

**Department:** Department Of Agriculture  
**Agency:** Agricultural Research Service  
**Sub Agency:** DALE BUMPERS NATIONAL RICE CENTER

**Job Announcement Number:** ARS-D9S-0162R

**Job Title:** BIOLOGICAL SCIENCE TECHNICIAN

**Salary Range:** 34,300.00 - 60,612.00 USD /year

**Series & Grade:** GS-0404-06/08

**Promotion Potential:** 09

**Open Period:** Monday, October 19, 2009 to Friday, November 06, 2009

**Position Information:** Full-Time Term position not to exceed 2 YRS (may be extended up to a total of 4 years without further competition)

**Duty Locations:** 1 vacancy - Stuttgart, AR

**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.

**Job Summary:**

Find Solutions to Agricultural Problems that Affect Americans Every Day, From Field to Table

Your U.S. citizenship must be verified prior to entrance on duty.

This position is located in the Dale Bumpers National Rice Research Center. The mission of the unit is to conduct research to help the US Rice Industry to remain competitive in the global marketplace. Major emphasis is on understanding the genetic control of agronomic, grain quality, pest resistance, and stress tolerance traits in rice.

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**NOTE:** In order to view and/or print the entire announcement, please scroll to the bottom of this page and click on '**Print Preview**'; then '**Print**'. Otherwise, you may miss important instructions on qualification requirements and how to apply for this position.

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**Key Requirements:**

- U.S. Citizenship

**Major Duties:**

The incumbent performs the following duties:

Actively participate in one or more phases of the research process by performing a variety of complex technical duties in a laboratory, field, or greenhouse environment, and contributes ideas towards planning and sequencing of the technical aspects of research related to the chemical analyses of rice.

Adapts, modifies or develops new techniques and/or procedures under the supervision of the supervisor to satisfy the needs of the research project.

Performs the full range of techniques including protein, carbohydrate and DNA extractions; using a variety of specialized equipment such as, Gas Chromatography/Mass spectrometry, Near Infrared Analyzer, High performance liquid chromatography, Nitrogen Analyzer, and UV-Vis Spectrophotometer.

Independently initiates action to resolve or correct technical difficulties and results, or recommends resolution to supervisor.

Searches for literature pertinent to rice chemistry for new procedures or techniques to use in the laboratory.

Collects, prepares, evaluates and verifies samples and supporting records. Keeps detailed records of experimental data.

Tabulates, statistically analyzes and summarizes data using software packages such SAS. Also responsible for using graphic software such as Sigma Plot to facilitate data collection and analyses.

Creates presentations using variety of software such as Microsoft Office software including PowerPoint, Word and Excel.

Maintains inventory of chemicals, stock solutions. Prepares solutions and reagents at specified concentrations & ph for use in the laboratory and safely disposes of waste material (both chemical and biological).

**Working Conditions and Other Considerations:**

The work involves regular and recurring moderate risks or discomforts which require special safety precautions; laboratory work involves the use of corrosive chemicals (acids and bases); field work requires some time spent outdoors.

**Qualifications:**

Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

**Basic Requirements:**

**GS-06-** One year of specialized experience equivalent to the GS-05 level **OR** ½ year of graduate education directly related to the position.

**GS-07-** One year of specialized experience equivalent to the GS-06 level **OR** 1 (one) year of graduate education in a field directly related to the position.

**GS-08-** One year of specialized experience equivalent to the GS-07 level **OR** 1 ½ years of graduate education in a field directly related to the position.

**Additional Requirements:**

**Specialized Experience is** experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Knowledge of the principles and techniques of chemical analysis.
2. Skill to operate, calibrate, and conduct routine maintenance on equipment used in the laboratory or greenhouse.
3. Ability to collect, analyze, summarize and display research data and results using a personal computer.

**Education**

If qualifying all or in part based on your education, you must submit a copy of your academic transcripts OR a list of college courses with credit hours, dates completed, and grade point average or class ranking to verify education when applying for this position. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty. Application materials will not be returned.

Graduate education must be directly related to the work of the position and must have equipped you with the knowledge, skills, and abilities necessary to do the work.

Education completed in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Please visit the Office of Personnel Management's website at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> for additional information on this topic.

**How You Will Be Evaluated:**

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give

examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

**Benefits:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

**Other Information:**

**Veteran's Preference:**

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veteran's Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

**Veterans Employment Opportunities Act of 1998 (VEOA):** Qualified candidates eligible under the Veterans Employment Opportunities Act (VEOA), a special hiring authority, will be considered. VEOA eligibles are preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of active service. Veterans who are released under honorable conditions shortly before completing a 3-year tour are also eligible.

**Creditable Service:**

Service credit for annual leave accrual may be granted for directly related non-Federal work experience or uniformed service for newly appointed individuals, or those individuals reappointed after a break in service from civilian Federal employment of at least 90 calendar days. The amount of non-Federal service to be credited will be based on the amount of directly related and documented experience that the selectee possesses as documented by the employee and which is approved by agency management.

**Displaced/Surplus Employees:**

Individuals eligible under the USDA Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles within the local commuting area will be considered well qualified if that applicant meets the qualification standard and eligibility requirements for the position, meets minimum education and experience requirements, meets all selective factors where applicable and is able to satisfactorily perform the duties of the position upon entry.

**Employees seeking CTAP/ICTAP** eligibility must submit a copy of the agency notice, a copy of their most recent performance rating and a copy of their most recent SF-50 noting current position, grade level and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. Additional information on CTAP and ICTAP is available at <http://www.opm.gov/ctap/index.asp>.

**Financial Disclosure Requirement:**

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

**False statements:**

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

**Optional Form 306, (Declaration for Federal Employment):**

If you are selected for this position, you will be required to complete this form before an offer may be made.

**Selective Service System:**

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**ARS Reasonable Accommodation Contact Information:**

If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD).

**How To Apply:**

Applications may be mailed, faxed, or e-mailed to the appropriate address and/or facsimile number, but they must be **postmarked** by 11:59 p.m. Eastern Standard Time on the closing date.

If sending your application as an attachment to an email, do not send zipped files. They will be removed in accordance with standard electronic security procedures.

If hand delivered, be sure your application is received in the Human Resources Division on or before closing date.

**If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation as appropriate. Some of the items listed may not apply to you. NOTE: Applications received in postage paid government envelopes will not be considered.**

**APPLICATION PACKAGE CHECKLIST**

\_\_ Optional Form 612 (Optional Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

**The following information is required of all applicants:**

\_\_ Announcement number, title, and grade(s) of the position

\_\_ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

\_\_ Statement that you are a U.S. citizen (if not using the OF-612)

\_\_ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (only if claiming veteran's

preference) (Visit the following web site for additional information:  
<http://www.opm.gov/employ/veterans/html/vetguide.asp>

\_\_SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)

\_\_ Paid and non-paid work experience related to the position. For each period of work experience include:

\_\_\_ Job title

\_\_\_ Series/grade (if Federal employment)

\_\_\_ Duties and accomplishments

\_\_\_ Employer's name and address

\_\_\_ Supervisor's name and contact information

\_\_\_ Starting and ending dates of employment (at least month/year)

\_\_\_ Number of hours worked per week

\_\_\_ Salary

\_\_\_ Indicate if we may contact current supervisor/employer

\_\_ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)

\_\_\_ Certificates/licenses (current)

\_\_\_ Honors, awards, and special accomplishments

\_\_\_ Supplemental questionnaire if applicable  
(usually for Federal Wage System positions - WG, WL, WS)

\_\_ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

\_\_ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)

\_\_ Copy of most recent performance appraisal (if you are a current federal employee)

\_\_ Second copy of application package IF you are a candidate with competitive status. (NOTE: All status candidates who wish to be considered under both alternative merit promotion and non-status competitive examining must submit two (2) complete applications when the position is open to both status and non-status candidates. When only one (1) application is received, it will be considered under the alternative merit promotion procedures if the applicant is a current or former Federal employee with reinstatement eligibility.)

\_\_ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps

service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at [http://www.opm.gov/Strategic\\_Management\\_of\\_Human\\_Capital/fhfr/default.asp](http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp))

\_\_ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)

\_\_ Self-certification of typing speed (if required as a basic qualification for the position)

\_\_ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.usajobs.gov/infocenter/>.

**Location Contact:**

Jeanie Gwathney

Administrative Officer

USDA/ARS/SPA

PHONE: 870-673-4483 x 282

**Contact Information:**

Loren Gibson  
Phone: 301-504-1533  
Fax: 301-504-1535  
TDD: 202-855-1234  
Email: [SCIRECRUIT@ARS.USDA.GOV](mailto:SCIRECRUIT@ARS.USDA.GOV)

Or write:  
Department Of Agriculture  
USDA-REE-ARS-HRD/ARS-D9S-0162  
5601 Sunnyside Avenue, Stop # 5105  
Beltsville, MD 20705-5105  
E-Mail: [SCIRECRUIT@ARS.USDA.GOV](mailto:SCIRECRUIT@ARS.USDA.GOV)  
Fax: 301-504-1535

**What To Expect Next:**

Applicants will receive written confirmation from this office when their application package is received.

After the application has been received, applicants will not be notified of the status of their paperwork until a final selection has been made.

**EEO Policy Statement:** <http://www.usajobs.gov/eo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>