

UNITED STATES DEPARTMENT OF AGRICULTURE

Agricultural Marketing Service
Dairy Program

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FEDERAL MILK ORDERS 124 & 131

RECRUITMENT ANNOUNCEMENT

Position Title, Series, & Grade: IT Specialist, MA-3341, MA 16-17 (This is not equivalent to GS pay schedule)

Vacancy Number: 22-01

Starting Salary Range: \$78,542 – 88,151 (Includes locality adjustment) Salary commensurate with qualifications

Promotion Potential: MA 22

Opening Date: May 4, 2022

Closing Date: May 18, 2022

Duty Location: Bothell, Washington

Area of Consideration: All Market Administrator Offices and the Pacific Northwest Region (No Relocation Expenses Paid)

The mission of the Federal Milk Market Administrator (FMMA) Information Technology (IT) staff provides for the continual assessment of the effectiveness of current technology resources, implementation of new technology systems and assurance that accepted IT best practices and standards are followed.

Primary Duties of the Position:

The IT Specialist for the FMMA will be expected to help design, operate, and maintain IT products controlled by the FMMA offices located in Bothell Washington and Phoenix Arizona as follows:

- Analyze and recommend projects for improvement and enhancement of network infrastructure. Develop solutions to meet local and wide area network requirements. Conduct system security evaluations to ensure appropriate IT tools are acquired and available. Plan and report on network and cybersecurity projects including costs to acquire, implement, and operate new networking solutions.
- Collect network performance data, monitor network security, troubleshoot issues, and perform routine maintenance. Install, implement, and maintain network hardware and software, including network management systems, remote access, network access control, network services, and applications. Resolve problems with data communications hardware, software, and system management. Integrate networking hardware and software to existing network infrastructure.
- Ensure regulatory awareness and compliance with cybersecurity requirements and coordinate security incident response. Provide advice to management and staff on operating changes required for IT network resources, review network configurations, implement change management processes and monitor network security posture.
- Provides end user support for network access, desktop hardware and software, and other IT related services. Install, configure, and maintain network devices and software, and oversee the installation

of network system hardware and software by vendors. Develop user documentation and procedural documents.

General Experience:

Applicants must have 3 years of general experience with technical work such as 1) work which required a general understanding of administrative functions or management practices and processes, 2) an ability to work or deal effectively with individuals or groups of persons, and 3) skill in analyzing problems, identifying relevant factors, gathering pertinent information, and recognizing solutions.

Specialized Experience:

Applicants also must have 2 years of specialized experience performing duties as an IT Specialist or similar position directly related to the primary duties listed above.

Education:

Successfully completed studies in an accredited college or university above the high school level may be substituted for general experience at the rate of 1 year of education (i.e., 30 semester hours or 45 quarter hours) for 1 year of experience up to a maximum of 3 years of education for 3 years of experience. Only directly related graduate education may be substituted for specialized experience, at the rate of 15 semester hours or 18 quarter hours for 6 months of experience. **If using education vs experience to qualify, a copy of college transcripts and certifications are required when applying for the position (unofficial copies are sufficient).**

Evaluation Criteria:

The experience and/or education must have equipped the applicant with the necessary knowledge and ability to perform fully the listed duties of the IT Specialist. The requirements listed below are representative of the knowledge, skills, and abilities required to perform the essential functions of the position. Applicants will be evaluated against the following criteria to determine the best qualified:

1. Attention to Detail – Is thorough when performing work and conscientious about attending to detail.
2. Customer Service – Works with clients and customers (that is, any individuals who use or receive the services or products that the work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. Oral Communication – Expresses information (for example, ideas or facts) to individuals or groups effectively, considering the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Special Requirements:

- Must be a United States citizen.
- Local and out-of-town travel may be required.
- Males born after December 31, 1959, must be registered with the Selective Service.
- Subject to satisfactory completion of one-year probationary period.

Application Procedures:

Complete applications must be received or postmarked by **May 18, 2022**. Applicants must submit copies of their unofficial college transcripts (if using education to qualify) and certifications, a cover letter and detailed resume, which includes personal contact information, education history, work history, and military history. Please submit requested information by email admindept@fmmaseattle.com, or mail to the

attention of Joanna Day, Federal Milk Market Administrator, 1930 - 220th Street S.E., Suite 102, Bothell, WA 98021.

To claim veterans' preference, veterans are required to provide a copy of their DD-214, Certificate of Release or Discharge from active Duty. Veterans with service-connected disability and others claiming 10-point preference are required to submit form SF-15, Application for 10-point Veterans' Preference. (Standard forms may be downloaded at OPM's website <http://www.opm.gov/forms/standard-forms/>. **These documents are required & must be submitted when applying for the position in order to receive veterans' preference consideration.**

Failure to submit all required documents will result in elimination from consideration. All application material must be postmarked or emailed by the closing date.

Federal Benefits:

Federal benefits include Retirement plan, health and life insurance, Thrift Savings Plan (Government 401(k)) with matching contributions, holidays, vacation & sick leave, and telework eligible. Optional programs include dental and vision insurance, flexible spending accounts (health and dependent care), long term care insurance, and mass transit/van pool reimbursement.

COVID-19 Vaccination Requirement and Additional Information: To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to E.O. 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex (including gender identity and expression), marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to: USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue S.W., Stop 9410, Washington, D.C. 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

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.
