



## 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-04-161**  
Issue Date: **11/8/04**  
Closing Date: **11/22/04**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

Information Technology Specialist (DATA MANAGEMENT)  
GS-2210-13  
Position is at the full performance level  
One position  
Competitive Service  
NTEU 243 bargaining unit position  
Salary Range: \$72,108 - \$93,742

#### VACANCY LOCATION

U. S. Patent and Trademark Office  
Chief Information Officer  
Executive for Architecture, Engineering, and Technical Services  
Office of Data Architecture and Services  
Data Administration Division  
Arlington, VA

#### AREA OF CONSIDERATION

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

#### DUTIES:

The incumbent serves as a Data Administrator in the Data Administration Division. The incumbent supports all data management aspects of automated information systems development and maintenance. The incumbent engages in logical data modeling in support of automated information systems development and maintenance and is skilled in the use of the Enterprise Data Model and in data element structure design. The incumbent supports agency-wide efforts to define and share data used to conduct USPTO business. Other duties include assisting in data model migrations to the Enterprise Data Model and drafting data elements for standardization. Develops and manages data and process models using information engineering methodology tools and techniques. Prepares data management plans and other life cycle management documentation for automated information systems. Represents the Data Administration Division on multiple projects.

#### SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of 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. 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:

Candidates will be evaluated 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 data modeling; knowledge of information engineering methodology and skill in the use of Integrated Computer Assisted Software (I-CASE) tools that support the information engineering methodology.
2. Knowledge of policies and practices of data administration.
3. Ability to communicate complex technical issues, orally and in writing, to a wide variety of audiences, and ability to facilitate data modeling sessions.
4. Experience in managing information technology resources, including matrix teams and contractors, with the ability to apply project management principles, methods, tools, and techniques for planning and managing support to multiple, concurrent automated information system (AIS) projects. This includes knowledge of budget formulation and knowledge of the use of work breakdown structures to plan and assign support to AIS projects.

**SELECTIVE FACTOR: Candidate must possess the following for consideration:** Skill as a Data Administrator with current experience in logical modeling, data element structure design, and data management planning.

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

**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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**FOR SPECIFIC INFORMATION CALL: DUBLIN BYARS (703) 306-5789 TDD# 1-800-828-1120 or Relay System**

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

**MAILING ADDRESS:**

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

**WHERE TO APPLY IN PERSON:**

U. S. Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive, Crystal Park One, #707  
Arlington, VA



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### 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.
- 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.

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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.

**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.**