VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 100075
OPENING DATE: April 21, 2010
CLOSING DATE: May 19, 2010

GENERAL POSITION INFORMATION:

Title: Deputy Assistant Director and Specialist, Domestic Social Policy
SL-0101 ($149,442 - $165,300)

Job Location: Washington, D.C.
Position Location: Domestic Social Policy Division, Congressional Research Service

Work Schedule: Full-time
Type of Appointment: Permanent, supervisory, non-bargaining unit

Number of Vacancies: 1

Who May Apply: U.S. Citizens – Nationwide

Relocation: Relocation expenses may be authorized for the applicant selected under this vacancy announcement.

NOTE: ECQ'S ARE NOT CONSIDERED IN THE LIBRARY'S HIRING PROCESS.
PLEASE REFER TO THE EVALUATION OF CANDIDATES SECTION AND THE TRAINING AND EXPERIENCE SECTION OF THIS ANNOUNCEMENT.

The Congressional Research Service (CRS) works exclusively for the United States, Congress, providing objective, nonpartisan research and analysis to committees and Members of the House and Senate. CRS is seeking a senior manager to serve as Deputy Assistant Director for domestic social policy. The person selected for this position will assist in leading a major research program that provides the U.S. Congress direct. Ongoing, expert support in the field of domestic social policy. The Deputy Assistant Director for domestic social policy supports the Assistant Director in managing the Domestic Social Policy Division, which provides expert research that meets ongoing congressional policy-making and oversight needs on such matters as education, labor, income, security, immigration, criminal justice, health policy, and child and family well-being. These issues are among the most critical issues facing the country now, and for years to come. Additional information about CRS and the Domestic Social Policy division is at www.loc.gov/crsinfo.

This is a senior leadership position. Your application cannot be used for other CRS vacancies.

BRIEF DESCRIPTION OF DUTIES:

The Deputy Assistant Director counsels the Assistant Director on all aspects of the administration and operations of the division; monitors research, administration, and operations of the division in relation to its capacity for and actual experience in meeting needs of the Congress; ensures that the division is working toward identifying public policy problems facing the Congress and follows through with analysis that provides an objective, authoritative framework in which the Congress can assess the consequences of legislative/policy options; demonstrates intellectual leadership in monitoring congressional needs in policy areas within the research management

responsibility of the division; collaborates with other senior managers to assure full identification of significant issues and develops analytical approaches; and serves with full delegated authority as the Assistant Director in his/her absence. Performs special research, consultative, or administrative assignments as requested by the Assistant Director. Major duties include:

- Demonstrates intellectual leadership in the formulating, framing, conducting, and communicating of research and policy analysis conducted in the division, in terms of subject matter expertise, methodology, and relevance to congressional needs.

- In collaboration with other senior managers, ensures coverage of all issues identified throughout the Service. Oversees implementation of the research agenda, including approaches, frameworks, or methodologies. Monitors, updates, and adjusts the research agenda to meet the changing needs of Congress, reassesses/reallocates capacity, and communicates adjustments to supervisors and staff. Coordinates research activities with managers in other divisions to promote research and analysis across the Service.

- Performs the human resource management functions relative to the staff supervised. Ensures that supervisors and staff conduct research and analytical activities in a collaborative manner that incorporates expertise from multiple disciplines available from both inside and outside the division. Establishes and clearly communicates performance expectations for staff members in support of agency goals. Provides informal feedback and periodically formally evaluates staff on performance measures and results.

- Establishes and maintains effective working relationships with various high-level individuals, including committees and officers of the United States Congress, other legislative agencies and the Library of Congress, executive departments and agencies, professional organizations, universities, and other research organizations in order to advance the programs and objectives of the Congressional Research Service.

EVALUATION OF CANDIDATES:

The Library of Congress will evaluate applicants using applicants' resumes and a structured interview process. Interviews are designed to verify or explore applicants' experience, knowledge, and training directly related to the job – as documented in the resume – in order to identify the best qualified applicants for selection. The knowledge, skills and abilities (KSAs) marked with a double asterisk (**) in the TRAINING AND EXPERIENCE section of this vacancy announcement are considered the most critical competencies for this position. **To be considered for final selection, applicants <u>must</u> show in their resume that they possess at the fully acceptable level, the critical competencies required for this position**.

TRAINING AND EXPERIENCE:

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

- **Knowledge of Domestic Social Programs and Policies.**** (Knowledge of the theories, laws and regulations, concepts, processes, techniques, principles, and/or practices related to domestic social policy (e.g., education, labor, income security, immigration, criminal justice, health policy, child and family well-being). This includes knowledge of the history, trends, interrelationships, and current status of domestic social policies and interrelationships with other key issue areas and disciplines.)

- **Ability to Manage Public Policy Research and Analysis.**** (The ability to manage, organize, and evaluate the analysis of public policy issues by applying broad knowledge of domestic social programs and policies (e.g., education, labor, income security, immigration, criminal justice, health policy, child and family well-being) and the populations to which these programs and policies apply. This includes ensuring public policy problems are appropriately conceptualized and defined; appropriate research approaches and frameworks, analytical methodologies (including quantitative analytical methods), and techniques are utilized; information and research are fully analyzed and synthesized; the implications of data and research findings are identified and appropriate conclusions are drawn; alternatives are generated and assessed; and the consequences of choosing each alternative are evaluated. This also includes understanding the big picture, the inter-relationships of all aspects of the public policy issue, and the appropriate array and design of products and services to meet the client needs.)

- **Ability to Lead People and Manage a Workforce.**** (The ability to conduct workforce planning activities by identifying staffing needs and recruiting, hiring, training, supervising, and mentoring highly qualified, diverse staff to meet those needs. This includes setting realistic but challenging goals and standards and providing regular, constructive feedback towards goal attainment. This also includes the ability and willingness to ensure that tasks are appropriately delegated and satisfactorily completed by monitoring and evaluating performance against a predetermined deadline and/or measure of quality.)

- **Ability to Review the Written Products of Others.** (The ability to evaluate the written products of others to meet the quality standards of a public policy organization. This includes making suggestions to improve these written products.)

- **Ability to Exercise Judgment and Discretion.** (The ability to demonstrate awareness of the likely consequences or implications of one's own actions and work within the context of agency/organizational/departmental standards. This includes behaving appropriately in a given situation (e.g., with colleagues, clients, media/press), using discretion, and honoring confidentiality.)

- **Ability to Think and Act Strategically.** (The ability to establish a strategic direction for an organization or group. This includes identifying strategic opportunities and developing strategic and annual plans and performance targets to take advantage of those opportunities. This also includes evaluating organizational progress and performance and making appropriate adjustments.)

- **Ability to Collaborate.** (The ability to work well and cooperate with others and promote collaborative efforts. This includes seeking input from colleagues with diverse expertise, skills, and abilities and using that input to inform and enhance one's own work as well as the work of the Agency. This also includes showing respect for and relating well to people from varied and diverse backgrounds.)

- **Ability to Define and Solve Problems and Make Decisions.** (The ability to identify the problem or issue, and to gather, examine, and interpret information to generate effective solutions to problems and make sound decisions. This includes the ability to seek, logically examine, analyze, interpret, and synthesize information from different sources; and generate and evaluate reasonable alternative solutions and their implications.)

- **Ability to Lead and Inspire Change.** (The ability to lead tasks and people effectively and inspire change in developing and implementing agency values, principles, and direction. This includes promoting ideas with enthusiasm, conviction, and assertiveness; soliciting and considering others' opinions; gaining support and commitment from others; motivating and inspiring others; and embracing and championing change.)

- **Ability to Communicate Orally.** (The ability to speak clearly, politely, and professionally to peers, staff, managers, supervisors, and external audiences to both provide and seek information.)

How To Apply:

To be considered for this vacancy, applicants **MUST** apply online at www.loc.gov. Applicants must complete all mandatory sections of the online application form. If you experience technical difficulties with the online system or need any additional information, please contact a Human Resources Assistant by telephone at (202)-707-5627 or e-mail at jobhelp@loc.gov. Library of Congress Customer Service Center, 101 Independence Avenue, SE, LM-107, Washington, D.C., 20540-2700.

Other Significant Facts:

The Congressional Research Service, within the Library of Congress, is part of the Legislative Branch of the Federal government. As such, all positions are in the excepted service.

The selected applicant may be required to file a financial disclosure statement with the House of Representatives, U.S. Congress, in accordance with the provisions of Public Law 95-521, Ethics in Government Act of 1978.

The salary range indicated reflects the basic pay adjustment of the Washington, D.C. metropolitan area.

Number of vacancies: One.

This is a permanent, supervisory, non-bargaining unit position.

The tour of duty for this position is full-time.

The position description number for this position is 58853.

The Library reserves the right to fill a lesser or greater number of vacancies indicated during the life of this vacancy announcement.

Appointee must meet eligibility requirements for a top secret clearance.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

Applicants who are referred for an interview will be required to submit a completed OF-306, Declaration for Federal Employment.

Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period. In addition, all newly appointed Senior Level executives from outside the Library, as well as from within, must serve a one-year probationary period in accordance with Library of Congress Regulation (LCR) 2017.2-1, Senior Level Executive System.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICANTS WITH DISABILITIES MAY BE CONSIDERED UNDER SPECIAL HIRING PROCEDURES AND MUST SUBMIT AN APPROPRIATE CERTIFICATE OF ELIGIBILITY WHEN

APPLYING. FOR MORE INFORMATION CONTACT THE SELECTIVE PLACEMENT PROGRAM COORDINATOR AT (202) 707-0968 (VOICE) OR (202) 707-0117 (TTY) OR spp@loc.gov (E-MAIL).

For those candidates referred for interview, the following documentation will be required at the time of interview:

For current or former military personnel: a copy of your DD-214, Certificate of Release or Discharge from Active Duty (Member Copy 4) if applicable;

For current or former Federal employees: a copy of your most recent SF-50 noting your current position, grade level, duty location, and salary level.

Applicants must meet all qualification requirements by the closing date of this announcement.

THE LIBRARY OF CONGRESS IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MEN, MINORITIES, AND PERSONS WITH DISABILITIES WHO MEET ELIGIBILITY REQUIREMENTS ARE STRONGLY ENCOURAGED TO APPLY.