



Job Title: Biological Science Laboratory Technician (Behavioral Pharmacology), GS-0404-09

Department: Department Of Health And Human Services

Agency: Food and Drug Administration

Job Announcement Number: HHS-FDA-NCTR-MP-14-1004795

SALARY RANGE: \$47,448.00 to \$61,678.00 / Per Year

OPEN PERIOD: Tuesday, December 03, 2013 to Monday, December 23, 2013

SERIES & GRADE: GS-0404-09

POSITION INFORMATION: Full Time - Term NTE 4 years

DUTY LOCATIONS: 4 vacancies in the following location:
Jefferson, AR

WHO MAY APPLY: Status Candidates (Merit Promotion and VEOA Eligibles)

SECURITY CLEARANCE: Not Applicable

SUPERVISORY STATUS: No

JOB SUMMARY:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services (HHS) you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. It is the principal agency for protecting the health of citizens. Join HHS and help to make our world healthier, safer, and better for all Americans.

As a Biological Science Laboratory Technician in the National Center for Toxicological Research (NCTR) you will aide in the development and improvement of methods for assessing the neurobehavioral effects that result from exposure to chemicals found in tobacco products.

This vacancy is also being announced concurrently with vacancy announcement **HHS-FDA-NCTR-DE-14-1005197** under delegated examining procedures. Please review that announcement to see if you are eligible for consideration under delegated examining procedures. NOTE: Applicants must apply separately for each announcement in order to be considered.

PHS Commissioned Corps Officers interested in performing the duties of this position within the Commissioned Corps may apply online to this announcement under noncompetitive merit promotion procedures. Candidates will be referred to (CC) personnel and not as candidates for conversion to a permanent career or career-conditional appointment.

This job opportunity announcement may be used FDA-wide to fill additional vacancies within the same geographical location.

TRAVEL REQUIRED

- Not Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- U.S Citizenship
 - Suitability for Federal employment determined by background investigation
 - May be required to serve a one-year probationary period
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DUTIES:

- Calculates drug doses to be given to animal subjects.
 - Maintains laboratory supplies and equipment.
 - Assembles experimental data recorded from research performed.
 - Assists in the surgical implantation of intravenous catheters.
 - Advises on research requirements including time and resources to perform each experiment.
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QUALIFICATIONS REQUIRED:

To qualify for the position at the GS-09 level you must have:

At least one year of specialized experience, equivalent to the GS-08 level in the Federal service, that included calculating and mixing chemical compounds/drugs to be administered to rodent or nonhuman primate subjects; performing laboratory maintenance (i.e. calibrating equipment, ensuring clean working environment, ordering supplies); and organizing and compiling experimental data to be easily accessed and utilized.

TIME-IN-GRADE Requirements: Status applicants applying under merit promotion procedures must meet the following time in grade requirements: One year or 52 weeks at the next lower grade level. Time-In-Grade requirements also apply to Former Federal employees applying for reinstatement as well as current employees applying for Veterans Employment Opportunities Act of 1998 (VEOA) appointment. NOTE: You must provide a copy of a recent SF-50, "Notice of Personnel Action" that indicates proof of status and time-in-grade eligibility. The SF-50 must include your position, title, series, grade, step, tenure, type of service (Competitive or Excepted) and career status (career or career-conditional).

All qualification requirements must be met by 11:59 PM (Eastern Time) on the closing date of this vacancy announcement. Failure to provide any of the above will result in an ineligible rating.

Conditions of Employment:

1. **Security and Background Requirements:** If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements may be grounds for appropriate personnel action. In addition, if hired, a background security reinvestigation or supplemental investigation may be required at a later time. Applicants are also advised that all information concerning qualifications is subject to investigation. False representation may be grounds for non-consideration, non-selection and/or appropriate disciplinary action.
2. **E-Verify:** If you are selected for this position, the documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the DHS "E-Verify" System. Federal law requires DHS to use the E-Verify System to verify employment eligibility of all new hires, and as a condition of continued employment obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system. The U.S. Department of Health and Human Services is an E-Verify Participant.
3. **Direct Deposit:** All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.
4. Financial disclosure statement may be required.
5. Travel, transportation, and relocation expenses will be paid: No
6. Bargaining Unit Position: Yes
7. Drug Screening Required: No

8. Recruitment incentives may be authorized: No
9. Student loan repayment incentive authorized: No
10. Annual leave for non-federal service authorized: No

HOW YOU WILL BE EVALUATED:

Once the job opportunity announcement closes, a review of your résumé and supporting documentation will be made and compared against your responses to the assessment questionnaire to determine if you are qualified for this job. If, after reviewing your résumé and supporting documentation, a determination is made that you have inflated your responses when compared to your background information, your score may be adjusted to more accurately reflect your skills and abilities. Please follow all instructions carefully. Errors or omissions may affect your eligibility.

For Competitive Merit Promotion and Veterans Employment Opportunities Act (VEOA)

Eligibles: The highest rated candidates will be referred to the hiring agency.

For Noncompetitive Appointment Eligibles: All qualified candidates will be referred to the hiring agency.

The assessment questionnaire is designed to measure the following competencies that are required for this position:

- Biological Research
- Laboratory Maintenance
- Written Communication

To preview the assessment questionnaire, click the following link: [View Assessment Questions](#)

BENEFITS:

The Federal government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at http://www.opm.gov/retire/retire_jobseekers.asp.

OTHER INFORMATION:

Veterans Employment Opportunities Act (VEOA): To be eligible for a VEOA appointment, the veteran must 1) be a preference eligible; or 2) be a veteran separated after 3 or more years of continuous active service performed under honorable conditions (*you must submit a DD214-member copy 4*).

Career Transition Program: This program applies to Federal workers whose positions have been deemed 'surplus' or no longer needed, or an employee has been involuntarily separated from a Federal service position within the competitive service. To receive selection priority for this position, you must be rated 'well-qualified'. Well-qualified means eligible applicants whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements of the position. For information on how to apply and what documents to submit as a CTAP/ICTAP eligible, go to: www.opm.gov/rif/employee_guides/career_transition.asp.

Noncompetitive Appointment Authorities: The following links contain information on the eligibility requirements to be considered under a noncompetitive appointing authority:

http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/

Hiring Authorities for Veterans

People with Disabilities

Selective Service: The Defense Authorization Act of 1986 requires that all male applicants born after 12/31/59 who are required to register under the Military Selective Service Act, be registered or they are not eligible for appointment to this position. For further information concerning Selective Service requirements, please visit <http://www.sss.gov/>.

HOW TO APPLY:

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the **Required Documents** section below.

The complete application package must be submitted by 11:59 PM (EST) on Thursday, November 13, 2014 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> and click 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 an incomplete application, log into your USAJOBS account @ <https://my.usajobs.gov/Account/Login> 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 complete a hard copy assessment questionnaire and submit it via fax: *Do not complete the steps below if you have already applied online to the questionnaire for this position.*

- 1) Print the instructions and questionnaire by clicking [View Occupational Questionnaire](#).
- 2) Print the [1203FX](#) form to record your responses to the questionnaire.
- 3) Fax the completed 1203FX (all 6 pages but do not include a Cover Page for this document) to:

1-478-757-3144

REQUIRED DOCUMENTS:

- Your Résumé - You are encouraged to use the USAJobs online resume builder to ensure that all required information is in your resume. If you use your own résumé, curriculum vitae, or any other written form you choose then you must describe your job-related qualifications that include beginning and ending dates for paid and non-paid work experience, hours worked per week, month and year of employment for each job title listed.
- Responses to the Assessment Questionnaire
- Standard Form 50 (if you are a current or former Federal service employee) The SF-50 must include your position, title, series, grade, step, tenure, type of service (Competitive or Excepted) and career status (career or career-conditional).

Other Supporting Documents: (Only submit if applicable to you)

- Veterans' documentation (i.e. SF-15, DD-214, Statement of Service, Service Connected Disability Letter, etc.)
- CTAP/ICTAP documentation
- PHS Commissioned Corps Officer - must submit cover letter indicating such status
- Noncompetitive appointing authority documentation

If you are unable to upload supporting document(s) online, you can fax them by completing the following:

1. Print out a Fax Cover Page @ <http://staffing.opm.gov/pdf/usascover.pdf> and complete the required information. The Vacancy ID is 1004795
2. Fax a Cover Page with each supporting document to **1-478-757-3144** by 11:59 PM (EST) on Thursday, November 13, 2014 to receive consideration. *Keep a copy of your fax confirmation in the event verification is needed.*

APPLICATION MATERIALS MUST BE RECEIVED BY 11:59PM (EASTERN TIME) ON THE CLOSING DATE OF THIS ANNOUNCEMENT

For Résumé and Application Tips visit:

<http://www.usajobs.gov/ResourceCenter/Index/Interactive/ResumeAndApplicationTips#icc>

AGENCY CONTACT INFO:

Mid-Atlantic Services Branch

Phone: (757)441-6765

Email: NORFOLKMAIL@OPM.GOV

Agency Information:

HHS OPM

1900 E St NW

Washington, DC

20415

WHAT TO EXPECT NEXT:

You will be notified of your status when the list of candidates has been referred to the hiring manager for employment consideration.

Control Number: 356461800

Biological Science Laboratory Technician (Behavioral Pharmacology), GS-0404-09

Vacancy ID: 1004795 Announcement Number: HHS-FDA-NCTR-MP-14-1004795 USAJOBS Control Number: 356461800

Social Security Number

Vacancy Identification Number

1004795

1. Title of Job

Biological Science Laboratory Technician (Behavioral Pharmacology), GS-0404-09

2. Biographic Data

3. E-Mail Address

4. Work Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

5. Employment Availability

If you are applying by the OPM Form 1203-FX, leave this section blank.

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

09

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

15. Dates of Active Duty - Military Service

16. Availability Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

If you are applying by the OPM Form 1203-FX, leave this section blank.

20. Occupational Specialties

Read the statements below to determine what options (001 and/or 002) you are eligible to apply. You must enter at least one code.

001 - Merit Promotion/VEOA eligibles: I am eligible to be considered under merit promotion procedures because I am a current or former Federal employee working in a permanent competitive service position; **or** I am a veteran with preference; **or** I am a veteran who has been honorably discharged and substantially completed at least 3 years of continuous active duty service. (You must submit documentation to support your eligibility.)

002 - Noncompetitive Appointment eligibles: I am eligible to be considered under this specialty code because I meet the requirements for a noncompetitive appointment. Examples of non-competitive appointing authorities may include but not limited to: 30% or more compensable disabled veterans, Persons with Disabilities (Schedule A), PHS Commissioned Officer, Peace Corps employees, current/former Federal employees who currently hold or previously held a Federal competitive position with promotion potential at or above the full performance level listed for this position, and a current Federal employee working in an excepted service position covered by an Interchange Agreement. (You must submit documentation to support your eligibility for noncompetitive appointment).

003 - VRA: Veterans' Recruitment Appointment eligibles.

001 Merit Competitive

002 Noncompetitive

003 VRA

21. Geographic Availability

052045069 Jefferson, AR

22. Transition Assistance Plan

23. Job Related Experience

If you are applying by the OPM Form 1203-FX, leave this section blank.

24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

1. Do you have one year of specialized experience, equivalent to the GS-08 level in the Federal service, that included calculating and mixing chemical compounds/drugs to be administered to rodent or non-human primate subjects; performing laboratory maintenance (i.e. calibrating equipment, ensuring clean working environment, ordering supplies); and organizing and compiling experimental data to be easily accessed and utilized?

- A. Yes and this experience is supported in my resume.
- B. No

For each of the items below, select the one statement that most accurately describes your experience and capability using the scale below.

- A- I have no experience in performing this work behavior.
- B- I have limited experience in performing this work behavior. I have had exposure to this work behavior but would require additional guidance, instruction, or experience to perform it at a proficient level.
- C- I have experience performing this work behavior across routine or predictable situations with minimal supervision or guidance.
- D- I have performed this work behavior independently across a wide range of situations. I have assisted others in carrying out this work behavior. I seek guidance in carrying out this work behavior only in unusually complex situations.
- E- I am considered an expert in carrying out this work behavior. I advise and instruct others in carrying out this work behavior on a regular basis. I am consulted by my colleagues and/or superiors to carry out this work behavior in unusually complex situations.

2. Assist in the implanting and maintaining of intravenous catheters in rodents and/or non-human primates.

3. Advise scientists on the time and resources required to perform each experiment.

4. Develop scientific experiments and projects in support of biomedical research.

5. Conduct behavioral experiments using automated systems and operant behavioral equipment.

6. Dose animals subjects to biological experimentation.

7. Weigh and mix chemical compounds/drugs to be administered to rodents and/or non-human primates.
8. Recommend methods of analysis to research scientists in the design of the experiments.
9. Ensure proper calibration and readiness of laboratory equipment.
10. Maintain laboratory supplies and equipment.
11. Troubleshoot laboratory equipment failures and malfunctions.
12. Maintain a safe and clean working laboratory environment.
13. Record experimental data in behavioral experiments.
14. Assemble data in tabular and narrative form highlighting areas where data appears inconclusive.
15. Update records to ensure accurate and proper methodology and results.
16. Assemble data to assist investigators in the data interpretation and preparation of the data into final form for publication.