

Title: Program Analyst (GS-0343/13-14) with the Environmental Protection Agency

Salary Range: \$84,317.00 - \$136,771.00 /year

Open Period: Friday, February 05, 2010 to Friday, March 05, 2010

Duties:

- Serve as the Records Liaison Officer for the Office of Research and Development (ORD), and be a recognized expert in scientific records management;
- Apply and develop strategies and frameworks related to records management, scientific records management and data management;
- Review and approve Federal and Agency policies and procedures in all areas of records management;
- Lead the implementation of several components of the ORD information management program, specifically records management, the Electronic Content Management Systems (ECMS) and the scientific records management program;
- Provide authoritative expertise to ORD and Agency scientists in the application of information technology to ORD's scientific records management program; and
- Advise senior management, supervisors and staff on matters concerning scientific data management solutions.

Duty Location:

Although the duty location of this position is stated as Washington, DC, the location is yet to be determined. It may be at EPA Headquarters; in Research Triangle Park, North Carolina; or in Cincinnati, Ohio. The duty location will be determined after a selection has been made for this position. The salary will be commensurate with the duty location.

Who may be considered:

- Current federal employees with competitive status; reinstatement eligibles; and candidates applying under the EPA Career Transition Assistance Program or the Interagency Career Transition Assistance Program.
- Veterans who are preference eligibles or who have been separated from the armed services under honorable conditions after 3-years or more of continuous active service.
- Applicants eligible for non-competitive appointment.
- Public Health Service Officers.

Qualifications required:

You do not need a degree to qualify for this position. *While not required, Certified Records Manager or Certification of Federal Records Management Training issued by NARA is preferred.*

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

GS-13: Experience planning, coordinating, controlling and directing records management activities; experience conducting research on and managing information management activities; experience demonstrating a wide ranging knowledge of information technology/information management, particularly records management, scientific records management and data management.

GS-14: Experience exercising creative technical leadership in supporting records management, scientific records management and data management programs and gaining acceptance of systems developers and users; applying federal and agency records management requirements; developing and recommending information management policies, methods, procedures and practices; applying technology solutions to the management of information systems and data management.

For more detailed information about the position or to apply online please visit USAJOBS at:

<http://jobsearch.usajobs.gov/search.aspx?q=RTP-MP-2010-0316&brd=3876&vw=d&FedEmp=Y&FedPub=Y&x=71&y=12&pg=1&re=10>