



Office of Human Resources

Vacancy Announcement

24 HOUR DIAL-A-JOB: (202) 287-3102

AN EQUAL OPPORTUNITY EMPLOYER

OPENING DATE: March 22, 2007

CLOSING DATE: April 19, 2007

POSITION TITLE/  
SERIES AND GRADE

Associate Entomologist  
GS-0414-09  
Salary: \$46,041 – \$59,852 per year

ORGANIZATION

National Zoological Park  
Integrated Pest Management Office  
(292897)

ANNOUNCEMENT  
NUMBER

07MP-7133

DUTY LOCATION: Washington, DC

AREA OF CONSIDERATION: All candidates may apply including individuals with a disability with eligibility under a special appointing authority and veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service. (If a competitive list of eligibles is requested, the applications of non-status candidates who meet the minimum qualification for the position will be referred to the Delegated Examining Unit (DEU) for consideration. Status candidates and candidates eligible under a special appointing authority, who wish to be rated under both merit placement and DEU's competitive procedures, must submit two complete applications. If only one application is received, it will be considered under the merit placement program.) The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application/hiring process, please call (202) 633-6370 (voice) or (202) 633-6409 (TTY).

DUTIES: This position is located in the Department of Pathology/Animal Programs, Smithsonian National Zoological Park and serves under the Supervisory Entomologist/Integrated Pest Management Office. Primary function of this position is to serve as an Associate Entomologist in the Integrated Pest Management program for all NZP facilities at both Rock Creek and Front Royal Virginia Conservation and Research Center and involves the implementation of least risk pest management for insects and commensal rodents. The entomologist is also responsible for monitoring population levels of structural pests and commensal rodents; and maintaining currency in zoological/structural/public health, integrated pest management. The incumbent responds to request from zoo personnel for integrated pest management services. Selects and applies appropriate least-risk management practices or pesticide products, under the direction of the Supervisory Entomologist. Monitors pest populations conducting building inspection; infra-red camera surveys, or completing facility-wide surveys of active burrows; assists Supervisory Entomologist with project planning, training sessions and monitoring of contracted services for adherence to program specifications at NZP/CRC; maintains complete and accurate records utilizing computer software and databases; and participates in the department's on-call policy responding to emergencies on weekends or holidays, as shared by other members of the department. Incumbent will need to obtain Washington, D.C. and possibly State of Virginia certified Pesticide Applicators License.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is defined as experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, involves the implementation of least risk pest management for insects and commensal rodents which is typically in or related to the work of the position as described above. Applicants may also qualify if they possess two (2) years of progressively higher-level graduate education leading to a master's degree or master's or equivalent graduate degree. A combination of qualifying education and experience may be used to meet the qualification requirements. Applicants who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

**In addition to the qualifications described above, applicants will be further evaluated by Selective and Quality Ranking Factors. Applicants are strongly encouraged to specifically address the factors described below.**

**Selective Factors:** *(Applicants must meet all of these mandatory requirements in order to be considered qualified to compete for a position.)*

1. Knowledge of basic insect identification and biology.
2. Knowledge of basic pesticides and practices used in integrated pest management.
3. Skill with computers, digital cameras, computer software such as Excel, Access and Microsoft Word.
4. Skill in establishing and maintaining effective working relationships with NZP management, staff, tenants, other Professional contracts and the public.
5. Ability to communicate in writing.

**Quality Ranking Factors:** *(These factors are not mandatory to be considered for a position, but will be used to determine who are the highest qualified candidates among those who meet the selective factors.)*

1. Ability to communicate orally and provide information to the public in an educational setting.
2. Ability to analyze data to study trends in population counts.
3. Skill with use of infra-red cameras and related software including their use in monitoring.

**NOTE: RELOCATION EXPENSES WILL NOT BE PAID**

**How to Apply:**

1. The Smithsonian Institution does not require a standard application form, but we need certain information to evaluate your qualifications. You may apply using a resume, the Optional Application for Federal Employment (OF-612), or any other written application form you choose. See page 3 for further instructions.
2. Clearly describe in your resume or application your work experience, education and/or training as it relates to this vacancy. It is very important that you fully address how your work experience and education/training meet **both** the **specialized experience** requirement and the **selective factors**. This information will be used to determine whether or not you are qualified for this vacancy. Selective factors establish qualifications to be eligible to compete for the position. Quality Ranking Factors are not mandatory but are used to determine who are the highest qualified candidates among those eligible to compete for the position. Therefore, it is to your benefit to provide a full description of your experience, education/training relative to the job requirements of this vacancy.
3. **Current Federal employees** should submit a copy of their most recent annual performance appraisal and a copy of most recent complete SF-50.
4. The attached Applicant Survey Form should be completed by all candidates, except Smithsonian Institution employees, and returned with the application. This form is for gathering statistical data and will not be a part of the application.

**Applications must be received by the closing date and may be submitted in the following ways:**

**Mail:** Smithsonian Institution, Office of Human Resources, P. O. Box 23772, Capital Gallery Suite 5060 MRC 517 Washington, DC 20026-3772

**Fax:** (202) 633-6402

**Hand Deliver or FEDEX:** 600 Maryland Avenue, SW Suite 1000 Washington, DC 20024

To obtain information on the Federal Hiring Process, review other Smithsonian vacancies, or obtain an Optional Application for Federal Employment (OF-612) visit our website at [www.si.edu/ohr](http://www.si.edu/ohr) or [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

For further information please call (202) 633-6370 (voice) or (202) 633-6409 (TTY).

**SMITHSONIAN INSTITUTION FEDERAL POSITIONS**  
**YOUR RESUME OR APPLICATION MUST INCLUDE THE FOLLOWING**  
**INFORMATION RELEVANT TO THIS VACANCY**

**JOB INFORMATION**

- Ë Announcement number, job title, and grade level(s) of the job for which you are applying.

**PERSONAL INFORMATION**

- Ë Full name, mailing address and zip code, home and work telephone numbers *(With area code)*.
- Ë Citizenship *(Provide country or countries of citizenship)*.
- Ë Veterans' preference, if any. *(Attach DD-214. Submit SF-15 if claiming 10-point preference.)*
- Ë Competitive status, if any. *(If you are a current or former Federal employee, attach a copy of your most recent SF-50, Notification of Personnel Action.)*
- Ë Eligibility under special authority, i.e., applicants with a disability, including veterans, or any other applicants eligible for non-competitive appointment. *(Indicate the basis for your eligibility and attach supporting documentation.)*

**EDUCATION**

- Ë High school--name, city, state, zip code, and date of diploma or GED.
- Ë College(s)--For each college you attended, give: name of school, location *(City, State, and Zip Code)*, credit hours earned *(Semester or quarter)*, and type and year of degree(s), if any.
- Ë To qualify based on education; submit a copy of your transcript or list of courses *(With credit hours)*, major(s), and grade-point average or class rank.

**ADDITIONAL INFORMATION**

- Ë Qualifications, as well as legal and regulatory requirements, must be met within 30 days of the closing date.
- Ë U.S. citizenship is required for most Federal positions. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.
- Ë Before hiring, candidates will be requested to complete a *Declaration for Federal Employment* to determine suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of their application. Most Smithsonian positions require fingerprinting of employees hired.
- Ë Applications submitted in postage-paid Government envelopes will not be accepted.
- Ë **If you omit information requested on this announcement, your application may be rated ineligible.**

The Smithsonian Institution is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, age, religion, sex, national origin, and/or disability. Applicants who believe they have been discriminated against for any of the above-prohibited reasons may contact a counselor within 45 calendar days of the date of the alleged discriminatory act. Employment discrimination on the basis of sexual orientation, parental and/or marital status is also prohibited. For additional information, please contact the Office of Equal Employment and Minority Affairs at (202) 275-0145.

**WORK EXPERIENCE**

- Ë Describe your paid and non-paid work experience that is related to the job for which you are applying. Provide the following for each job listed:
  - Job title *(Give series and grade if a Federal job)*.
  - Name of organization, supervisor's name and telephone number.
  - Starting and ending dates of job *(Month and year)*.
  - Average number of hours worked per week.
  - Salary.
  - A description of your duties, responsibilities, and accomplishments.
- Ë Indicate if we may not contact your current supervisor. \_\_\_\_\_

**OTHER QUALIFICATIONS**

- Ë **Job-related** training courses *(Title and year)*.
- Ë **Job-related** skills *(For example, languages and skill level, computer software/hardware, tools, machinery, typing and/or steno speeds)*.
- Ë **Job-related** certificates and licenses *(Current only)*.
- Ë **Job-related** honors, awards, and special accomplishments. For example: publications, memberships in professional or honor societies, leadership and public speaking activities, and performance awards *(Give dates but do not send documents unless requested)*.

**Smithsonian Institution**  
**APPLICANT SURVEY FORM**

The **Applicant Survey Form** is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution's search and recruitment efforts. Please print all responses. **The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.**

**Vacancy Announcement Number:** \_\_\_\_\_

<b>First Name</b>													
<b>Last Name</b>													

**Year of Birth:** 19\_\_\_\_ **Gender:** Male \_\_\_\_ Female \_\_\_\_

**How did you learn about this position? Mark all sources that apply.**

<b>1</b>	<b>Mass media</b> (magazines, newspaper, radio, television, poster, telephone job line)
<b>2</b>	<b>Individual</b> (friend, relative, Smithsonian employee, school or college counselor or official)
<b>3</b>	<b>Information technology</b> (Internet, World Wide Web, or SI Web site)
<b>4</b>	<b>Association or organization</b> (professional, community, religious)
<b>5</b>	<b>Other</b> (please indicate)

**Self-identification by category: (Circle your responses.)**

**Ethnicity:** Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Yes**                      **No**

**Race: (Mark all that apply.)**

<b>1</b>	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.  Tribal Affiliation: _____
<b>2</b>	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
<b>3</b>	Black or African American	A person having origins in any of the black racial groups of Africa.
<b>4</b>	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<b>5</b>	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

**Do you have any disabilities?**                      **Yes**                      **No**

**If yes, do you have a targeted disability? (Mark only one.)**

<b>1</b>	<b>Deaf</b>	<b>4</b>	<b>Partial paralysis</b>	<b>7</b>	<b>Mental retardation</b>
<b>2</b>	<b>Blind</b>	<b>5</b>	<b>Complete paralysis</b>	<b>8</b>	<b>Mental or emotional illness</b>
<b>3</b>	<b>Missing extremities</b>	<b>6</b>	<b>Convulsive disorder</b>	<b>9</b>	<b>Severe distortion of limbs and/or spine</b>