



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
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FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROGRAM

Announcement Number: **PTO-04-160**
Issue Date: **11/4/04**
Closing Date: **11/26/04**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Human Resources Specialist (Recruitment)
GS-0201-09/11/12
Full Performance Level GS-12
Multiple positions
Competitive Service
Non Bargaining Unit

VACANCY LOCATION

U.S. Patent and Trademark Office
Chief Financial Officer/Chief Administrative Officer
Office of Human Resources
Workforce Staffing Division
Arlington, VA

AREA OF CONSIDERATION

PTO Employees with Status
Current Federal Employees with Status
Non-Status Applicants / General Public
Reinstatement Eligibles
DOC Surplus, Displaced Employees in
local commuting area

THIS VACANCY IS AMENDED TO INCLUDE ELIGIBLES AT THE GS-09 LEVEL.



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Human Resources Specialist (Recruitment) GS-0201-09/11/12 Full Performance Level GS-12 Multiple positions Competitive Service Non Bargaining Unit	U.S. Patent and Trademark Office Chief Financial Officer/Chief Administrative Officer Office of Human Resources Workforce Staffing Division Arlington, VA	PTO Employees with Status Current Federal Employees with Status Non-Status Applicants / General Public Reinstatement Eligibles DOC Surplus, Displaced Employees in local commuting area

DUTIES: This position is located in the Office of Human Resources, Workforce Staffing Division, performing USPTO recruitment duties in support of the agency recruitment program. The incumbent provides USPTO managers and supervisors with technical guidance on recruitment program initiatives, strategies, processes, procedures, goals, and objectives that include: building relationships with institutions of higher learning and professional societies; establishing partnerships with companies; and maintenance of an information data base. Develops and provides detailed and comprehensive reports to support hiring and diversity goals. Performs a substantive role in rendering recruitment program advice and services to managers and organizations. Serves as the link between supervisor and higher-level managers in providing recruitment advice, strategies, and services. Carries out recruitment strategies at job fairs and college outreach sessions. Assists in the development of recruitment initiatives, strategies, and courses of action to resolve complex issues, real or perceived situations, identified inconsistencies, and concerns related to the recruitment program. Independently analyzes and evaluates current recruitment problems, situations, or issues that are positively and negatively impacting recruitment of applicants.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of specialized experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. **Specialized experience** involves advising management in identifying, attracting, and retaining a high-quality and diverse workforce that is capable of accomplishing the organization's mission. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES: Incumbents will be rated on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of human resources recruitment and outreach strategies used to identify, attract and recruit a high-quality and diverse workforce.
2. A broad knowledge of human resources regulations, practices, principles and concepts related to staffing and placement in order to provide effective support to business unit.
3. Ability to use computers in order to gather, research, analyze, and interpret data for trends and development of reports and graphs for program evaluation.
4. Ability to communicate orally and in writing in order to develop and maintain strong working relationships with internal and external customers.

SELECTIVE FACTOR: Candidate must possess the following for consideration: **None.**

HOW TO APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 **OR** resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Status candidates who want to be considered under both merit promotion and competitive procedures must submit two complete applications. If only one is received, it will be considered under the merit promotion announcement.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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5. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.

FOR SPECIFIC INFORMATION CALL: Linda Majca (703) 305-4790 **OR** Ronald Taylor (703) 305-4324
TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
2011 Crystal Drive (CPK-1), Suite 707
Arlington, VA

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.



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- e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. **Applications submitted by email will not be considered.**
4. **Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.**
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. **Relocation expenses will not be paid.**

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.