



## Vacancy Information



**Announcement Number:** ITA-MAS-2009-0003

**Vacancy Description:** Director, Office of Competition and Economic Analysis

**Open Period:** 04/20/2009 - 05/19/2009

**Series/Grade:** ES-0110-\*\*

**Salary:** \$117,787.00 TO \$177,000.00

**Promotion Potential:** ES-\*\*

**Hiring Agency:** DEPARTMENT OF COMMERCE

**Duty Locations:** 1 vacancy in Washington DC Metro Area

**For more information, Contact:** Gwen Brown, 202-482-3060 [GBrown2@doc.gov](mailto:GBrown2@doc.gov)

## Additional Information

### Who May Apply:

Applications will be accepted from all groups of Qualified Individuals/All-Sources (U.S. Citizens Only)

### Job Summary:

Are you interested in assisting U.S. businesses compete globally? The International Trade Administration is the largest Federal agency helping U.S. firms compete in the global economy. You can help us create opportunities for U.S. workers and firms by promoting international trade. Join us in opening foreign markets to ensure compliance with trade laws and agreements. Join a winning team helping U.S. commercial interests and competitiveness of American industry at home and abroad. Please visit our webpage at [www.trade.gov/index.asp](http://www.trade.gov/index.asp)

As the Director, Office of Competition and Economic Analysis, you will plan and direct a comprehensive program of research and analysis, make recommendations for policy initiatives based on the analysis. You will serve as a principal advisor to senior staff

within the International Trade Administration (ITA), on economic issues.

Additionally, you will represent Manufacturing and Services (MAS), and ITA at interagency forums and in international fora. In carrying out these functions you will work closely with the industry offices in MAS. Also, as the Director, Office of Competition and Economic Analysis, you will provide executive direction to assigned programs and staff, having full responsibility for the discharge of essential organizational functions.

This position is in the Senior Executive Service (SES). Positions in the SES are not graded. SES pay is commensurate with qualifications. SES employees are eligible for bonuses and awards.

**Key Requirements:**

- \* The selectee must be able to obtain and maintain a Top Secret clearance.
- \* Designated and/or random drug testing required.
- \* U. S. Citizenship is required.
- \* Position involves travel.
- \* Payment of relocation expenses IS NOT authorized.

**Position Information:**

This is a permanent full-time General Senior Executive Service position.

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**Major Duties:**

The Director, Office of Competition and Economic Analysis (OCEA) plans and directs a comprehensive program of research and analysis, makes recommendations for policy initiatives based on the analysis, and serves as principal advisor to senior staff within ITA on economic issues. In addition, the Director, OCEA represents Manufacturing and Services (MAS), and the International Trade Administration (ITA) interagency forums and in international fora. In carrying out these functions the incumbent works closely with the industry offices in MAS.

As Director, OCEA, the incumbent provides executive direction to assigned programs and staff. Specifically, the incumbent has full responsibility for the discharge of the following essential organizational functions for ITA/MAS

As Director, Office of Competition and Economic Analysis, the incumbent provides executive direction to assigned programs and staff. Specifically the incumbent has full responsibility for the discharge of the following essential organizational functions:

1. **Research and Analysis:** The incumbent directs a broad range of research and analysis employing state of the art techniques that informs senior policy officials and the public of the impacts of proposed regulations and rules on U.S. industry, the economic effects of trade agreements, and broad trends in the structure and nature of manufacturing and service sectors.
2. **Consulting and Support:** The incumbent works with other units in ITA to provide analytical support and advice on economic tools. The incumbent maintains contact with other public and private agencies and institutions that carry on similar work in order to improve the state of the art and benefit from capabilities outside the OCEA.
3. **Policy Development:** The incumbent, based on the results of research and analysis, develops policy recommendations and helps formulate strategies to improve the business environment for U.S. industry and to achieve the maximum benefits from trade agreements. The office works directly with other government agencies to develop rules and regulations which are cost-effective and minimize the negative impact on U.S.

competitiveness.

4. **Reports and Briefing Materials:** The incumbent oversees the preparation of reports, briefing materials, and other written materials which convey the results and implications of the research and analysis in a non-technical manner and keep senior officials informed regarding trends in manufacturing and services.

**Qualifications and Evaluations:**

**Basic Requirements:**

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

OR

Combination of education and experience--courses equivalent to a major in economics, as shown in A above, plus appropriate experience or additional education.

**Evaluation of Experience:**

1. **Examples of qualifying experience include:** (a) individual economic research assignments requiring 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.
2. Experience in related fields that did not involve the use and understanding of economic principles and theories may not be used as qualifying experience for these positions. Special attention on this point should be given to certain types of work that may or may not have provided professional economic experience. The following examples of work require special care in such determinations: (a) economic statistics; (b) industrial surveys; (c) management of individual business enterprises, including farms; (d) industrial planning; (e) writing or editorial work in economic subjects; and (f) financial market analysis.

--U.S. citizenship is required.

--In order to qualify for this position, you must be able to obtain and maintain a Top Secret security clearance.

--This position is covered under the Ethics in Government Act, which requires comprehensive financial disclosures from employees. The appointee will be required to file a Public Financial Disclosure Report (SF-278), within 30 days after their appointment, and then annually thereafter.

To qualify for this position, you must have substantial supervisory, managerial and/or policy making experience along with the mandatory Professional/Technical and Executive Core Qualifications listed.

**How You Will Be Evaluated:**

You will be evaluated on the following Executive Core Qualifications [http://www.opm.gov/ses/references/SES\\_Quals\\_Guide\\_2006.pdf](http://www.opm.gov/ses/references/SES_Quals_Guide_2006.pdf)

**ECQ 1 - LEADING CHANGE:** This core qualification involves the ability to bring about strategic change, both within and outside the

organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

LEADERSHIP COMPETENCIES:

1. Creativity and Innovation  
Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
2. External Awareness  
Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
3. Flexibility  
Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
4. Resilience  
Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
5. Strategic Thinking  
Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
6. Vision  
Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

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ECQ 2 - LEADING PEOPLE: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

LEADERSHIP COMPETENCIES:

1. Conflict Management  
Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
2. Leveraging Diversity  
Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
3. Developing Others  
Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
4. Team Building  
Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

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ECQ 3 - RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

LEADERSHIP COMPETENCIES:

1. **Accountability**  
Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
2. **Customer Service**  
Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.
3. **Decisiveness**  
Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
4. **Entrepreneurship**  
Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.
5. **Problem Solving**  
Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
6. **Technical Credibility**  
Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

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ECQ 4 - BUSINESS ACUMEN: This core qualification involves the ability to manage human, financial, and information resources strategically.

LEADERSHIP COMPETENCIES:

1. **Financial Management**  
Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
2. **Human Capital Management**  
Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
3. **Technology Management**  
Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

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ECQ 5 - BUILDING COALITIONS: This core qualification involves the ability to build coalitions internally and with other Federal

agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

LEADERSHIP COMPETENCIES:

1. Partnering  
Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
2. Political Savvy  
Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
3. Influencing/Negotiating  
Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

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FUNDAMENTAL COMPETENCIES: These are the personal and professional attributes that are critical to successful performance in the SES. The fundamental competencies are the attributes that serve as the foundation for each of the Executive Core Qualifications. Experience and training that strengthen and demonstrate the competencies will enhance a candidate's overall qualifications for the SES.

DEFINITION: These competencies are the foundation for success in each of the Executive Core Qualifications.

COMPETENCIES:

1. Interpersonal Skills  
Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
2. Oral Communication  
Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
3. Integrity/Honesty  
Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
4. Written Communication  
Writes in a clear, concise, organized, and convincing manner for the intended audience.
5. Continual Learning  
Assesses and recognizes own strengths and weaknesses; pursues self-development.
6. Public Service Motivation  
Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

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PROFESSIONAL TECHNICAL QUALIFICATIONS (PTQs):

PTQ#1 - Extensive knowledge of economic theory, quantitative models, cost-benefit analysis, and other economic tools as they relate to public policy issues, including domestic regulations and trade agreements affecting business or

industry competitiveness in the global economy; and cutting edge knowledge of research and analysis relevant to the mission of the International Trade Administration.

PTQ#2 - Extensive experience in managing complex economic analytical projects and overseeing research teams, including formulating research and analysis work programs and setting goals and objectives for such projects; experience should be supported by high-impact reports and/or peer-reviewed publications.

PTQ#3 - Extensive experience in policy development and deliberation.

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**How to Apply:**

The Department of Commerce provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Heidi K. Smith, the servicing Human Resources Specialist either by e-mail at hsmith@doc.gov, or by phone at 202-482-1261.

The decision on granting reasonable accommodation will be on a case-by-case basis. TTY users may contact us via the Federal Relay Service, 1-800-877-8339.

If you have technical difficulties applying to the vacancy on the USAJOBS website, click on Contact USAJOBS. Therefore, please do not wait until the last day to apply for a vacancy announcement. We will not accept applications other than those submitted through USAJOBS.

Applications under this announcement requires the applicant to complete and submit a specially designed USAJOBS application. The submission of anything other than the USAJOBS application will result in your application not being considered under this announcement.

If you do not create a resume in USAJOBS or if the resume is incomplete, then your application will not be considered under this announcement.

Questions that require a narrative response, please give a complete and detailed answer. Do not enter "Refer to Resume" to explain your answer. Due to the ranking and caliber of the Senior Executive Service, your written responses should be likewise. Applications indicating the reader to search within the application, or to "see resume" are considered incomplete, and will not be considered.

You may be directed to FAX specific documentation to verify information about your civil service status, your education, and/or other information. Please fax with the appropriate cover sheet. Please refer to the fax cover sheet for the fax number. The requested documents MUST be received by the closing date of this announcement. Each document must be dialed and faxed in separately as each sheet includes an identification number, which ensure your document is processed correctly.

A complete application consists of a Quick Hire resume (created during the registration process) and responses to the online job questions submitted via this website. Your resume must include the following information:

1. Your full name, mailing address (including zip code), and day and evening telephone numbers.
2. Paid and Non-paid job-related work experience. For each job listed you are to provide:
  - a. Job title
  - b. Duties and accomplishments
  - c. Employers' name and address
  - d. Supervisor's name and phone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week

g. Salary

h. If Federal; Title, Series, and grade/pay band

3. Education. Provide name, city and state of all schools attended; i.e., high school, colleges and universities, vocational, trade, business, technical. Provide dates of attendance, major, and type and year of any degrees received.
4. Other Job Related Qualifications Information: Provide training courses, special skills you possess, certificates and licenses, honors, awards, special accomplishments, etc., applicable to the position.

NOTE: The use of your social security number (SSN) is not required other than for your initial access into creating an account with USAJOBS. Therefore, we ask that you please DO NOT use your SSN within your application package.

Required Documents:

If applicable, and in addition to your online application and responses to the ECQs and PTQs, please submit the following documents by the closing date of the announcement as described in the instructions below:

--Current career Senior Executives, OPM-Certified graduates of SES Candidate Development Programs, and individuals with SES reinstatement eligibility, may be considered noncompetitively for appointment to this position if they meet the mandatory Professional/Technical qualifications requirements. Proof of eligibility is required, i.e., OPM certification for SES CDP graduates; or SF-50 (Notification of Personnel Action) that shows career appointment to the Senior Executive Service.

--Only, if applicable, a copy of your transcript, or a list of your courses including titles, credit hours completed and grades to document that you have met the education requirement. Unofficial transcripts may be accepted during the initial application package, however, an official transcript may be required prior to beginning employment. Most colleges and universities offer unofficial transcripts online, so, please check with your school in order to obtain a copy quickly.

FAXING INSTRUCTIONS:

Applicants must submit all documents required by this announcement. Applicants applying on-line for this position will be able to apply until 11:59 pm Eastern Standard Time (EST) on the closing date of this announcement.

Documentation required for this announcement must be FAXED to 571-258-4052. Please read the announcement carefully. Documents must be faxed, prior to the closing date of this announcement using appropriate cover sheet and a legible copy of the corresponding document. Failure to provide requested documents may result in lost consideration.

HOW TO FAX THE QUICKHIRE FAX COVERSHEET:

During the online application process, you will encounter a webpage which lists the available fax coversheets. You will have several to choose from. Please print out the fax coversheets pertaining to your requirements. Send the fax coversheet with your material(s) underneath to the fax number presented on the QuickHire fax coversheet. Only the QuickHire fax coversheet will ensure the proper receipt of your materials(s).

Remember to be sure you complete all faxing before 11:59 EST on the closing date of the vacancy. If you encounter technical difficulties during the faxing process please call 1-877-662-7730 Monday through Friday, 7:00AM to 5:00PM EST (excluding Federal holidays).

If you do not have access to the internet, please contact the Human Resources Specialist listed on this vacancy announcement for alternate methods of application.

**What to Expect Next:**

Applicants will receive notice that their application has been received. Applicants can check the status of their application by accessing USAJOBS, Applicant Site at <http://usajobs.opm.gov> and clicking "My USAJOBS". You will need to login and then click on "Track your online job application".

Applicants who meet the mandatory ECQs and PTQs will be evaluated by a panel of senior executives. The panel will thoroughly evaluate the applicant's responses, and rate the applicant as highly qualified, well qualified, or qualified. Failure to meet all qualifications automatically disqualifies an applicant. Eligibility for this position will be based upon a clear showing that the applicant has experience of the scope and quality sufficient to effectively carry out the assignments of the position. Persons tentatively selected for appointment to SES positions must have their ECQs approved by the Office of Personnel Management.

**Benefits:**

INCLUDE: health and life insurance, comprehensive retirement, tax-deferred Thrift Savings Plan (401K), sick and annual leave, ten paid holidays, Flexible Spending Account, and other benefits which may include flexible work schedule, transportation subsidy, and more.  
<http://www.usajobs.gov/EI61.asp>

Members of the Senior Executive Service (SES) and employees in senior-level (SL) and scientific or professional (ST) positions are entitled to accrue annual leave at the rate of 1 day (8 hours) for each full biweekly pay period without regard to the length of their service with the Federal Government (Section 202(b) of the Federal Workforce Flexibility Act of 2004).

**Additional Information:**

Veterans' preference is not applicable to positions in the Senior Executive Service.

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.

During an election year, we must report to OPM any employment offers we make to current or former (within the last 5 years) Schedule C or Noncareer SES (political) employees in the Executive Branch. If you are currently or were within the last 5 years a Schedule C or Noncareer SES in the Executive Branch, your application package must clearly indicate such an appointment.

Agencies are barred from accepting or considering prohibited political recommendations, and are required to return to the individual any prohibited political recommendation with reference to statutory prohibition. Such officials may supply a statement which relates "solely to the character and residence" of the individual.

**This is a PREVIEW ONLY! To apply for the vacancy you will answer the questions online.**

## **Job Specific Questions**

### **All Grades**

**\* 1. ECQ 1 - LEADING CHANGE:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment. (Leadership Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision)

(Essay Question)

**\* 2. ECQ 2 - LEADING PEOPLE:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts. (Leadership Competencies: Conflict Management, Leveraging Diversity, Developing Others, Team Building)

(Essay Question)

**\* 3. ECQ 3 - RESULTS DRIVEN:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. (Leadership Competencies: Accountability, Customer Service, Entrepreneurship, Problem Solving, Technical Creditably)

(Essay Question)

**\* 4. ECQ 4 - BUSINESS ACUMEN:** This core qualification involves the ability to manage human, financial, and information resources strategically. (Leadership Competencies: Financial Management, Human Capital, Technology Management)

(Essay Question)

**\* 5. ECQ 5 - BUILDING COALITIONS:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. (Leadership Competencies: Partnering, Political Savvy, Influencing/Negotiating)

(Essay Question)

**\* 6. Extensive knowledge of economic theory, quantitative models, cost-benefit analysis, and other economic tools as they relate to public policy issues, including domestic regulations and trade agreements affecting business or industry competitiveness in the global economy; and cutting edge knowledge of research and analysis relevant to the mission of the International Trade Administration.**

(Essay Question)

**\* 7. Extensive experience in managing complex economic analytical projects and overseeing research teams, including formulating research and analysis work programs and setting goals and objectives for such projects; experience should be supported by high-impact reports and/or peer-reviewed publications.**

(Essay Question)

**8. Extensive experience in policy development and deliberation.**

(Essay Question)

**\* 9. I understand that I need to address the Executive Core Qualifications in the recommended format. However, if I am a current or former career SES member, I will have to provide the documentation. As well as if I am a graduate of an OPM-Certified SES Candidate Development Program. I also understand that the required Professional/Technical Qualifications have to be addressed.**

Yes No

Applicants may check the status of their application by accessing the Department of Commerce (QuickHire), Applicant Site at <http://www.usajobs.opm.gov>

US Department of Commerce, 1401 Constitution Avenue, NW, Washington, DC 20230