Grain Inspection, Packers & Stockyards Admin

Job Title: Agricultural Commodity Grader (Grain)
Department: Department Of Agriculture
Agency: Grain Inspection, Packers and Stockyards Administration
Job Announcement Number: PATHRGR-GIPSA-MA-2015-0080

SALARY RANGE: $31,944.00 to $41,530.00 / Per Year
OPEN PERIOD: Tuesday, April 28, 2015 to Monday, May 4, 2015
SERIES & GRADE: GS-1980-05
POSITION INFORMATION: Full-Time - Recent Graduates
PROMOTION POTENTIAL: 09
DUTY LOCATIONS: 5 vacancies - Maumee, OH
WHO MAY APPLY: Recent graduates from a qualifying educational institution having completed an academic program within the preceding two years. Applications will be accepted from those with a graduation date of no later than (6/15/2015). Note: Veterans who were precluded by their military service obligation from meeting this requirement will have up to six years to apply.

SECURITY CLEARANCE: Other
SUPERVISORY STATUS: No
JOB SUMMARY:

About the Agency

The Field Office carries out (1) the original inspection and weighing of grain under the U.S. Grain Standards Act of 1976, (2) the permissive inspection, weighing, and checkloading of rice, pulses, processed grain products and other assigned commodities under the Agricultural Marketing Act of 1946, as amended, and (3) the supervision of these activities conducted by licensed inspectors and weighers.

The incumbent makes final grade determinations on products standardized under the Acts and may perform weighing activities at grain handling facilities. The incumbent may rotate between all facilities within his/her assigned area and is responsible for knowledge of those facilities where GIPSA services are provided.

This vacancy is limited to the first 40 applications received. All applications received prior to midnight (11:59 ET) of the day the application limit is reached will be accepted and considered. If the application limit is not reached by the closing date of the announcement, all applications received during the open period will be considered. Any required documents must be submitted at the time that you apply as documents will not be accepted past the day the application limit is reached, if applicable.

TRAVEL REQUIRED
• Occasional Travel
• Incumbent is responsible for transportation to and from work site and may be required to operate vehicle on official business.

RELOCATION AUTHORIZED
• No

KEY REQUIREMENTS
• US Citizenship is required.
• Selective Service Registration is required for males born after 12/31/1959.
A 1-year probationary period is required.

Mobility Agreement

DUTIES:

The duties described are for the GS-9. At the GS-5 grade level(s), assignments will be of more limited scope, performed with less independence and limited complexity.

The duties may include, but are not limited to:

- Determines the grade of grain and related commodities and makes independent decisions on difficult and borderline grade determinations.
- Work assignments are rotated between shift and points of inspection within the area serviced by the field office and are subject to adjustment due to fluctuating workloads and personnel requirements.
- Automated material handling system operations have significantly increased the elevator's speed and efficiency in moving, weighing and inspecting grain and have decreased the time available for inspection and grading services.
- Performs original inspections and determines the grade of products standardized under the Acts or makes independent decisions on difficult and borderline grade determinations.
- Grading: Performs mechanical measurement and visual inspections to establish the type and quality of grain and related commodities.
- Stowage Examinations: Conducts stowage examinations on ship holds, barges, hopper cars, and other containers to insure cleanliness and acceptability of storage and handling facilities.
- Fumigation: Attends pre-fumigation conference. At some locations, may identify safety issues and bring to the attention of the appropriate party.
- Loading Supervision: Utilizes statistical loading plans uniformity. Documents deviations in grading results, explains to elevator personnel options when grain does not meet specified grade and documents actions to correct deviations.

QUALIFICATIONS REQUIRED:

To qualify, you MUST meet all qualification requirements by the closing date of the announcement.

RECENT GRADUATES PROGRAM ELIGIBILITY

To be eligible, applicants must meet one of the following requirements:

- Completed all requirements for an associates, bachelors, masters, professional, doctorate, vocational, or technical degree or certificate from a qualifying educational institution within the previous two (2) years; OR
- Individuals who, due to military service obligation, were precluded from applying to the Recent Graduates Program during any portion of the 2-year eligibility period described above shall have a full 2-year period of eligibility upon release or discharge from active duty. This eligibility period cannot extend more than 6 years from the date on which the requirements for the academic course of study were met.

General Experience: Experience that provided familiarity with the standard methods or practices related to the product's processing, storage, transportation, quality control techniques, or marketing in terms of the effects such factors have on product quality. This experience may have been gained in work such as:

- Agricultural production (farming, growing, or raising) that provided a knowledge of grading and the quality factors related to grading of grain and/or grain products.
- Inspector for producers of grain/grain products, dealers, official or private inspection agencies, transportation companies, or similar organizations that involved the application of commercial or Federal quality standards.
- College teacher, researcher, or extension service worker involved with subjects related to the factors and conditions affecting the quality of grain/grain products.
- Wholesale or retail buyer or salesperson work involving grain/grain products that required a knowledge of grades, quality factors, and the effects of various processing, storage, and transportation conditions on product quality.
- Employment in a food processing plant, warehouse, or similar facility that involved administrative or technical responsibility related to quality factors in raw or finished products, processing procedures, sanitation, or product storage conditions. Examples include work as a quality control technician, food technologist, or production unit supervisor. Sorting or packing work may be qualifying, provided it required technical knowledge of product types and quality factors and was not limited to manual skill.
- Inspector of grain/grain products processing plants involving enforcement of Federal, State, or local laws and regulations pertaining to raw or finished products, plant sanitation, or packaging and labeling.

OR

Undergraduate and Graduate Education: Major study -- any field that included 9 semester hours or the equivalent in agriculture, botany, crop production, agronomy, product processing, food chemistry, technology, quality control, or other related subjects.
TRANSCRIPTS are required.

COMBINATION OF EDUCATION & EXPERIENCE AT THE GS-X GRADE LEVEL: Applicants may have combinations of successfully completed education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Applicants may have combinations of successfully completed graduate education and specialized experience to meet total qualification requirements. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. To learn more about combining education and experience for this series, click the following:
Combining Education and Experience for Administrative and Management Positions

Special Conditions

- Transcripts including the date your degree was conferred is required. Applications will not be considered without this documentation.
- DD214 (Member 4 copy) or other veterans' documents required to receive veterans' preference and/or to document eligibility for individuals who, due to military service obligation, were precluded from applying.
- Males born after 12/31/59 must be registered with the Selective Service.
- If selected, official transcripts will be required prior to entrance on duty.
- A Pathways Participant Agreement will be required if you are selected for a position. The agreement must be signed by all applicable parties prior to entrance on duty.
- Satisfactory completion and favorable adjudication of a background investigation and/or fingerprint check.
- Must possess and maintain a valid driver's license as a condition of employment.
- May be subject to satisfactory completion of one year probationary or trial period.
- Within approximately one year of successfully completing the required training in Maumee, OH, you will be reassigned to another field office or sub-field office. Duty station locations include New Orleans, LA; League City, TX; Portland, OR; Kansas City, MO; Corpus Christi, TX; Stuttgart, AR; or Jonesboro, AR. The move to your final duty station will be at government expense.
- Please note there is no guarantee of conversion and subsequent reassignment to a final duty location.
- Phases of the work may require: Considerable physical exertion, Climbing, Lifting up to 55 pounds, Extreme heights, Varying weather conditions and Potentially hazardous health hazards.
HOW YOU WILL BE EVALUATED:
The category rating procedure is used to rank and select eligible candidates. Under category rating, applicants who meet basic minimum qualification requirements established for the position and whose job related competencies have been assessed are ranked by being placed in one of the following categories: Best Qualified, Well Qualified, and Qualified. Preference eligibles are listed ahead of non-preference eligibles within each category.

You will be evaluated based on your qualifications for this position as evidenced by the education, experience, and training you described in your application package, as well as the responses to the Occupational Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:

- General Commodity Inspection and Grading Skills
- Communication Skills
- Decision Making, Leadership, Supervisory and Project/Program Management
- Grain and Seed Grading

We will review your application, including the online Occupational Questionnaire, to ensure you meet the job requirements and assess your ability to perform this job. Before any certificate can be issued to the selecting official, the resume and supporting documents are reviewed by an HR Specialist to ensure that (a) minimum qualification requirements are met and (b) the resume supports the answers provided to the job-specific questions. Your answers will be verified against information provided in your online resume and application. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

Note: If, after reviewing your resume and / or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your score can / will be lowered to more accurately reflect the submitted documentation. Please follow all instructions carefully. Errors or omissions may affect your rating. Deliberate attempts to falsify information may be grounds for not selecting you.

To view the application form, visit: https://gipsa.usda.ntis.gov/cp/?event=jobs.previewApplication&jobid=e808aa9c-10a6-41b6-a4ac-a4760098b42b

BENEFITS:
This position does not confer all of the benefits usually associated with the competitive service such as tenure and transfer and privileges. However, the selectee will be entitled to sick and annual leave accrual. Eligibility for retirement benefits, health insurance and life insurance is determined on a case by case basis.

OTHER INFORMATION:
- More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.
- Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: USDA’s TARGET Center at 202-720-2600 (voice and TDD).
- Direct Deposit – Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to a financial institution of your choosing.
- E-Verify: Federal law requires agencies to use the E-Verify system to confirm the employment eligibility of all new hires. If you are selected as a newly hired employee, the documentation you present for purposes of completing the Department of Homeland Security (DHS) Form 1-9 on your entry-on-duty date will be verified through the DHS 'E-VERIFY' system. Under the system, the new hire is required to resolve any identified discrepancies as a condition of continued employment.
- It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. See more information at: http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=6465
HOW TO APPLY:
Please read the entire announcement and all the instructions before you begin.
The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.
- We are available to assist you during business hours (normally 8:00 a.m. - 4:00 p.m., Monday - Friday). Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method. All hardship application packages with supporting documents must be submitted no later than noon on the closing date of the announcement in order to be entered into the system prior to its closing.
- This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis; contact us if you are requesting this.

Step 1: Create a USAJOBS account (if you do not have one) at www.usajobs.gov. It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2: Create a resume with USAJOBS or upload a resume into your USAJOBS account. Customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. Your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3: Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required. You can update your application or documents anytime while the announcement is open. Log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

NOTE: Verify that uploaded documents from USAJOBS transfer into the Agency's staffing system. Once in the Agency’s staffing system you will have the opportunity to upload additional documents. Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

REQUIRED DOCUMENTS:
The following documents are required for your application to be complete. Our office cannot be responsible for incompatible software, illegible fax transmissions, delays in mail service, your system failure or downtime, etc. Encrypted and digitally signed documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

- Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade if applicable; 5) supervisors phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 6) other qualifications.
- College Transcripts showing the date your degree was conferred are required. An unofficial copy is sufficient with the application; however, if selected, an official college transcript will be required prior to entering on duty. All education must have been successfully completed and obtained from an accredited school, college, or university. Foreign education must be evaluated by an approved organization. For additional information, refer to the U.S. Department of Education web site at http://www.ed.gov. All transcripts must be in English or include an English translation.
• DD-214 (Member 4 Copy) if claiming Veterans’ Preference. Veterans claiming 10 point preference must also submit a VA Letter and an SF-15 Application for 10-point Veteran Preference. Current active duty members must submit a certification that they are expected to be discharged or released from active duty under honorable conditions not later than 120 days after the date the certification is submitted.

**NOTE:** If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document. Please verify that documents you are uploading from USAJOBS transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload additional documents. Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

**AGENCY CONTACT INFO:**

Human Resources  
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**WHAT TO EXPECT NEXT:**

If you set up your USAJOBS account to send automatic email notifications, you will receive an email acknowledging: 1) the submission of your online Occupational Questionnaire and resume was successful, 2) if you were referred to the selecting official for consideration, and 3) if you were selected or not selected. If you choose not to set up automatic email notifications, you must check your USAJOBS account for the latest status of your application. Your application may be reviewed to verify that you meet the qualifications and eligibility requirements for the position prior to issuing lists to a selecting official. If further evaluation or interviews are required, you will be contacted. We expect to make a final job offer within 40 days after the closing date of the announcement.

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