

Supervisory Program Manager, (MAP)

DEPARTMENT OF COMMERCE

Office of the Secretary

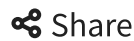
COVID-19 Vaccination Requirement

The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details. [Click here](#) for more information.

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Summary

This Vacancy is for a **Supervisory Program Manager** position in the **Ethics Law and Programs Office** located at the U.S. Department of Commerce in Washington, DC.

This Job Opportunity Announcement may be used to fill other **Supervisory Program Manager, GS-0340-15, FPL-15** positions within the U.S. Department of Commerce in the same geographical location with the same qualifications and specialized experience.

[Learn more about this agency](#)

Overview

 [Help](#)

Accepting applications

Open & closing dates 08/24/2022 to 09/06/2022**Salary**

\$148,484 - \$176,300 per year

Pay scale & grade

GS 15

 [Help](#)**Location**

Few vacancies in the following location:

 **Washington, DC****Remote job**

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - Occasional travel may be required.

Relocation expenses reimbursed

No

Appointment type

Permanent -

Work schedule

Full-time -

Service

Competitive

Promotion potential

15 - Position is at the full band.

Job family (Series)[0340 Program Management](#)**Supervisory status**

Yes

Drug test

No

Position sensitivity and risk

[Moderate Risk \(MR\)](#)

Trust determination process

[Suitability/Fitness](#)

Announcement number

OS/OGC-2022-0015

Control number

673311900

[? Help](#)

This job is open to



[Individuals with disabilities](#)



[Federal employees - Competitive service](#)

Current or former competitive service federal employees.



[Career transition \(CTAP, ICTAP, RPL\)](#)

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



[Land & base management](#)

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



[Military spouses](#)



[Peace Corps & AmeriCorps Vista](#)



[Special authorities](#)

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



[Veterans](#)

Clarification from the agency

Current Federal employees serving under a career or career-conditional appointment in the competitive service; former Federal employees with reinstatement eligibility; Career Transition Assistance Plan (CTAP)/Interagency Career Transition Assistance Plan (ICTAP) eligibles;

applicants eligible under special hiring authorities; veterans who are preference eligible, or separated from the U.S. Armed Forces under honorable conditions after 3 years or more of continuous active service (VEOA).

Duties



- Oversees the implementation and management of a department-wide system for compliance with the public financial disclosure requirements of the Ethics in Government Act and the confidential financial disclosure requirements of Office of Government Ethics regulations.
- Serves as first-level supervisor for ethics program specialists and ethics program assistants and other non-attorneys in the Ethics Law and Programs Office (except for employees in paralegal specialist positions who will transfer into attorney positions upon admission to a bar).
- Initiates the development and implementation of policies, systems, and procedures for the functioning and maintenance of the financial disclosure systems and other ethics programs.
- Reviews, analyzes, and comments on new legislation and regulations in the ethics area and determines the best method of implementing new rules affecting financial disclosure and other ethics program issues.
- Processes and reviews public and confidential disclosure reports. Engages in supplemental fact-finding and investigation. Recommends and implements ethics remedies for problems discovered.
- Provides training and technical assistance to management and administrative offices regarding coverage of the financial disclosure requirements, the dissemination and collection of reports, and other elements of the ethics program. Provides technical assistance to filers regarding the completion of reports.

Requirements



Conditions of Employment

- You must be a suitable for Federal employment.
- You must be a U.S. citizen.
- You must be registered for Selective Service if applicable (www.sss.gov).

- A one-year **probationary** may be required.
- A one-year supervisory probationary period may be required.
- Payment of relocation expenses **is not** authorized.
- Time-in-grade/band requirements must be met by the closing date (if applicable) of the announcement unless eligible for special hiring authority, reinstatement eligible, non-current Federal employee applying as a VEOA eligible which do not require time-in-grade/band.

Security Clearance: You must be able to obtain and maintain a moderate risk background investigation.

Qualifications

Specialized Experience: For the **GS-15** you must have one year of experience at a level of difficulty and responsibility equivalent to the **GS-14** in the Federal service. Experience for this position includes: supervising and managing ethics programs and junior staff; implementing policies, systems and procedures related to financial disclosures and other ethics programs; reviewing, analyzing regulations related to ethics programs and recommending and implementing ethics remedies and solutions.

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.

Education

Education is not substitutable for specialized experience at this grade level.

Additional information

[Read more](#)

Benefits

How You Will Be Evaluated

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

We will review your resume, optional cover letter and supporting documentation (transcripts if applicable) to determine if you meet the minimum qualifications for the position. If you meet the minimum qualifications stated in the vacancy announcement, we will compare your resume, optional cover letter and supporting documentation to your responses on the scored occupational questionnaire that you completed as part of the application. However, your resume or optional cover letter must support your responses to the occupational questions, or your score will be lowered. The best-qualified candidates will be identified for referral to the hiring manager and may be invited for an interview.

The scored occupational questionnaire will evaluate you on the following competencies; please do not provide a separate written response:

- **Program Management**
- **Analysis and Interpretation**
- **Review of Financial Disclosure Reports**
- **Training**

If applicable, performance appraisals and/or Incentive award documentation may be submitted and will be forwarded to the selecting official as support in consideration of your application in the evaluation process. To receive due weight, you must submit a recent performance appraisal (dated within 18 months) showing the official rating of record, signed by a supervisor, or statement why the performance appraisal is unavailable (do not submit a performance plan) **and/or** incentive award documentation (i.e. superior performance awards, special act or achievement awards, quality step increases, etc..) Due weight shall be given to performance appraisals and awards in accordance with 5 CFR 335.103(b)(3), during the interview/selection process conducted by the hiring manager.

You may [preview questions](#) for this vacancy.

Benefits

Required Documents

How to Apply

Fair and Transparent

Required Documents

 [Help](#)

Resume showing relevant experience; cover letter optional. Your resume must indicate your citizenship and if you are registered for Selective Service if you are a male born after 12/31/59. Your resume must include information about your paid and nonpaid work experience related to this position including: job title, duration of employment (mm/dd/yy – mm/dd/yy), hours per week, duties and accomplishments, salary, and your education. For work in the Federal service, please include the grade level for the position/s. Your resume may be used to validate your responses to the scored occupational questionnaire.

SF-50, "Notification of Personnel Action," showing tenure code, position occupied, and highest grade and step.

Veterans Employment Opportunities Act (VEOA) documentation, if applicable. For more information, please go to: www.opm.gov/veterans/html/vetguide.asp#6.

Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) documentation if applicable (see other information).

Documentation supporting eligibility for non-competitive appointment, (severely disabled, eligible veterans, certain military spouses, etc.).

Education. If this position requires proof of higher education, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. **Special Instructions for Foreign Education:** Education completed in foreign colleges or universities must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. A listing of these accredited organizations can be found on the Department of Education's website. You **MUST** provide a copy of the letter containing the results of the equivalency evaluation with a course by course listing along with your application. Failure

to provide such documentation by the closing date of the announcement will result in lost consideration.

You are not required to submit official documents at this time; copies are sufficient.

Failure to provide such documents when requested may result in lost consideration.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

[? Help](#)

[Read more](#)

Agency contact information

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United States

[Learn more about this agency.](#)

Next steps

[Read more](#)

Fair & Transparent

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

[Equal Employment Opportunity \(EEO\) Policy](#)

[Reasonable accommodation policy](#)

[Financial suitability](#)

[Selective Service](#)

[New employee probationary period](#)

[Signature and false statements](#)

[Privacy Act](#)

[Social security number request](#)

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[0340 Program Management](#)

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Working in government

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