

**Job Title:**SUPERVISORY HOUSING SPECIALIST  
**Department:**Department of the Navy  
**Agency:**Commander, Navy Installations  
**Hiring Organization:**Naval Station Complex San Diego  
**Job Announcement Number:**SE51173-12-1401361P5076602

**SALARY RANGE:** \$76,359.00 to \$99,273.00 / Per Year

**OPEN PERIOD:** Wednesday, May 13, 2015 to Tuesday, May 19, 2015

**SERIES & GRADE:** GS-1173-12

**POSITION** Full Time - Permanent

**INFORMATION:**

**PROMOTION POTENTIAL:** 12

**DUTY LOCATIONS:** 1 vacancy in the following location:  
Naval Station Complex, San Diego, CA [View Map](#)

**WHO MAY APPLY:** Current, Permanent Federal Civilian Employees within DON (Navy and Marine Corps); Veterans Employment Opportunities Act (VEOA) Eligibles; DOD Interchange Agreements; ICTAP Eligibles.

**SECURITY** Not Applicable

**CLEARANCE:**

**SUPERVISORY** Yes

**STATUS:**

**JOB SUMMARY:**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses-the careers and opportunities to make a difference are endless. Civilian careers-where purpose and patriotism unite! The position is a Supervisory Housing Specialist in the Community Referral Branch, Military Family Housing (MFH), San Diego Metropolitan Area (SDMA), Commander Navy Region Southwest (CNRSW).

**WHO MAY APPLY:**

[Current Permanent USN & USMC Civilian Employee](#) employees serving under career or career conditional appointments; [Veteran's Employment Opportunities Act \(VEOA\)](#) ; [Interchange Agreement](#) eligible; [ICTAP Applicants](#).

**TRAVEL REQUIRED**

- Not Required

**RELOCATION AUTHORIZED**

- Yes
- Relocation may be authorized in accordance with applicable travel regulations and available command funding.

**KEY REQUIREMENTS**

- You must be a US Citizen.
  - Must be registered for Selective Service, see Legal & Regulatory Guidance.
  - Suitable for Federal employment as determined by background investigation.
  - Selectee may be required to successfully complete a probationary period.
  - You must obtain and maintain a non-sensitive security clearance
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## **DUTIES:**

[Back to top](#)

- Implements Public Private Venture (PPV) Policies and Procedures to resolve housing issues.
- Mediates with property owners/tenants when issues are elevated to a higher level.
- Implements Equal Employment Opportunity (EEO) policies, regulations and training to ensure housing department policies, procedures and practices are consistent with the EEO program.
- Communicates major housing policy changes to applicable staff members and occupants.
- Provides reports regarding the utilization of the Public Private Venture (PPV) inventory.

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## **QUALIFICATIONS REQUIRED:**

[Back to top](#)

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

Your resume must demonstrate at least one year of specialized experience at or equivalent to the **GS-11** grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities, to successfully perform the duties of the position.

Specialized experience must demonstrate the following:

1) Provides guidance on housing policies, procedures, laws, and regulations; 2) Resolves housing issues; 3) Develops recommendation to increase the efficiency of housing program policies; and 4) Generates housing utilization reports.

Additional qualification information can be found from the following Office of Personnel Management website: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/housing-management-series-1173/>

**PART-TIME OR UNPAID EXPERIENCE:** Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

As part of the application process, you must complete and submit an occupational questionnaire. To preview this questionnaire and determine if your experience matches the skills required for this position, click on the following link: [View Assessment Questions](#)

## **REQUIREMENTS:**

Generally, current Federal employees applying for GS jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. **All qualifications and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.**

Selectee is required to participate in the Department of Defense direct deposit of pay program.

A Non-Sensitive security clearance is a requirement of this position. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a position offer or removal. If you possess a security clearance, please indicate the level and termination date in your resume.

Positions that are supervisory/managerial require that first time supervisors/managers complete a one-year trial/probationary period if not previously completed in a competitive or other excepted service position.

The work of this position does not involve any special physical demands. However, some walking, bending, stooping, climbing, reaching, and driving are necessary.

The work of this position is performed in an office utilizing the telephone, computer, copier, and fax machines and attending meetings and training. Work involves normal risks or discomforts associated with an office environment. This work area adequately lightened, heated, and ventilated.

#### **HOW YOU WILL BE EVALUATED:**

When the application process is complete, we will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the **Occupational Questionnaire**, along with your supporting documentation to determine your ability to demonstrate the following knowledge, skills and abilities/competencies:

1. KNOWLEDGE OF HOUSING POLICIES, PRINCIPLES, and PRACTICES
2. COMMUNICATION
3. LEADERSHIP
4. INFORMATION MANAGEMENT

If, after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities or you may be found ineligible/not qualified.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

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#### **BENEFITS:**

[Back to top](#)

Department of the Navy offers a [comprehensive benefits package](#) that includes, in part, paid vacation, sick leave, holidays and a 401K-type retirement plan.

#### **OTHER INFORMATION:**

This Position is subject to Department of Defense Priority Placement Program.

Recruitment incentives may or may not be authorized.

This announcement may be used to fill additional vacancies.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

Active duty military members MAY apply under this announcement. If selected, appointment eligibility requirements must be met prior to the effective date of appointment.

The Department of the Navy uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at:

<http://www.secnav.navy.mil/donhr/Documents/CivilianJobs/FedCivAnnuitants.pdf>

Interagency Career Transition Assistance Program (ICTAP) Eligible:

To be considered well-qualified and exercise selection priority as an ICTAP candidate for this vacancy, displaced Federal employees must satisfy all qualification requirements for the position and receive a rating of 85 or higher.

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#### **HOW TO APPLY:**

[Back to top](#)

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

To apply for this position, you must provide a complete Application Package which includes:

- Complete Resume.
- Complete Assessment Questionnaire. [View Occupational Questionnaire.](#)
- Other supporting documentation as required. Please see the "**REQUIRED DOCUMENTS**" section and review the applicant checklist link to determine if there are other documents you are required to submit.

Failure to submit a complete application (resume, assessment questionnaire, and all supporting documents) by 11:59 pm Eastern Standard Time (EST) on Tuesday, May 19, 2015, may result in an ineligible rating and loss of consideration. Please follow all instructions carefully as missing application information will not be requested.

If more than one resume is received, only the last resume received and processed will be reviewed.

If you upload your documents, **do not fax** the same documents.

**Note:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account: <https://mydon.usajobs.gov/Account/Login> select Application Status, and click on the more information link under the application status for this position.

If you are unable to apply online or unable to upload your supporting documents follow the directions located at: [http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ApplicationInfo\\_HowtoApplyviaFax.pdf](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ApplicationInfo_HowtoApplyviaFax.pdf).

This Vacancy ID is 1401361.

Do not email or send hard copy resumes/applications to the Contact Information or Agency Information listed in this vacancy announcement. All resumes/applications received at the addresses listed in the Contact Information or Agency Information will be destroyed and will not be considered for this vacancy announcement.

**\*\*It is the applicant's responsibility to verify that all information in their resume and documents, whether uploaded or faxed, are received, legible, and accurate. HR will not modify answers/documents submitted by an applicant. \*\***

#### **REQUIRED DOCUMENTS:**

**Please see the link below to identify the remaining documents required for this position**

The documents you are required to submit vary based on what authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc.). Please review the following link to see if there are any documents you need to provide:

[http://www.secnav.navy.mil/donhr/Documents/CivilianJobs/ApplicantChecklist\\_Merit.pdf](http://www.secnav.navy.mil/donhr/Documents/CivilianJobs/ApplicantChecklist_Merit.pdf)

**AGENCY CONTACT INFO:**

*DON Employment Info Center EIC*

*Phone: (800)378-4559*

*TDD: 858-577-5723*

*Email: [DONEIC@NAVY.MIL](mailto:DONEIC@NAVY.MIL)*

*Agency Information:*

*00242 CNIC NAVY REGION SOUTHWEST*

*937 North Harbor Drive*

*San Diego, CA*

*92132-0058*

**WHAT TO EXPECT NEXT:**

When the application process is complete, your application will be reviewed to determine if you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the questionnaire, along with your supporting documentation to determine your level of knowledge, skill, and ability, related to the job requirements.

Best qualified applicants will be referred to the hiring manager. The selecting official may choose to conduct interviews, and once the selection is made, you will receive a notification of the decision.

Stay informed of changes to your application status by signing up for automatic email alerts at:

<https://my.usajobs.gov/Account/NotificationSettings.aspx>.