

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEGE04106767**

**Opening Date:** October 8, 2004

**Closing Date:** October 25, 2004

**Position:** Civil Engineer, GS-0810-9/11/12 FP12

**Salary:** \$47,422 - \$78,826 Annual

**Place of Work:** U.S. Army Engineer District, Baltimore, Construction Division,  
Emergency Management Branch

**Duty Station:** Baltimore, MD

**Position Status:** This is a Permanent position. -- Full Time

**Number of Vacancies:** 1

**Duties:** Serves as Natural Emergency Program Coordinator, responsible for preparation & maintenance of Natural Emergency Operations Plans & the coordination of emergency operation activities during actual emergencies. Provides advice/assistance to lower graded employees engaged in the inspection of flood protection projects & assists the National Emergency Program Coordinator as required. Duties require professional knowledge of the theories/ techniques of civil engineering, as well as familiarity w/related professional disciplines. Maintains close coordination w/FEMA regional directors, other Federal agencies, & State/local agencies to assure all legal, technical & regulatory requirements are met. Develops necessary cost data for comparison w/emergency obligating authority & allotted funds. Coordinates input, resolves discrepancies, & ultimately assures that each organizational element is aware of & capable of carrying out specific responsibilities in the event of natural disasters.

**Who May Apply:**

- Army employees serving on career or career conditional appointments.
- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Reinstatement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

**Qualifications:**

SPECIALIZED EXPERIENCE is experience which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this

position, and that is typically in or related to utilizing a professional knowledge of engineering to prepare and maintain Natural Disaster Preparedness Plans, coordinate such plans with other Federal, State and local agencies, train others in the plan, and provide engineering support during emergencies.

KSAs are not used. Applicants will be rated against the Resumix Job Search Criteria which is chosen by the selecting official.

NOTE: Must be able to obtain and maintain a Secret security clearance. Failure to obtain and maintain a security clearance will result in removal from position.

GS-09: Bachelor's degree directly related to this occupation and 1 year of experience directly related to this occupation equivalent to at least the next lower grade level, or 2 years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.

GS-11: Bachelor's degree directly related to this occupation and 1 year of experience directly related to this occupation equivalent to the next lower grade level, or 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree.

GS-12 and above: Bachelor's degree directly related to this occupation and 1 year of experience directly related to this occupation equivalent to the next lower grade level.

The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

Must have 52 weeks of Federal service at the next lower grade (or equivalent).

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of websites at -  
<http://www.opm.gov/qualifications> and  
<http://www.ed.gov/admins/finaid/accred/index.html>

**Other Information:**

- Management may select at any of the grade levels announced.
- Noncompetitive promotion potential to target grade.

- Permanent Change of Station (PCS) expenses will be authorized.
- Temporary Duty (TDY) travel is 25 percent.

### **Other Requirements:**

- Must be able to obtain and maintain a Secret security clearance.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- License/Certification: Valid state drivers license is required.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

### **HOW TO APPLY:**

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

### **RESUME:**

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your

resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

**SELF NOMINATION:**

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

**APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):**

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

**Point of Contact:**

Karen Lynch, Northeast CPOC, (410) 306-1213

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.