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Job Title: Environmental Protection Specialist, GS-0028-13

Agency: Environmental Protection Agency

Job Announcement Number: LV-R9-MP-2016-0002

SALARY RANGE:

\$98,815.00 to \$128,457.00 / Per Year

OPEN PERIOD:

Wednesday, October 14, 2015 to Tuesday, November 3, 2015

SERIES & GRADE:

GS-0028-13

POSITION INFORMATION:

Full-time - Permanent

PROMOTION POTENTIAL:

13

DUTY LOCATIONS:

MANY vacancies - San Francisco, CA [View Map](#)

WHO MAY APPLY:

Current permanent EPA employees of Region 9 with competitive status and CTAP eligibles.

SECURITY CLEARANCE:

Public Trust - Background Investigation

SUPERVISORY STATUS:

No

JOB SUMMARY:

About the Agency (<http://www.epa.gov>)

Earth Day is every day at EPA! Our diverse workforce connects to more than just a career—we share a common passion to promote a cleaner, healthier environment. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities. See more about us here: <http://www.epa.gov>.

This position is located in Region 9 Superfund Division, Partnership, Land Revitalization & Clean Up Branch, Community Involvement Section in San Francisco, CA.

For more information on this office, visit their website: <http://www2.epa.gov/aboutepa/epa-region-9-pacific-southwest>.

One or more positions may be filled.

****The closing date for this announcement has been extended until November 3, 2015.****

TRAVEL REQUIRED

- Occasional Travel
- Possible overnight travel 1-5 days per month.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents(See How to Apply)
- Position has portable work and selectee may be eligible to telework.
- You may be required to travel 1 to 5 days per month.

DUTIES:

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You will spend 25% of your work time on contracts, grants/cooperative agreements, and/or interagency agreements.

You will: Identify communication needs and develop informational material that inform appropriate organizations of the agency's policies, program, services and activities.

Devise plans and procedures for accomplishing organizational goals and objectives.

Use advanced analytical methods and techniques in researching and examining a wide range of scientific, engineering, legal, environmental protections and management or related administrative support issues and functions.

Provide advice and assistance to State and Local governments and communities on matters relating to the development, execution and monitoring of environmental clean-up programs including CERCLA programs.

Formulate and administer plans and policies designed to meet program objectives or meet with policy-makers and assist them in formulating policy in sensitive and difficult areas.

QUALIFICATIONS REQUIRED:

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You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-13 level, you need to have at least one year of full time experience defined as experience preparing written correspondence, documents, or reports for internal and external parties and experience establishing effective working relationships with internal and external parties.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: Skilled in preparing briefing materials designed to foster the support and understanding by stakeholders of the Agency's environmental policies and recommendations.

Ability to apply new developments in making decisions and recommendation which significantly change important public programs.

Ability to speak effectively in public both in English and Spanish.

Ability to coordinate and manage projects in accomplishing organizational goals and objectives.

Ability to analyze and synthesize information from a variety of sources and communicate key concepts simply and effectively.

Ability to effectively communicate orally, with senior level managers, environmental justice stakeholders, State and Local officials, EPA constituents and the public.

Ability to effectively communicate in writing, with senior level managers, environmental justice stakeholders, State and Local officials, EPA constituents and the public

Knowledge of laws and regulations pertaining to CERCLA.

Ability to work well with others.

Ability to develop creative problem-solving strategies.

In addition to the experience and/or education described in this announcement, you must also have the following to be qualified for this position: To speak, understand and write Spanish fluently, and to translate English to Spanish and visa versa.

This position is designated as Moderate Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please click here (<https://jobs.mgsapps.monster.com/epa/vacancy/previewVacancyQuestions.hms?orgId=1&jnum=59607>).

BENEFITS:

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You can review our benefits at: <https://jobs.mgsapps.monster.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=59607> (<https://jobs.mgsapps.monster.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=59607>)

OTHER INFORMATION:

This position is in the bargaining unit.

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information: <http://www.epa.gov/careers/evapr.html>

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

HOW TO APPLY:[Back to top \(TopofPage\)](#)

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to <http://www.epa.gov/careers/evapr.html>

REQUIRED DOCUMENTS:

Documents to be submitted on-line:

--Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.

--Responses to the on-line assessment questionnaire.

--Displaced Federal employees under CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.

--Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in e-OPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

If you want to know more about submitting documentation to our office, visit EPA's web site: <http://www.epa.gov/careers/evapr.html>

AGENCY CONTACT INFO:

Deborah Lafayette

Phone: 702-798-2401 

Fax: 702-798-2456 

Email: TeamVegas@epa.gov

Agency Information:

Environmental Protection Agency
 US Environmental Protection Agency
 Human Resources Management Division
 4220 S. Maryland Parkway, Building A, Suite 100
 Las Vegas, NV
 89119-7528
 US
 Fax: 702-798-2456

WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

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EEO Policy Statement (https://help.usajobs.gov/index.php/EEO_Policy_Statement) | Reasonable Accommodation Policy Statement

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USA.gov (http://www.usa.gov/)

This is a United States [Office of Personnel Management \(http://www.opm.gov/\)](http://www.opm.gov/) website.

USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.