

Office Of The Secretary For Homeland Security

Department: **Department Of Homeland Security**

Agency: **DHS Headquarters**

Sub Agency: **Assistant Secretary for Policy, Private Sector Office**

Job Announcement Number:
DHSQYR08-2391

Overview

DETAILED VERSION

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Economist

Salary Range: 66,767.00 - 103,220.00 USD per year

Open Period: Wednesday, October 31, 2007
to Thursday, November 15, 2007

Series & Grade: GS-0110-12/13

Position Information: Full-Time Permanent

Promotion Potential: 14

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered:

Applications will be accepted from United States citizens.

Job Summary:

Defending America's Freedom! This mission of serving and protecting our nation is carried out every day by the dedicated men and women of the U.S. Department of Homeland Security (DHS). Consider becoming part of a Department that offers rewarding opportunities to contribute to such a noble mission. We seek applicants from all backgrounds. Our careers call for individuals with creativity, initiative, decision-making ability, and expertise in areas of management, science, law enforcement, intelligence, security, engineering, budget, and information technology, to name a few.

Primary Purpose: To conduct complex economic research, develop analytical techniques for economic studies and conduct special analyses of major economic issues. The incumbent is responsible for writing, editing, planning and coordinating major economic reports.

Duties

Major Duties:

Organization: This position is located in the Private Sector Office, Office of Policy, Office of the Secretary, Department of Homeland Security (DHS) located in Washington, DC.

Primary Purpose: To conduct complex economic research, develop analytical techniques for economic studies and conduct special analyses of major economic issues. The incumbent is responsible for writing, editing, planning and coordinating major economic reports.

Specific Duties:

- Serves as a technical advisor, within the area of assignment, for the Private Sector Office and other DHS organizations. Contributes technical information regarding the state of the economy and provides informed interpretation of observed economic phenomena, evaluations and forecasts of economic movements.
- Responsible for ensuring the agency policy makers are provided with accurate, meaningful and properly evaluated economic information.
- Manages the formulation, programming and guidance of economic projects or continuing programs involving economic issues of great importance and significance. The issues related to regulations and processes that affect the private sector. Some of the specific areas involved include immigration, preparedness and enforcement.
- Identifies particular problems affecting the private sector to explore; assess the impact of existing programs on the private sector; and recommends changes that reduce such economic impact. For example, analyzes the value of wait times at border crossings to provide a basis for investing government and private sector funds and efforts to reduce such wait times.
- Participates in or leads interagency work groups. Responds to inquiries from the general public and high-level officials from other agencies.
- Conducts policy-oriented economic research in developing innovative approaches to existing and new problems in an economic field. Develops, presents and reviews new ideas for analysis and presentation of economic data.

Qualifications and Evaluation**Qualifications:**

Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service. Specialized experience is experience that equipped the applicant with the knowledge, skills, and abilities to perform successfully the duties of the position, and that is in or related to the work of the position to be filled.

For this position, specialized experience is experience conducting policy-oriented research in developing innovative approaches to existing and new problems in an economic field.

Education:

- A. Degree: economics, that included at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.

OR

- B. Combination of education and experience--courses equivalent to a major in economics, as shown in A above, plus appropriate experience or additional education. The experience should have included a full range of professional economic work such as: (a) individual economic planning, information assembly, analysis and evaluation, conclusions and report preparation; (b) supervisory or project coordination assignments involving a staff of professional economists, and requiring the evaluation and interpretation of economic information; or (c) teaching assignments in a college or university that included both class instruction in economics subjects and one of the following: (1) personal research that produced evidence of results, (2) direction of graduate theses in economics, or (3) service as a consultant or advisor on technical economics problems. The quality of the combination of education and experience must be sufficient to demonstrate that the applicant possesses the knowledge, skills, and abilities required to perform work in the occupation, and is comparable to that normally acquired through the successful completion of a full 4-year course of study with a major in the appropriate field.
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You must be a **U.S. citizen** to qualify for this position.

BACKGROUND INVESTIGATION. This position is a noncritical-sensitive position and the tentative selectee must undergo and successfully complete a background investigation for a SECRET clearance as a condition of placement/retention in the position.

TIME IN GRADE REQUIREMENTS: Status applicants must have served 52 weeks at the next lower grade in the Federal service. All qualifications and time-in-grade requirements must be met by the closing date of this announcement.

How You Will Be Evaluated:

ELIGIBLE CANDIDATES WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

1. Skill in conducting policy-oriented research in developing innovative approaches to existing and new problems in an economic field.
2. Knowledge of statistical procedures, econometrics and computer methods in order to develop and create solutions to analytical problems.
3. Ability to provide economic analysis of regulations and processes that affect the private sector.
4. Ability to make recommendations and present oral/written reports to senior DHS or external government officials.

NOTE: Please include with your application a Narrative Statement describing possession of each evaluation criterion (competency) above. Failure to respond to the competencies may result in a lower rating and reduce your chances of being referred to the selecting official.

Applicants will be rated using the Category Rating system. If you meet the eligibility and qualification requirements for this position, you will be rated on your possession of the competencies listed above. Based on the extent and quality of your experience, education, and training in relation to these competencies, you will be placed into one of the following three categories:

- **Best Qualified** - Applicants possessing a background that demonstrates a superior level of possession of all competencies.
- **Well Qualified** - Applicants possessing a background that demonstrates a satisfactory level of possession of the competencies.
- **Qualified** - Applicants possessing the specialized experience described above and any education or selective factor if also required.

Application of Veterans Preference for Delegated Examining: Category rating and selection procedures place those with veterans preference above non-preference eligibles within each category. Preference eligibles who meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level or higher.

Screening Questions:

1. Skill in conducting policy-oriented research in developing innovative approaches to existing and new problems in an economic field.
2. Knowledge of statistical procedures, econometrics and computer methods in order to develop and create solutions to analytical problems.
3. Ability to provide economic analysis of regulations and processes that affect the private sector.
4. Ability to make recommendations and present oral/written reports to senior DHS or external government offices.

Benefits and Other Information

Benefits:

Please click [here](#) for more information about employee benefits within DHS.

Other Information:

Relocation expenses will not be paid.

Promotion Potential: This position has promotion potential to GS-14.

This position may be filled at the GS-12 or GS-13 levels. If selection is made at the GS-12 level, promotion to the GS-13 and GS-14 levels may occur without further competition. You should indicate in your application the lowest acceptable grade level. If you do not indicate your lowest acceptable grade level, you will be considered at the one highest grade level for which you are found to be qualified.

The Department of Homeland Security is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are placed in the Well or Best Qualified will receive selection priority as provided by regulations.

All employees are required to participate in Direct Deposit/ Electronic Funds Transfer for salary payments.

The Department of Homeland Security provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

How to Apply**How To Apply:**

Applications may be emailed to: DHSHQjobs@yrci.com

Applications may be faxed to: 703-995-8581

You may also submit your resume for this job online by selecting the 'Apply Online' button at the bottom of this announcement. Please note: your online resume may not be a complete application. Be sure to carefully read this announcement to see if additional information is required and how it should be submitted. You will need to log on to access your existing resumes or to create a new one and then submit it for consideration.

All application materials must be submitted online, emailed, or faxed. Mailed or delivered applications will not be considered. The receipt of email applications will be acknowledged by an automatic email message sent from the YRCI server. Faxed applications will not be acknowledged. If you need assistance in emailing or faxing your application, please call **Amy Brennan at 703-995-9681.**

All application materials must be received by midnight, Eastern time of the closing date of this announcement. Failure to provide complete information may result in not receiving consideration for this position. Please do not submit original documents you may need in the future. Applications will become part of the staffing case file and will not be returned.

Status applicants applying to announcements open to all U.S. citizens, who wish to be considered under both competitive and merit promotion processes, must submit 2 applications and clearly label each to indicate, "Competitive" and "Merit Promotion". If upon receipt this distinction is not clear, the applicant will be considered under merit promotion processes only. If one application is received, it will be considered under merit promotion only. **Note: Applicants selected from a Competitive certificate may be required to serve a 1 year probationary period.**

SUBMIT:

- 1) **Resume** or OF-612 "Optional Application for Federal Employment" or any other written format you choose. Whatever format you use, however, should contain the information requested at the end of this announcement.
 - 2) **Narrative statement** addressing the evaluation criteria listed in this announcement.
 - 3) **SF-50** indicating competitive status (based on current or prior Federal service) or **SF-50** indicating eligibility for competitive service appointment (e.g., TSA employees must provide proof of permanent TSA appointment); **SF-50** indicating the current or highest previous grade level held in the Federal service; and performance appraisal from status applicants and applicants eligible for competitive service appointments.
 - 4) **DD-214**, Certificate of Release or Discharge from Active Duty, **MUST** be provided in order to receive veterans preference or establish Veterans Employment Opportunity Appointment eligibility.
 - 5) **A copy of academic transcripts** OR a list of college courses with credit hours, dates completed, and grades received to verify education. (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.)
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Please be sure to include the following information in your application (incomplete applications may not be considered for the position):

Job Information:

- **Announcement number and position title and grade(s) for which you are applying**

Personal Information:

- **Full name, mailing address, day and evening phone numbers, and e-mail address**
- **Last four digits of your Social Security Number**
- **Country of citizenship** (must be U.S. citizen to be eligible)
- Veterans Preference, if applicable. Attach latest report of Separation from Active Duty (DD-214) to establish honorable discharge from military service. Attach SF-15 & required proof (i.e., an official statement, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces) if you are claiming a 10-point veterans preference. If appropriate documentation is not received by the closing date, preference will not be granted.
- Special appointment eligibility (e.g., 30% compensable disability, handicap, Peace Corps, etc.). Attach supporting documentation.
- If you are or were a Federal government employee, please attach your latest SF-50 (Notice of Personnel Action), indicate highest Federal civilian grade held and dates and attach a copy of your latest performance appraisal.

Education:

- Colleges and Universities: Name, city, state, major(s), type of degree and year received (or total semester/quarter hours earned)
- Other educational programs, if relevant. Show dates and total hours of program.

Job-Related Work Experience:

- Job title (include series and grade if Federal job)
- Name of employer, supervisor's name, and supervisor's telephone number (please indicate if you do not want us to contact your current supervisor)
- Starting and Ending dates (month and year)
- Hours worked per week
- Annual salary
- Duties and accomplishments

Other Job-Related Qualifications:

- Relevant skills (e.g. foreign languages, computer software/hardware)

- Relevant training courses
- Relevant current certificates and licenses
- Relevant honors, awards, etc. (e.g., memberships in professional and honor societies, publications, leadership activities, performance awards). Give dates, but do not send documents.
- **Narrative Statement describing possession of advertised evaluation criteria (competencies)**

APPLICANTS ARE ADVISED TO BLACK OUT THE SOCIAL SECURITY NUMBER ON ANY SUPPORTING DOCUMENT(S) ATTACHED TO/SUBMITTED WITH THEIR APPLICATION.

Contact Information:

Amy Brennan
Phone: 703-995-9681
Fax: 703-995-8581
Email: DSHQjobs@yrci.com

Or write:
Department of Homeland Security
Do not send mail.
Please call, or email.
Fax: 703-995-8581

What To Expect Next:

If you choose to apply online, you may log in to your USAJOBS account to track the status of your application.

The process of consideration of applicants may take several weeks. You will be informed of the outcome via e-mail.

For more information, please read OPM's OF-510, "[Applying for a Federal Job](#)" (.pdf)

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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Send Mail

Send Mail to:

Department of Homeland Security

Do not send mail.

Please call, or email.

Fax: 703-995-8581



Questions?

For questions about this job:

Amy Brennan

Phone: 703-995-9681

Fax: 703-995-8581

Email: DHSHQjobs@yrci.com

USAJOBS Control Number: 1048937

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