

Infrastructure and Economic Development Coordinator

DEPARTMENT OF THE INTERIOR
Office of the Secretary of the Interior

Summary

This position serves as the Infrastructure and Economic Development Coordinator, in the Office of Indian Economic Development (OIED), Office of the Assistant Secretary for Indian Affairs in Washington, District of Columbia. The incumbent provides leadership, policy support and coordination among Indian Affairs programs, and across Interior bureaus and other Federal agencies for implementation of the Bipartisan Infrastructure Law (BIL) and related economic development activities.

THIS JOB IS OPEN TO

Career transition (CTAP, ICTAP, RPL)

Federal employees who meet the definition of a "surplus" or "displaced" employee.

Individuals with disabilities

Military spouses

Special authorities

Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.

Clarification from the agency

Current or former career or career-conditional Federal employees in the competitive service; Indian preference eligibles; Veterans who are preference eligibles or who have been separated from the armed forces with an honorable discharge; Government employees eligible through an Interchange agreement; Candidates eligible under Non-Competitive special hiring authority; Current or former time-limited employees eligible under the Land Management Workforce Flexibility Act

Federal employees - Competitive service

Current or former competitive service federal employees.

Land & base management

Certain current or former term or temporary federal employees of a land or base management agency.

Native Americans

Native Americans or Alaskan Natives with a tribal affiliation.

Veterans

Overview

Accepting applications

Open & closing dates

Opening and closing dates 04/28/2022 to 05/12/2022

Salary

\$106,823 - \$138,868 per year

Pay scale & grade

GS 13

Location

1 vacancy in the following location:

Washington, DC

Washington, DC

1 vacancy

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Competitive

Promotion potential

None

Job family (Series)

0301 Miscellaneous Administration And Program
(<https://www.usajobs.gov/Search/Results?e=0301>)

Supervisory status

No

Security clearance

Other (<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Drug test

No

Position sensitivity and risk

Moderate Risk (MR) (<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Trust determination process

Credentialing (<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Announcement number

ST-22-11478358-CAWU-EB

Control number

651548900

Duties

The incumbent supports the development and coordination of the Indian Affairs interagency BIL strategy and provides recommendations, policy development and program analysis for Indian Affairs through the Office of Indian Economic Development (OIED) and serves as the Indian Affairs contact for internal and external interagency partners, including staff at other DOI bureaus; supports the OIED Director to report on Indian Affairs infrastructure and economic development activities at White House Council on Native American Affairs (WHCNAA) meetings, other interagency organizations and communicates WHCNAA recommendations to DOI bureaus and offices.

Major Duties and Responsibilities

Assists with development of policies, standards, procedures, and directives related to program functions and requirements, to include initiating and directing research projects necessary to resolve complex or technical issues.

Coordinates work activities, assignments, and projects with managers internal to the OIED and across the Federal programs implementing infrastructure projects and economic development to ensure their understanding and the effective completion of initiatives and requirements.

As the OIED Interagency Coordinator, the incumbent works closely with the Indian Affairs bureaus and offices to guide and coordinate BIL implementation and related economic development strategies and policy initiatives.

Initiates reports, position papers and memoranda regarding proposed policy and program changes affecting Indian Affairs interagency programs related to BIL implementation, including interdepartmental matters, proposed regulations and policies, legislative proposals, and stakeholder initiatives.

Contributes to the management and coordination of projects for the OIED Director by researching, writing/editing, collaborating on, and performing the initial review of time-sensitive information, correspondence, papers, policy, and briefing materials in response to taskings and action items from internal and external sources.

Requirements

Conditions of Employment

- U.S. Citizenship Required.
- Indian Preference applies (must submit a BIA Form 4432).
- You will be required to have federal payments made by Direct Deposit
- You may be required to successfully complete a probationary/trial period
- A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- If you are a male applicant born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.
- The full performance level of this position is GS-13.
- Indian Affairs has determined that the duties of the position are suitable for telework and the selectee may be allowed to telework with supervisor approval.

Qualifications

GS-13

Applicant must have at least one year of specialized experience at or equivalent to the GS-12 level in all the following:

- Communicating and negotiating effectively with high level management officials to coordinate economic development strategies and policy initiatives.
- Analyzing and providing guidance and advice on Agency and Federal policies and procedures.
- Writing reports, position papers, and memoranda regarding proposed policy and program changes.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

All qualification requirements must be met by the closing date of this announcement.

Merit Promotion candidates must also meet time-in-grade requirements by the announcement closing date.

Education

There is no substitution of education for specialized experience at the GS-13 level.

Additional information

All new hires earn the beginning salary of their pay grade (Step 1). See [2022 Salary Tables \(https://www.opm.gov/policy-data-oversight/pay-leaves/salaries-wages/2022/general-schedule/\)](https://www.opm.gov/policy-data-oversight/pay-leaves/salaries-wages/2022/general-schedule/) and select the pay chart for Washington, District of Columbia. If no specific chart is listed for this geographic location, see the "rest of U.S." chart.

Career Transition Assistance Programs: These programs apply to employees who have been involuntarily separated from a Federal service position within the competitive service or Federal service employees whose positions have been deemed surplus or no longer needed. To receive selection priority for this position, you must: (1) meet CTAP or ICTAP eligibility criteria; (2) be rated well-qualified for the position with a score of 88 or above; and, (3) submit the appropriate documentation to support your CTAP or ICTAP eligibility. For more information visit: http://www.opm.gov/rf/employee_guides/career_transition.asp (http://www.opm.gov/rf/employee_guides/career_transition.asp).

LAND MANAGEMENT WORKFORCE FLEXIBILITY ACT: If applying under the Land Management Workforce Flexibility Act, you must provide documentation to support your eligibility (SF-50) and performance (references and/or performance appraisal). Under the Land Management Workforce Flexibility Act (LMWFA) two groups of individuals are eligible to apply under this announcement: current and/or former employees serving or who have served under time-limited competitive appointments at land management agencies. Land Management Agencies include: Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, U.S. Fish and Wildlife Service, National Park Service, and U.S. Forest Service.

- **Current appointees:** 1) must have been hired under competitive examining procedures to a time limited appointment with a land management agency; 2) must have served under one or more time limited appointment(s) by a land management agency for a period totaling more than 24 months without a break in service of 2 or more years; AND 3) must have performed at an acceptable level during each period of service.
- **Former appointees:** 1) must have been hired under competitive examining procedures to a time limited appointment with a land management agency; 2) must have served under one or more time limited appointment(s) by a land management agency for a period totaling more than 24 months without a break in service of 2 or more years; 3) must have separated for reasons other than misconduct or performance; AND 4) must have performed at an acceptable level through the service period.

Certain candidates may be eligible to apply under a special hiring authority including those for disabled individuals, Peace Corps employees, Foreign Service employees, veterans, etc. For more information, visit the following OPM websites: USAJOBS Information Center: <https://www.usajobs.gov/Help/> (<https://www.usajobs.gov/Help/>); Vets Info Guide: <http://www.fedshirevets.gov/> (<https://www.fedshirevets.gov/job-seekers/>).

Former Federal Employees are required to indicate whether they received a Voluntary Separation Incentive Payment (VSIP) buyout in their previous employment with the Federal government, and are required to submit a copy of the applicable Notification of Personnel Action (SF-50) regarding the VSIP. Most individuals who accept reemployment with the Federal government within 5 years of receiving the VSIP amount, must repay the gross amount of the separation pay prior to reemployment.

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits \(https://www.usajobs.gov/help/working-in-government/benefits/\)](https://www.usajobs.gov/help/working-in-government/benefits/).

[Review our benefits \(https://www.usajobs.gov/help/working-in-government/benefits/\)](https://www.usajobs.gov/help/working-in-government/benefits/)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your application package will be evaluated against the minimum qualification requirements specified above. In order to qualify, your resume must specifically describe your work history and the duties you performed in each position. Your resume will be evaluated after the closing date of 05/12/2022 to determine whether you meet the minimum qualification requirements for this position. Qualified candidates will then be rated as best qualified, well qualified, or qualified depending on their possession of the knowledge, skills, abilities, competencies and experience requirements as demonstrated by your responses to the assessment questions. Competencies measured include:

- Oral Communication
- Partnering
- Technical Competence
- Writing

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If the information in your resume does not support your responses to the assessment questions, your score may be adjusted to more accurately reflect your qualifications.

DESCRIBING YOUR EXPERIENCE: PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. If your resume/application does not support your questionnaire answers, we will not allow credit for your response(s). Your resume must contain sufficiently detailed information upon which to make a qualification determination. Please ensure that your resume contains specific information such as position titles, beginning and ending dates of employment for each position, average number of hours worked per week, and if the position is/was in the Federal government, you should provide the position series and grade level.

Qualified Indian preference candidates will be referred to the hiring manager in order of veterans' preference.

Due weight will be given to performance appraisals and awards during the interview/selection process conducted by the hiring manager. If referred, all relevant documents including performance appraisals and awards submitted with your application package will be forwarded to the hiring official for review.

You may preview the assessment questions here in the <https://apply.usastaffing.gov/ViewQuestionnaire/11478358>. Additional selections may be made from this announcement if identical vacancies occur in the same location within 90 days from the date the certificate was issued.

Required Documents

The following documents are required for this position:

- Resume which details work experience including dates worked (mm/yy-mm/yy), position title, Grade (if federal service), and hours worked per week.
- On-line Assessment Questionnaire
- Veteran's documentation - (if applicable) VA letter on VA letterhead stating your overall combined rating, SF-15, DD-214 (copy 4) reflecting an honorable discharge and dates of active duty military service.
- Special Appointing Authority documentation (if applying under a special hiring authority)
- **BJA Form 4432** (<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.bia.gov%2Fonline-form%2Fbia-4432-verification-indian-preference-employment-pdff&date=04%7C01%7C7C6a1n.Eckiwauah%40bia.gov%7C2ba8426851354e2415af08d96d7762b0%7C06903b5ba4b184d7b9341f82d400a5494%7C0%7C0%7C0637661181786333668%7CUnknown%7CTWFnbGZab3d8eyjWlpoM4wLjAwMDALCjQlQioV2luMzdlLjCjBTl6lk1haWwLlCjVXVCi6Mn0%3D%7C1000&data=d3wXei7xIQYcRYLBEndsSfDeOJZ%2FJLIP3sJ5eT9e%3D&reserved=0>) (if claiming Indian preference)
- Performance Appraisal (if applying under the Land Management Flexibility Act)
- Current & Former Federal Employees
 - If you are a current career or career-conditional Federal employee OR a former Federal employee who has reinstatement eligibility you must submit the following by the closing date of this announcement, or you will not receive consideration as such:
 - a copy of a recent SF-50 "Notification of Personnel Action" documenting proof of competitive status, tenure, position title, occupational series, grade level and step. If you are applying for a higher grade, please provide the SF-50 form which shows the length of time you have been in your current/highest grade. If you have promotion potential in any of your positions, please provide an SF-50 stating your highest full performance level; and
 - your most recent performance appraisal (if you do not have your most recent performance appraisal, please submit an explanation as to why it is unavailable); and
 - if applicable, a list of any awards you received in the last 5 years (i.e., superior performance awards, special act or achievement awards, quality step increase, etc.).

If you are applying as a VEOA candidate, you must submit a copy of your DD-214 and your letter from the VA reflecting an honorable discharge and that you either completed three years of active duty service or are a preference eligible. For more information see: <https://www.fedshirevets.gov/hiring-officials/strategic-recruitment-and-hiring#content> (<https://www.fedshirevets.gov/hiring-officials/strategic-recruitment-and-hiring#content>).

If you are unable to apply online, require reasonable accommodation in the application process if you are an applicant with a disability, or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](https://help.usasafing.gov/Apply/index.php?title=Alternate_Application_Information) (https://help.usasafing.gov/Apply/index.php?title=Alternate_Application_Information).

ALL DOCUMENTS MUST BE RECEIVED BY **11:59 PM Eastern Time** ON THE CLOSING DATE OF THIS ANNOUNCEMENT. If your application package is incomplete in any way, you will not be considered for this position, and requests for extensions will not be granted. Please double check your application package before you submit it.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED OR ACCEPTED BY THIS OFFICE.

How to Apply

COVID-19 VACCINATION REQUIREMENT:

"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."

ONLINE APPLICATION SUBMISSION:

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

- To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

- Follow the prompts to select your résumé and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.

- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login> (<https://my.usajobs.gov/Account/Login>)); all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/> (<https://www.usajobs.gov/Help/how-to/application/status/>).

PLEASE NOTE - NO APPLICATION MATERIAL WILL BE ACCEPTED VIA E-MAIL.

Agency contact information

Human Resources Human Resources

Phone

(703) 390-6380 (toll-free: 1-800-390-6380)

Email

BJA_HR_RESTON@BJA.GOV (mailto:BJA_HR_RESTON@BJA.GOV)

[Learn more about this agency](#)
(#agency-modal-trigger)

Address

AS-IA Human Resources
12220 Sunrise Valley Dr., Room 4047
Reston, VA 20191
US

Next steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](https://www.usajobs.gov/Help/equal-employment-opportunity/)

[\(https://www.usajobs.gov/Help/equal-employment-opportunity/\)](https://www.usajobs.gov/Help/equal-employment-opportunity/)

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

[Reasonable accommodation policy](https://www.usajobs.gov/Help/reasonable-accommodation/)

[\(https://www.usajobs.gov/Help/reasonable-accommodation/\)](https://www.usajobs.gov/Help/reasonable-accommodation/)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

[Signature and false statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)