



Job Title: Social Science Research Analyst, GS-101-12/13

Department: Department Of Health And Human Services

Agency: Health Resources and Services Administration

Job Announcement Number:HHS-HRSA-MP-14-1120358

SALARY RANGE: \$75,621.00 to \$116,901.00 / Per Year

OPEN PERIOD: Wednesday, May 14, 2014 to Wednesday, May 28, 2014

SERIES & GRADE: GS-0101-12/13

POSITION INFORMATION: Full Time - Permanent

PROMOTION POTENTIAL:

13

DUTY LOCATIONS: 4 vacancies in the following location:
Rockville, MD [View Map](#)

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

SECURITY CLEARANCE: Q - Nonsensitive

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.

This position is located in the Department of Health and Human Services (DHHS), Health Resources and Services Administration (HRSA), Bureau of Health Professions (BHPr), in Rockville, MD.

The Health Resources and Services Administration (HRSA), an agency of the U.S. Department of Health and Human Services, is the primary Federal agency for improving access to health care services for people who are uninsured, isolated or medically vulnerable. Comprising six bureaus and 10

offices, HRSA provides leadership and financial support to health care providers in every state and U.S. territory. HRSA grantees provide health care to uninsured people, people living with HIV/AIDS, and pregnant women, mothers and children. They train health professionals and improve systems of care in rural communities.

This vacancy is also being announced concurrently with vacancy announcement **HHS-HRSA-DE-14-1113922** 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.

Who May Apply : Federal employees with career or career-conditional appointments in the competitive service; former Federal employees with reinstatement eligibility based on previous career or career-conditional appointments; displaced Federal employees requesting special priority selection consideration under the Career Transition Assistance Plan (CTAP) and the Inter agency Career Transition Assistance Program (ICTAP); veterans who are preference eligibles or who have been separated under honorable conditions after 3 years or more of continuous active service; PHS Commissioned Corps Officers; and individuals with disabilities. **Military Spouses are encouraged to apply** ([Click here for more information](#)).

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

This announcement may be used to fill multiple positions.

Salary range listed includes locality pay.

TRAVEL REQUIRED

- Occasional Travel
- Less than 5% travel required

RELOCATION AUTHORIZED

- Yes
- Relocation expenses may be authorized

KEY REQUIREMENTS

- U.S. Citizenship is required.
 - Background investigation required.
 - Males ages 18 through 25 must be registered with the Selective Service
 - Must meet Time-in-Grade at time of application
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DUTIES:

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If selected for this position, you will:

- Develop and conduct behavioral health education program and policy analyses.
 - Conduct analyses of the quality and performance of HHS behavioral health and human services programs.
 - Design, analyze, implement, and interpret studies regarding the influence of communications regarding behavioral health and primary care providers.
 - Execute activities to improve diversity in behavioral health training schools and programs to provide improved inter-professional based care.
 - Represent the organization at briefings and other meetings regarding the justification and approval of specific projects.
 - Develop clearly written and concise issue papers and talking points for senior staff.
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QUALIFICATIONS REQUIRED:

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Basic Requirements:

To qualify for this position at the GS-101-12/13 grade levels, you must meet the ONE of the following requirements:

Degree: behavioral or social science; or related disciplines appropriate to the position.

OR

Combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

OR

Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

In addition to meeting the education and/or experience requirement stated above, to qualify for this position, you must meet the following requirements:

To qualify at the GS-12 level: You must possess one year of specialized experience equivalent to at least the GS-11 grade level in the Federal service obtained in either the private or public sector, performing the following types of tasks: *applying statistical, sociological, political science, and/or other social science theories and methodologies to gather and interpret plan-related information; analyzing and conducting studies related to the structure and operation of behavioral health education programs; and assisting in the formulation of behavioral health education policies and programs.*

To qualify at the GS-13 level : You must possess one year of specialized experience equivalent to at least the GS-12 grade level in the Federal service obtained in either the private or public sector, performing the following types of tasks: *applying analytical, market research, and social marketing methods and techniques for the assessment and improvement of program efficiency and effectiveness; formulating and executing behavioral health education policies and programs; and evaluating and summarizing quantitative and qualitative data related to behavioral health related programs.*

Documenting experience: In accordance with Office of Personnel Management policy, federal employees are assumed to have gained experience by performing duties and responsibilities appropriate for their official series and grade level as described in their position description. Experience that would not normally be part of the employee's position is creditable, however, when documented by satisfactory evidence, such as a signed memorandum from the employee's supervisor or an SF-50 or SF-52 documenting an official detail or other official assignment. **The documentation must indicate whether the duties were performed full time or, if part time, the percentage of times the other duties were performed.** It is expected that this documentation is included in the employee's official personnel record. In order to receive credit for experience in your resume that is not within the official series and grade level of your

official position, you must provide a copy of the appropriate documentation of such experience as indicated above.

If you qualify on the basis of education in lieu of experience, you must submit a copy of your transcripts (or a list of your courses including titles, credit hours completed, and grades). Unofficial transcripts will be accepted in the application package; however, official transcripts will be required prior to receiving an official offer.

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <http://www.ed.gov>.

All qualification requirements must be met by Wednesday, May 28, 2014.

Financial disclosure statement may be required.

A one year probationary period may be required.

Position is in the Bargaining Unit.

Drug Screening is not required.

Recruitment incentives may be authorized.

Student loan repayment incentive may be authorized.

Travel, transportation and relocation expenses may be paid.

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of resume 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 resume and or supporting documentation, a determination is made that you have inflated your qualifications and or experience, you may lose consideration for this position. Please follow all instructions carefully. Errors or omissions may affect your eligibility.

Your qualifications will be evaluated on the following competencies(knowledge, skills, abilities and other characteristics):

- *Skill in evaluating and organizing efforts for behavioral health training and education programs*
 - *Ability to analyze and interpret data*
 - *Ability to implement programs incorporating inter-professional based care*
 - *Skill in oral communication*
 - *Skill in written communication*
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BENEFITS:

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

OTHER INFORMATION:

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. The payment of travel expenses for new appointees who are reporting to their first official duty station is limited to individuals who are being appointed to positions at the GS-13 grade level or above and equivalent level positions in other pay systems. The exception to this limitation is for student trainees who are being converted to competitive service appointments in a new duty location.
5. Only mandatory travel allowances may be authorized unless the payment of discretionary expenses is authorized by the OPDIV/STAFFDIV Head and/or designated OPDIV/STAFFDIV Senior Travel Official.

6. A newly appointed or reappointed employee may receive service credit for prior work experience or active duty uniformed service that otherwise would not be creditable for the purpose of determining his or her annual leave accrual rate. All creditable service must be directly related to the duties of the position being filled and decisions to allow for such credit must be finalized prior to the selectee's entrance on duty. The use of this service credit incentive is at the discretion of the selecting official and service credit is granted only for a position deemed hard-to-fill.

If you are a veteran with preference eligibility and you are claiming 5-points veterans' preference, you must submit a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must also submit an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form. More information on [veterans' preference](#) from OPM.

Males born after December 31, 1959 must be registered or exempt from [Selective Service](#).

For information on "[People with Disabilities](#)"

Interagency Career Transition Assistance Program (ICTAP): [Information on how to apply as an ICTAP eligible](#). To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85.0 or above on the rating criteria for this position.

HOW TO APPLY:

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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 Wednesday, May 28, 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](#), select 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 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.

REQUIRED DOCUMENTS:

All applicants are required to submit the following supporting document type(s):

- Resume

Applicants may also submit the following supporting document type(s), which may not be required for all applicants:

- Cover Letter

- DD-214

- Other

- Other Veterans Document

- SF-15

- SF-50

- Transcript

Faxing Applications or Supporting Documents:

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

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 contact ONE DHHS (888) 663-3447 (Monday - Friday 8:00am - 9:00pm EST (except Federal holidays)); or by email: askhr@hrsa.gov. Disability Coordinator, Katherine Slye-Griffin at (301) 443-2538 or by email: kslye-griffin@hrsa.gov. You must contact the Disability Coordinator prior to the closing date of this announcement to receive assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis. Hours of operation: Monday through Friday 7:30AM to 4:00PM EST.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

If you completed the occupational questionnaire online and are unable to upload supporting document(s): To fax your documents, you must use the approved [cover page](#) and provide the required information. The Vacancy ID is 1120358. Fax your documents to 1-478-757-3144.

If you cannot complete the Application Package online, you may fax all of your materials. The complete application package must be submitted by 11:59 PM (EST) on **Wednesday, May 28, 2014** to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.

To complete the occupational questionnaire and submit via fax:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#).

2. [Print the 1203FX form](#), follow the instructions and provide your responses to the occupational questionnaire items.

Fax all six pages of the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

To apply for this position, you must provide a complete Application Package which includes:

1. A current **Résumé** - You are encouraged to use the [USAJOBS Online Résumé 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.

2. A complete **Assessment Questionnaire**

3. Other **supporting documents**:

- Veterans Preference Documentation, if applicable (DD-214; Other Veterans Documents; VA letter documenting disability; SF-15

- **SF-50**: If submitting a copy of your Notification of Personnel Action (SF-50), or equivalent, submit one that shows your current position and its full performance level. If you are an HHS employee you may obtain a copy of your SF-50 from eOPF. If you have separated from Federal Government employment, you may obtain a copy of your SF-50 via: National Personnel Records Center, Annex, 1411 Boulder Boulevard, Valmeyer, IL, 62295; FAX - 618-935-3014; Email CPR; or visit the National Archives Website.

- PHS Commissioned Corps Officer must submit a copy of latest personnel order in lieu of SF-50.

- College Transcripts (if the position has a positive education requirement, or you are qualifying on the basis of education)

For Résumé and Application Tips visit the [USAJOBS Resource Center](#).

The complete Application Package must be submitted by 11:59 PM (EST) on Wednesday, May 28, 2014.

AGENCY CONTACT INFO:

HRSA HELPDESK

Phone: (888)663-3447

Fax: (478)757-3144

Email: ASKHR@HRSA.GOV

Agency Information:

HHS HRSA Center

5600 Fishers Lane

ROCKVILLE, MD

20857 Fax: (478)757-3144

WHAT TO EXPECT NEXT:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 45 days of the closing date of this announcement.

You will receive notice via email or by mail, if no email address was provided by you during the application process, once this process is completed (generally 4-6 weeks).