

Supervisory Regulatory Compliance Specialist

DEPARTMENT OF THE INTERIOR
Office of the Secretary of the Interior

Summary

This position is located in the Assistant Secretary Indian Affairs, Office of Regulatory Development. The incumbent serves as a supervisor and is responsible for the oversight of the staff, review of policy and guidance, recommendations on policy and guidance formulation, and drafting, review and analysis of proposed legislation and regulations.

The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Click [here](#) for more information.

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

Veterans

Clarification from the agency

Current or former career or career-conditional Federal employees in the competitive service Indian preference eligibles (must submit a BIA Form 4432) 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.

Duties

- Supervises the Office of Regulatory Development staff and performs the full range of supervisory duties.
- Performs duties of a highly sensitive nature and maintains sensitive personal contacts with Department officials and high-level staffs of other Federal agencies regarding policies, programs, and issues.
- Ensures that Indian trust resource management programs are consistent with Departmental policy initiatives.
- Prepares, reviews and drafts agency correspondence, regulations, proposed legislation, legislative reports and correspondence to members of Congress.
- Recommends changes in policy when such changes will be more consistent and aligned with other programs within the Department as well as being more in line with other Federal programs that affect Indian rights.

Requirements

Conditions of Employment

- U.S. Citizenship Required
- Indian Preference applies
- 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.
- Management has determined that the duties of this position are suitable for telework subject to management discretion.
- Management has determined that the duties of this position are suitable for remote work.
- This position is required to annually complete the OGE-450 Confidential Financial Disclosure Report and have the document approved by the ethics officer.
- This is a supervisory position. Under provision of the Civil Service Reform Act, first-time supervisors are required to serve a probation period before their appointment becomes final.
- If the employee does not satisfactorily complete the probation, he/she has a right to be returned to a nonsupervisory or non-managerial position of no lower grade and pay than the previous nonsupervisory position held.
- The full performance level of this position is GS-15.
- Salary posted in vacancy is based on the RUS pay tables. Incumbents pay will be set using locality pay tables.
- This vacancy has been amended to extend the closing date from Wednesday, March 2, 2022 to Saturday, March 12, 2022.

Qualifications

GS-15:

To qualify at the GS-15 grade level, you must have at least one year of specialized experience at the GS-14 or equivalent performing all of the following: 1) leading or directing

Overview

Accepting applications

Open & closing dates

Opening and closing dates 02/24/2022 to 03/12/2022

Salary

\$131,178 - \$170,532 per year

Pay scale & grade

GS 15

Location

1 vacancy in the following location:

Location Negotiable After Selection, United States

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

15

Job family (Series)

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

Supervisory status

Yes

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

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

Announcement number

ST-22-11403118-CAWU-DM (MP)

Control number

638913200

the drafting and development of regulations, policies, operational guidance documents, or reports; 2) conducting legal research utilizing Indian law and the Code of Federal Regulations (CFR), Federal Register, or legislation; 3) managing multiple projects to produce high-quality documents under tight timelines; 4) leading workgroups to consensus on document language; and 5) leading and/or supervising employees in order to build a cohesive and productive team.

Selective Placement Factors

Direct or similar experience working in congress, a Tribal judiciary, legal firm, and/or legal counsel office that assists in leading staff and guiding legal interpretation, drafting of policies and/or regulations, and providing general guidance for varying and often competing interests in the interpretation of policies and Federal statutes. The experience should be similarly or directly related to working with Indian tribes and the federal trust responsibility.

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

If you are qualifying based on your education, you **MUST** provide transcripts or other documentation to support your educational claims. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education which shows the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: [FOREIGN EDUCATION \(https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visit-us-forrecog.html\)](https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visit-us-forrecog.html)

Additional information

All new hires earn the beginning salary of their pay grade (Step 1). See [2022 Salary Tables \(https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule/\)](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule/) and select the pay chart for Location Negotiable After Selection, United States. 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 85 or above; and, (3) submit the appropriate documentation to support your CTAP or ICTAP eligibility. For more information visit: http://www.opm.gov/rif/employee_guides/career_transition.asp (http://www.opm.gov/rif/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.fedshirerevets.gov/> (<https://www.fedshirerevets.gov/job/shir/index.aspx#soa>).

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 03/12/2022 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:

- Attention to Detail
- Managing Human Resources
- Negotiation
- Oral Communication
- Technical Competence
- Written Communication

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.

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/11403118>. 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
- Transcripts (if using education to qualify) - Unofficial transcripts are acceptable; however, an official transcript may be requested at a later time.
- 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)
- [BIA Form 4432](https://www.bia.gov/2Fonline-form%2Fbia-4432-verification-indian-preference-employment-pdffdata=04%7C01%7C7Gerajyn Eckiwadah%40bia.gov%7C2ba426851354a2415af08d96d7762a0%7C0693b5ba4b184d7b9341f32d400a5494%7C0%7C0%7C637661181786333668%7CUnknown%7CWFvfbGz2b3d8eylWlplmC4wlJAwM3dAlCJQlplV2luMztlCJRTl6lkthaWwlCIXVCl6Mn%3D%7C1000&sdats=d3wXejf7xIQYorYLBEndsSfDqO1Z%2FjLlP3sJ5eT9a%3D&reserved=0) (<https://www.bia.gov/2Fonline-form%2Fbia-4432-verification-indian-preference-employment-pdffdata=04%7C01%7C7Gerajyn Eckiwadah%40bia.gov%7C2ba426851354a2415af08d96d7762a0%7C0693b5ba4b184d7b9341f32d400a5494%7C0%7C0%7C637661181786333668%7CUnknown%7CWFvfbGz2b3d8eylWlplmC4wlJAwM3dAlCJQlplV2luMztlCJRTl6lkthaWwlCIXVCl6Mn%3D%7C1000&sdats=d3wXejf7xIQYorYLBEndsSfDqO1Z%2FjLlP3sJ5eT9a%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; 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.fedshirrevets.gov/job/shav/index.aspx#veoa> (<https://www.fedshirrevets.gov/job/shav/index.aspx#veoa>).

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.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) (https://help.usastaffing.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.

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](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

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

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/AccountIDLogin> (<https://my.usajobs.gov/AccountIDLogin>)); 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](tel:(703)390-6380) [tel:\(703\) 390-6380](tel:(703)390-6380)

Email

BIA_HR_RESTON@BIA.GOV mailto:BIA_HR_RESTON@BIA.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/>

[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/>

[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/>

[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/>

[Social security number request](#)

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>