



Federal Permitting Improvement Steering Council (Permitting Council) Associate Director of Administration

Vacancy Announcement -FPISC-2022-0341-US

Open & closing dates – 06-01-2022 to 06-04-2022

Pay scale & grade – GS-0341-15

Full Performance – GS-15

Salary - \$148,484 to \$176,300 per year (Salary reflects Washington DC locality. Salary is negotiable after selection and dependent on duty station)

How many Vacancies - 1

Appointment type – Competitive

Work Schedule - Full-time Work

Compressed/Flexible Schedule: Available

Telework: Available

Virtual: Available

Location: Negotiable After Selection - United States

Relocation/Recruitment Incentives: Authorized

Financial Disclosure Report: Required

Physical Requirements: The work is primarily sedentary, although some slight physical effort may be required.

Who may be considered – Open All US Citizens

Introduction:

Established in 2015 by Title 41 of the Fixing America's Surface Transportation Act (FAST-41), the Federal Permitting Improvement Steering Council (Permitting Council) is a Federal agency comprised of the Permitting Council Executive Director; 13 Federal agency council members (including the designees of the Secretaries of Agriculture, Army, Commerce, Interior, Energy, Transportation, Defense, Homeland Security, and Housing and Urban Development, the Administrator of the Environmental Protection Agency, and the Chairman of the Federal Energy Regulatory Commission, Nuclear Regulatory Commission, and the Advisory Council on Historic Preservation); and additional council members, the Chairman of the Council on Environmental Quality and the Director of the Office of Management and Budget (OMB). The Permitting Council is charged with improving the timeliness, predictability, and transparency of the Federal environmental review and authorization processes for major infrastructure projects.

Major Duties

The incumbent functions as the Associate Director of Administration for the Federal Permitting Improvement Steering Council (The Permitting Council) and supports day-to-day staff administration and operation. The Associate Director reports to the Deputy Director of Administration and Chief Human Capital Officer (CHCO) and acts in the capacity of Deputy Director in their absence.



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The incumbent exercises initiative and independent judgment with respect to a variety of administrative core functionalities and is authorized to review and make recommendations regarding critical agency activities. The Associate Director supports the Deputy Director in executing commitments involving human resources, budget, operations, policy review and development, training and contract/procurement matters. The incumbent acts on behalf of the Deputy Director when necessary, and interacts with a full range of permanent, temporary, contractor, and political staff daily.

The incumbent functions as the knowledge of a pertinent professional subject matter field or fields, public policy issues related to a subject matter field; executive/legislative decision-making process, pertinent research and analytical methodology; programs or organizations and activities to which the subject matter knowledge relates. Provides leadership on strategic planning, implementation, and measurement, reviews new requirements or guidance impacting agency plans, and maintains a responsibility to support compliance with existing or new federal policy and guidance.

Exhibits skill in dealing with high level decision makers and their immediate staffs; interacting with other specialists and experts in the same or related fields; preparing and presenting highly complex technical material or highly complex issues, or both, to non-specialists; assessing the political and institutional environment in which decisions are made and implemented; to explore and present fully the many facets of a policy issue; to exercise judgment in all phases; effectively express ideas orally and in writing, using appropriate language, organizing ideas, and marshaling facts in an objective manner; work effectively under the pressure of tight time-frames and rigid deadlines.

Performs other assignments as assigned.

Travel Required - 10% or less - Travel required up to 10% of the time.

Supervisory status - Yes

Requirements

Conditions of Employment

- You must be a U.S. Citizen to apply for this job
- Selective Service Registration is required for males born after 12/31/1959
- You may be required to serve a probationary period
- Subject to background/security investigation
- This job is open to – The public, US citizens and those who owe alliance to the U.S.

Qualifications

To qualify for this position, applicants must meet all requirements by the closing date of this announcement.

Who May Apply: US Citizens

In order to qualify, you must meet the specialized experience requirements described below. 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). You will receive credit for all qualifying experience, including volunteer experience. Your resume must clearly describe your relevant experience.



Education

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you must meet the qualification requirement using experience alone--no substitution of education for experience is permitted.

Additional information

- Male applicants born after December 31, 1959, must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- Direct Deposit of Pay is required.
- If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](#) information sheet.
- Salary includes applicable locality pay or Local Market Supplement.

Fair & Transparent

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

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](#)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](#) or [how to contact an agency](#).



REQUIRED FOR ALL APPLICANTS

RESUME: Your resume must thoroughly describe how your skills and experiences align to the criteria defined in the "Qualifications" section of this announcement. We cannot assume you have performed the necessary experience required for this position regardless of your employment history or academic career. **You must ensure your resume contains all of the required information and is organized so we can associate the following information for each experience/position:** Job title; Name of employer; Beginning and ending dates of employment (month/day/year format); Hours worked per week. We will assume full-time unless otherwise stated. We will prorate part-time employment in crediting experience; Detailed description of job duties, accomplishments, related skills, and responsibilities to include any supervisory/managerial responsibilities and number of staff supervised (if applicable) and series and grade or equivalent (if a federal position).

If the position has an education requirement or you are qualifying based on education, submit a legible copy of your unofficial college transcript from an accredited college/university. The transcript copy must reflect the college/university name and/or logo. Applicants are highly encouraged to proactively order a copy of their official transcripts to be delivered to their home address so transcripts will be readily available if selected. If selected, you will be required to provide official transcripts prior to establishing your start date.

OPM must authorize employment offers for former or current Political Appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or Non-Career SES employee in the Executive Branch, you must disclose this information. Submit proof of your former or current status, such as your SF-50.

Do not include a photograph or video of yourself, or any sensitive information (age, date of birth, marital status, protected health information, religious affiliation, social security number, etc.) on your resume or cover letter. **We will not access web pages linked on your resume or cover letter to determine your qualifications.**

Vaccination Documentation Requirement:

As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with the agency, if after November 22. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.

REQUIRED DOCUMENTATION FOR CAREER TRANSITION CLAIMS If you are claiming special priority selection rights under the Interagency Career Transition Assistance Program (ICTAP), submit a copy of your agency notice, most recent performance rating and most recent SF-50, Notification of Personnel Action, noting your current position, grade level and duty location. If you have never worked for the federal government, you are not ICTAP eligible. To be considered eligible, you must be placed in the well-qualified category for this position. Please see [ICTAP eligibility](#).



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If you do not provide the required information, we will assume you are not eligible or you do not wish to be considered for any preference or eligibility.

Please do not submit any other supplementary documentation that is not requested of you. To protect your personal information, we will only send your resume and cover letter to the selecting official or hiring manager.

How to Apply

To apply for this position, you must email a complete Application Package to OHR@fpisc.gov which includes:

- Resume – Required

If you are a current or former federal employee the most recent SF-50/Notification of Personnel Action is required.

The following documentation may be required:

- DD-214/ Statement of Service
- Disability Letter (Schedule A)
- Disability Letter (VA)
- PCS Orders
- Performance Appraisal
- Proof of Marriage Status
- Separation Notice (RIF)
- SF-15
- Transcript

Agency contact information

Email - oahr@fpisc.gov

Agency Information

<https://www.permits.performance.gov>