



## **VACANCY ANNOUNCEMENT**

### **PRETRIAL SERVICES AGENCY**

**(COURT SERVICES AND OFFENDER SUPERVISION AGENCY)**

**Announcement Number:** 10-06 (DE)

**Opening Date:** November 20, 2009

**Closing Date:** December 21, 2009

**Area of Consideration:** All Sources

**Job Title, Series, and Grade:** Supervisory Management and Program Analyst,  
GS-343-12  
Permanent, Full-Time, Career or Career Conditional

**Full Performance Level:** GS-12

**Salary:** GS-12: \$73, 100

**Bargaining Unit Status:** Not Covered

**RELOCATION EXPENSES ARE NOT AUTHORIZED.**

**Location:** Office of the Director  
Pretrial Services Agency  
Washington, DC

**This is not a law enforcement position.**

#### **Summary of Primary Duties and Responsibilities:**

The incumbent of this position serves as a Supervisory Management and Program Analyst (Executive Assistant to the PSA Director). He/She will perform the duties listed below.

1. Performs analyses and computations of statistical information generated by PSA program offices; uses information to prepare external reports for distribution to the courts, federal and city government and other organizations. Explains reports and data in response to questions.

2. Researches areas assigned by the Deputy or the Director, prepares summaries of findings, conclusions, and synopses to provide a basis for informed decisions. Develops a wide variety of background and briefing materials for the Deputy or the Director, either for their use or for use in presentations. Monitors print media for information on criminal justice matters and summarizes and/or provides background information on issues raised for the Deputy and the Director.

3. Prepares for own signature or that of the Deputy, Director or other PSA staff, correspondence on a variety of subjects. Researches, analyzes and prepares other informational material including, but not limited to, the PSA newsletter, procedures and internal instructions.

4. Analyzes and reviews sensitive and substantive policy and management issues, or new procedures or regulations and advises the Deputy and the Director on alternatives for addressing issues or implementing new procedures. Serves as liaison with PSA staff in providing guidance from the Deputy or Director, answering questions and resolving issues.

5. Attends meetings on behalf of the Deputy or the Director and may represent them on some issues. Prepares briefings following meetings. Participates in meetings with staff regarding policy and planning matters, organizational and administrative issues. Notes commitments and action items, provides information and follow up to facilitate implementation.

6. Arranges training sessions, conferences and other meetings for the Deputy, Director and other PSA staff. Works with staff to develop agenda and to identify information needed, facilities and other support requirements. Locates facilities and assures that other support requirements are met.

7. Manages clerical and support staff assigned to the Director's Office. Plans and assigns work, delegates responsibility, establishes priorities and ensures the full utilization, development and motivation of staff. Counsels employees, approves leave and recommends personnel actions. Sets performance standards and evaluates performance

8. Performs special assignments to improve operations in the Office of the Director and between the Office and other parts of PSA. Studies workflow and processes, identifies and implements improvements, coordinating with appropriate staff and evaluating results.

### **Qualification Requirements:**

**GS-12:** You qualify at the GS-12 level if you possess one of year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-11 grade level.

**Specialized experience** is defined as analyzing problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work.

**To receive full consideration, applicants must address each of the knowledge, skills and abilities described below.**

**Knowledge, Skills and Abilities Required:**

1. Skill in applying analytical methods and techniques to compute statistical information; identify significant factors; gather pertinent data; and resolve complex problems.
2. Skill in expressing ideas, conclusions, and recommendations, clearly and concisely, both orally and in writing.
3. Skill in scheduling and conducting conflicting projects and the ability to manage multiple projects simultaneously, meeting the requirements and deadlines of each.
4. Ability to solicit, gather, track and edit information in order to produce a variety of publications (agency newsletter), etc.
5. Skill in using computer software applications (MS Publisher, MS Office, Excel, PowerPoint, Access, etc).

**Evaluation Method:**

Applicants will be evaluated on the extent and quality of their experience, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category Rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine which applicants will be referred to the selecting official for final consideration.

Application of Veterans' Preference: Category rating and selection procedures place those with veterans' preference above non-veterans within each category. Veterans who meet the eligibility and qualification requirements, and who have a compensable service-connected disability of at least 10% are listed in the highest quality category (Best Qualified), except when the position being filled is scientific or professional at the GS-9 grade level or higher.

**About PSA:**

The Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive non-financial pretrial release and 2) provide effective community supervision for defendants to ensure

court appearance, promote public safety, and address social issues that contribute to crime.

### **How to Apply:**

Applicants must submit:

(1) A resume or the OF-612, Optional Application for Federal Employment, or any other written format you choose to describe your job-related qualifications; however, your submission must include the information cited in the Office of Personnel Management's (OPM) OF-612. The OF-612 can be obtained through the USAJOBS website at [http://www.opm.gov/forms/pdf\\_fill/of61.pdf](http://www.opm.gov/forms/pdf_fill/of61.pdf) or by requesting the forms through OPM's self-service phone system at (703) 724-1850 or TDD (978)461-8404. Please include a copy of any transcript(s) of college courses. Indicate the lowest grade you will accept and provide salary information with each position described on the application.

(2) A supplemental sheet addressing each of the knowledge, skills and abilities listed above. You must indicate demonstrated experience and education/training in each factor.

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; veterans with service-connected disabilities of 30 percent or more; returned volunteers from the Peace Corps or Vista, etc. Appropriate documentation to support this claim for eligibility will be required. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the position and meet the well qualified level (mid-level) of the crediting plan for all factors. ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, an SF-50, Notice of Personnel Action, documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 833(h) or Section 8456.

### **Conditions of employment:**

Male applicants born after December 31, 1959, who are at least 18 years of age, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and are required to submit to urinalysis to screen for illegal drug use prior to appointment and subject to random drug testing after selection.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Completion of a one-year probationary period is required, if not already completed.

**Reasonable Accommodation:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Veterans' Preference:** If you are claiming 5 Point Veterans' Preference, please submit your DD-214, Certificate of Release or Discharge from Active Duty (unedited long version). If you are claiming 10 Point Veterans' Preference, you will need to submit an SF-15, Application for 10-Point Veterans' Preference, and the accompanying documentation required to demonstrate the basis for the preference. The SF-15 is available from any Federal personnel office or on the OPM website at [www.opm.gov/forms](http://www.opm.gov/forms).

**Submit your application package to:**

Pretrial Services Agency  
Office of Human Capital Management  
633 Indiana Avenue, NW - Suite 1170  
Washington, DC 20004-2903

Or Fax to: (202) 220-5633  
Or Email to: PSAJobs@csosa.gov

If you have questions about this vacancy announcement, please call Tara Stoney, (202) 220-5586.

Applications must arrive by the closing date of this announcement to receive consideration.

The Pretrial Services Agency is an equal opportunity employer. Selections for this position are based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.