

Program Analyst

DEPARTMENT OF COMMERCE

National Oceanic and Atmospheric Administration

National Ocean Service

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Summary

This position is located within the Department of Commerce (DOC), National Oceanic and Atmospheric Administration (NOAA), National Ocean Service (NOS), Office for Coastal Management (OCM) with one vacancy located in Silver Spring, MD; Annapolis, MD; or Chanhassen, MN.

This position is also announced under vacancy number NOS OCM-24-12480845-DE, which is open to all US Citizens or Nationals. You must apply to both announcements if you want to be considered for both.

[Learn more about this agency](#)

[Help](#)

This job is open to

- [**Career transition \(CTAP, ICTAP, RPL\)**](#)
Federal employees who meet the definition of a "surplus" or "displaced" employee.
- [**Family of overseas employees**](#)
Family members of a federal employee or uniformed service member who is or was, working overseas.
- [**Federal employees - Competitive service**](#)
Current or former competitive service federal employees.
- [**Individuals with disabilities**](#)
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Land & base management

Certain current or former term or temporary federal employees of a land or base management agency.

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Military spouses

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Peace Corps & AmeriCorps Vista

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Special authorities

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.

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Veterans

Clarification from the agency

VEOA, VRA (VRA is not applicable at the ZA-4 level), 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.

Videos

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Duties

As a Program Analyst, you will perform the following duties:

- Exercise expert level program responsibility for the planning, coordination and direction of a full range of administration and management services for the state coastal zone management programs, national estuarine research reserve partners, or other state liaison functions assigned for the Office for Coastal Management (OCM).
- Advise and collaborate with National Ocean Service (NOS)/OCM leadership in all aspects of relevant organizational needs and program objectives, including the negotiation and execution of federal funds to support the Coastal Zone Management Program (CZMA) and other programs. Manage the scope, time, cost, quality, resources, communications, risks, and procurements for programs and projects within the state programs for which they are directly responsible.
- Conduct in-depth cost comparison studies of current or projected programs implemented under the authorities of the CZMA. Analyze and evaluate major administrative aspects of

substantive, mission-oriented program operations for the federal coastal zone management program. Make resourcing recommendations to enhance operational effectiveness, resource efficiency, and affordability.

- Serve as a policy and technical expert on CZMA Programs and coastal and ocean issues in either the Mid-Atlantic or Great Lakes region and provide technical assistance and policy guidance to state partners, including the negotiation and oversight for federal funding.

Note: These duties are described at the full performance level of the ZA-4; the ZA-3 is developmental leading to such performance.

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Requirements

Conditions of Employment

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 ZA-4 is equivalent to the GS-13/14.

Key Requirements:

1. Applicants must be U.S. Citizens.
2. Suitable for Federal employment, as determined by background investigation.
3. More requirements are listed under Qualifications and Other Information.
4. Must be registered for Selective Service, if applicable (www.sss.gov)

NOTE:

- A one-year probationary period may be required.
- Payment of relocation expenses is not authorized.
- This position is not in the bargaining unit.
- A background investigation will be required for this position. Continued employment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.
- Throughout the recruitment and hiring process we will be communicating with you via email; therefore, it is imperative that the email address you provide when applying for this vacancy remains active. Should your email address change, please notify the point of contact identified in the vacancy announcement as soon as possible so that we can update our system.

- If you are a Federal employee applying for a promotion (under merit promotion procedures) you must meet time-in-grade requirements by the closing date of the 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 or ZA-3 or GS-11 level:

SPECIALIZED EXPERIENCE: Applicants must possess 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:

- Analyzing and evaluating the efficiency and effectiveness of program operations and recommending improvements;
- Contributing to the development of criteria and objectives to measure program performance; and
- Developing reports, briefings, or presentations for a variety of audiences.

-OR-

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 equivalent to that described above. Note: Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for the GS-11.

To qualify at the ZA-4 or GS-13 level:

SPECIALIZED EXPERIENCE: Applicants must possess one full year (52 weeks) of specialized experience equivalent to the ZA-3 or GS-12 in the Federal service. Specialized experience **MUST** include all of the following:

- Participating in the development, interpretation, application, or implementation of coastal policies;
- Participating in the assessment of the effectiveness of a program or participating in the development of a proposed recommendation for improvement of a program, based on qualitative or quantitative analysis of programs and policies; and
- Providing senior management with recommendations on strategies, policies, or planning to meet program mission objectives and goals.

Education

Education completed in colleges or universities outside the United States may be used to meet the above requirements. You must provide acceptable documentation that the foreign education is comparable to that received in an accredited educational institution in the United States. For more information on how foreign education is evaluated visit: [OPM Foreign Education Evaluation](#).

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.

--If this position requires specific educational course work to qualify, or you are qualifying based in whole or part on education, you are required to provide all unofficial transcripts (undergraduate, graduate, etc.) by the closing date of this announcement or you will be disqualified from further consideration. Please ensure that all documentation is legible.

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: [Employee Guide to Career Transition](#)

CTAP applicants **MUST** submit the following documents:

1. 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).
2. A copy of your SF-50 "Notification of Personnel Action", noting current position, grade level, and duty location;
3. A copy of your latest performance appraisal including your rating; and
4. Any documentation from your agency that shows your current promotion potential.

ICTAP applicants **MUST** submit the following documents:

1. 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;
2. 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;
3. A copy of your latest performance appraisal including your rating; and
4. Any documentation from your agency that shows your current promotion potential.

Non-Competitive Reinstatement to a Higher Grade/Band than Previously Held MUST submit the following documents:

1. **SF-50, "Notification of Personnel Action:** you must provide the most current Notification of Personnel Action (Form SF-50) that verifies career/career-conditional status, title, series, and highest grade level held on a permanent basis for your previous position. (do not submit an Award SF-50) **AND**, the SF-50 that verifies your separation date; **AND**.
2. **Performance Appraisal** - most recent performance appraisal showing the official rating of record, signed by a supervisor, or statement why the performance appraisal is unavailable. Do not submit a performance plan that does not include this information.

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.

The Department of the Commerce (DOC) places a high value on diversity of experience and cultural perspectives and encourages applications from all interested eligible candidates.

Diversity, equity, inclusion, and accessibility (DEIA) are fundamental principles that guide the Department and allow us to successfully achieve our mission.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

[Close](#)

- Benefits

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 (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:

- Administration and Management
- Organizational Performance Analysis
- Partnering
- Planning and Evaluating

--**NOTE:** If it is determined that you have rated yourself higher than is supported in your description of experience and/or education as described in your resume/application, or that your resume or application is incomplete, you may be rated ineligible and/or not qualified.

To preview the announcement questionnaire, click here: <https://apply.usastaffing.gov/ViewQuestionnaire/12480846>
[Help](#)

Required Documents

Required documents may be: (1) uploaded directly from your desktop; or (2) uploaded directly from your USAJOBS stored attachments.

- **A complete application package includes a resume, required documents and completion of the vacancy announcement questionnaire. Please see this guidance: [What to include in your resume](#)**
- **You are highly encouraged to use USAJOBS Resume Builder to ensure all required information is included in your Resume.** If you use your own resume, curriculum vitae, or any other written form you choose, for each work experience at a minimum, your resume must include; job title(s) (including job series and grade, if federal); description of duties or work performed; education; starting and ending dates (month and year); and hours worked per week and/or full-time or part-time. ***If identifying as part-time you must state the number of hours per week.*** (NOTE: A full-time work schedule requires most employees to work 33-40 hours during the work week. A part-time schedule requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.)
- **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) you must submit a copy of your Member 4 DD-214 stating disposition of discharge or character of service or other valid proof of eligibility (i.e., statement of service that shows service dates AND character of service) and/or any other required supporting documents (VA Letter). For more information, please click [here](#).
- **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](#).
- **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.

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.

[Help](#)

How to Apply

--Applications (resume and application questions) for this vacancy must be received on-line via USAJOBS by 11:59pm Eastern Time (ET) (Washington, D.C. time) on the closing date of this announcement. If you fail to submit a complete online resume, you will not be considered for this position. Requests for extensions will not be granted. If applying online poses a hardship for you, you must speak to someone in the Servicing Human Resources Office listed on this announcement **PRIOR TO THE CLOSING DATE** for assistance.

--Instructions for Applying Online for this Vacancy Announcement:

- 1) Click the blue "Apply Online" button.
- 2) If you are not a registered USAJOBS user, please create a [new account](#) and follow the instructions to complete your application process. If you are a registered user, login to access

your existing USAJOBS profile.

3) As a registered user, select a stored resume and select one or more of your stored documents to attach to your application.

4) Check the "Certification" box and click the "Apply for this position now!" button located at the bottom of the screen.

5) Address the eligibility questions as well as the questionnaire containing questions and/or task statements that address the knowledge, skills, abilities and/or competencies for this vacancy.

6) Submit required documents using one of the available methods listed below.

7) If you experience technical difficulties during the online application process, please contact the [USAJOBS helpdesk](#).