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Job Title: Supervisory Environmental Protection Specialist, GS-0028-14

Agency: Environmental Protection Agency

Job Announcement Number: LV-R9-MP-2016-0008

SALARY RANGE:

\$107,299.00 to \$139,489.00 / Per Year

OPEN PERIOD:

Monday, November 9, 2015 to Monday, November 23, 2015

SERIES & GRADE:

GS-0028-14

POSITION INFORMATION:

Full-time - Permanent

PROMOTION POTENTIAL:

14

DUTY LOCATIONS:1 vacancy - San Diego, CA [View Map](#)**WHO MAY APPLY:**

Current permanent EPA employees with competitive status and CTAP eligibles.

SECURITY CLEARANCE:

Not Applicable

SUPERVISORY STATUS:

Yes

JOB SUMMARY:

About the Agency (<https://jobs.mgsapps.monster.com/epa/vacancy/preview.hms?orgId=1&jnum=59683>)

This position is located in Region 9 Land Division, Communities Branch, Mexico Border Section in San Diego, CA.

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

TRAVEL REQUIRED

- Occasional Travel
- Occasional over night travel possibly 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.

DUTIES:[Back to top \(TopofPage\)](#)

You will: Plan, organize, and direct the activities of the organizational unit, ensuring that they comply with legal and regulatory requirements and meet customer needs; including developing goals and objectives that integrate program and organizational unit objectives.

Exercise supervisory personnel management responsibilities.

Represent the Agency with a variety of functional area organizations.

QUALIFICATIONS REQUIRED:[Back to top \(Top of Page\)](#)

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-14 level, you need to have at least one year of full time experience defined experience coordinating program activities with international stakeholders and experience making formal or informal presentations to international audiences.

In addition to the experience described in this announcement, you must also have the following to be qualified for this position: Experience speaking and writing fluently in both English and Spanish; and translating English into Spanish and visa versa.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: Knowledge of the principles and methods of administering environmental protection programs.

Ability to speak Spanish fluently both orally and in writing.

Knowledge of guidance related to the implementation of the rules and regulations under the US & Mexican environment.

Ability to translate Spanish to English and vice versa; orally and in written.

Ability to manage staff by evaluating work performance and giving advice, counsel and instructions.

Skilled in oral communication.

Knowledge of Agency organizational policies and procedures.

Skilled in written communication.

Abilities to work well with others.

If you are selected, you will be required to complete a Confidential Financial Disclosure Form prior to your first day of employment and annually thereafter.

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.

If you are selected, you must complete (or have already completed) a 1-year supervisory or managerial probationary period.

Upon acceptance of an initial appointment to a supervisory or managerial position with the EPA, you agree to complete all elements of the EPA Successful Leaders Program. This development program is designed to enhance leadership skills and abilities and meet the Agency's goal of providing new leaders with the skills and tools you need to be successful.

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=59683>).

BENEFITS:

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You can review our benefits at: <https://jobs.mgsapps.monster.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=59683> (<https://jobs.mgsapps.monster.com/epa/vacancy/preview!benefits.hms?orgId=1&jnum=59683>)

OTHER INFORMATION:

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.

This position is not in the bargaining unit.

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: 702-798-2416
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: 702-798-2416

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