



United States Sentencing Commission

Vacancy Announcement

POSITION: DEPUTY STAFF DIRECTOR
Full-time, Permanent Position

ANNOUNCEMENT: #09-03

SALARY RANGE: Equivalent to SES-01, \$157,882 to SES-05, \$161,542 (per annum)

OPENING DATE: Monday, November 10, 2008

CLOSING DATE: Open Until Filled (1st cut off December 12, 2008)

AREA OF CONSIDERATION: All Qualified Sources

ORGANIZATION LOCATION: United States Sentencing Commission, Office of the Staff Director, Washington, D.C.

The U.S. Sentencing Commission is an independent federal agency in the Judicial Branch of government consisting of seven members appointed by the President and confirmed by the Senate and two non-voting *ex-officio* members. The agency staff consists of approximately 100 employees. The Commission develops and revises guidelines for federal district court judges to consider in sentencing offenders convicted of federal crimes. The Commission monitor and evaluates the use of the guidelines, conducts research and education programs on guideline application and sentencing matters generally, and recommends improvements in federal sentencing practices. Additional information about the Commission can be accessed via the Commission's website at <http://www.ussc.gov>.

BENEFITS AND CONDITIONS OF EMPLOYMENT

The Federal Employees Health Benefits (FEHB) program, the Federal Employees Dental and Vision Insurance Program (FEDVIP), the Federal Employees Group Life Insurance (FEGLI) program, the Judiciary or government-wide Flexible Spending Benefit Programs for Dependent Care, Health Care, and Commuter Reimbursement, the Judiciary or government-wide Long Term Care Insurance Programs, retirement, the Thrift Savings Plan, and the federal leave program. The Commission also offers a monthly transit subsidy to employees who use mass transit to commute to and from work. Unemployment and Workers' Compensation benefits are applicable.

This position is in the **excepted** service and does not carry the tenure rights of positions in the competitive Civil Service. All new Commission employees, those converted from a temporary appointment to a permanent appointment, and all rehired former Commission employees are required to serve a one year probationary period. The probationary period begins on the effective date of the employee's appointment, conversion, or rehire. Employment is contingent upon a favorable FBI criminal background check and requires fingerprinting.

DUTIES AND RESPONSIBILITIES

The incumbent reports to the staff director and assists in the administration and management of the staff and the critical policy work of the Commission. The deputy staff director acts for the staff director in his or her absence and is responsible for assisting the staff director in carrying out the overall daily management and supervision of the staff of the Commission, as delegated by the staff director, subject to policy direction by the Commissioners, the legislation creating the Commission, and other applicable federal law.

Duties include, but are not limited, to the following. Assisting the staff director with functions that include: (1) Carrying-out Commission priorities, agency policies, and procedures; (2) Coordinating and managing the work of the staff, including supervisory duties as delegated by the staff director; (3) Developing policy teams and time lines related to the amendment cycle and other special projects; (4) Monitoring the agency's legislative, judicial, and executive branch liaison activities, and (5) Addressing substantive issues related to the work and staff of the Commission.

In addition, the deputy staff director serves in an advisory capacity to the staff director and reviews and analyzes sentencing policy options, guideline amendments, strategies, and outreach plans.

MANDATORY EDUCATION AND QUALIFICATION REQUIREMENTS

Applicants must have extensive legal and administrative experience which is in, or directly related to, the line of work of this position and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Preference will be given to applicants with progressively responsible administrative experience in public service or business which provides a thorough understanding of organizational, procedural and human aspects in managing an organization. Undergraduate, graduate, or postgraduate credentials in business/public administration, law, criminal justice, and/or social science are preferred. In addition, applicants who are current or former federal employees must have at least one year of specialized experience equivalent to GS-15. Applicants must have demonstrated work experience related to the mandatory requirements listed below and must address the qualification requirements in a separate written narrative statement. Highly competitive applicants will have experience and/or education in all or most of the following areas:

Applicants must address the following Knowledge, Skills, and Abilities (KSAs) in a cover letter or separate narrative statement:

- 1) The ability to lead people, particularly the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
- 2) The ability to achieve results, particularly the ability to establish and maintain accountability, to make timely and effective decisions, and to produce results through strategic planning and the implementation and evaluation of programs and policies.
- 3) Demonstrated business acumen, particularly the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the Commission's mission, and to use new technology to enhance decision-making.
- 4) The ability to lead change, particularly the ability to balance change and continuity, to continually strive to improve program performance within the goals of the Commission, and to create a work environment that encourages creative thinking and problem-solving.
- 5) Working knowledge of the federal criminal justice system and, preferably, the federal sentencing guidelines in particular.
- 6) Experience in conducting and/or applying empirical research in the formulation of policy, preferably in the criminal justice area.

HOW TO APPLY

To be considered, applicants must submit: (1) a resume, (2) a cover letter, and (3) a separate written narrative statement that addresses the knowledge, skills, and abilities (KSAs). Please submit one set of application materials either by mail or e-mail.

Application may be mailed to: **OR**

United States Sentencing Commission
Office of Human Resources
ATTN: Announcement Number #09-03
One Columbus Circle, NE
South Lobby, Suite 2-500
Washington, D.C. 20002-8002

Applications may be e-mailed to:

Vacancy3@ussc.gov
Please submit documents in one of these
formats: (1) WordPerfect versions 7.0–13.0,
or (2) MSWord 2000–XP **only**
Please include the announcement number,
#09-03, in the subject line of your e-mail.

The Commission does not accept application materials by facsimile. All applications must be received in the Human Resources Office by mail or electronic mail by **CLOSE OF BUSINESS (5:00 P.M.) on the closing date**. For additional information or a copy of this vacancy announcement, please visit our Internet web site - [HTTP://www.ussc.gov](http://www.ussc.gov). **Application and enclosure(s) will not be returned.** Applicants must be a U.S. citizen or eligible to work in the United States as mandated by the Immigration Reform and Control Act of 1986. Employees are required to participate in electronic fund transfer, mandated by the Federal Compensation Act.

AN EQUAL OPPORTUNITY EMPLOYER