. Most Smithsonian positions require fingerprinting of employees hired.
- Applications submitted in postage-paid Government envelopes will not be accepted.
- **If you omit information requested on this announcement, your application may be rated ineligible.**

The Smithsonian Institution is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, age, religion, sex, national origin, and/or disability. Applicants who believe they have been discriminated against for any of the above-prohibited reasons may contact a counselor within 45 calendar days of the date of the alleged discriminatory act. Employment discrimination on the basis of sexual orientation, parental and/or marital status is also prohibited. For additional information, please contact the Office of Equal Employment and Minority Affairs at 202.633.6430.

Smithsonian Institution
APPLICANT SURVEY FORM

The **Applicant Survey Form** is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution's search and recruitment efforts. Please print all responses. **The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.**

Vacancy Announcement Number: _____

First Name													
Last Name													

Year of Birth: 19____ **Gender:** Male ____ Female ____

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Yes **No**

Race: (Mark all that apply.)

1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: _____
2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3	Black or African American	A person having origins in any of the black racial groups of Africa.
4	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any disabilities? **Yes** **No**

If yes, do you have a targeted disability? (Mark only one.)

1	Deaf	4	Partial paralysis	7	Mental retardation
2	Blind	5	Complete paralysis	8	Mental or emotional illness
3	Missing extremities	6	Convulsive disorder	9	Severe distortion of limbs and/or spine