



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
MILK MARKET ADMINISTRATOR

VACANCY ANNOUNCEMENT 12-01

**IT Technology Specialist
(Network Systems Analyst)**

Series/Grade: OCC – 3341 MA 16

(Note: Not GS equivalent)

Opening Date: February 1, 2012

Starting Salary Range: \$65,363 - \$85,721

Closing Date: February 29, 2012

Promotion Potential: MA 18

Duty Location: Minneapolis, Minnesota

Type of Appointment: Excepted

Position Type: Permanent Full-time

Who May be Considered: Open to all qualified U.S. citizens

Primary Duties:

This position will function as a network systems analyst with the following primary duties:

- Planning, designing and developing a variety of network system services based on user needs.
- Using knowledge of LAN/WAN/PC hardware and software to optimize and diagnose the functionality of networks and systems as well as performing systems recovery.
- Making authorized changes to network rights and access to systems equipment.
- Maintaining SQL database security and integrity. Performing routine database maintenance and monitoring.
- Providing research, evaluation and recommendations for purchase of network products and services. Managing the installation of software and hardware, system fixes, updates and enhancements.
- Using systems diagnostic and maintenance tools to ensure the availability and functionality of network systems.
- Developing procedures for responding to new threats to systems to ensure confidentiality, integrity and availability.
- Configuring, implementing, and troubleshooting remote access systems.

Basic Qualifications:

Applicants should be sure that their application materials specifically address all of the basic qualifications including the specialized experience requirement, listed below. Failure to do so will disqualify the applicant based on failure to meet the basic qualifications of the position.

Applicants must have at least **5 years of technical experience working with computer network technology**. Applicants must also have **specialized experience** that includes **all** of the following:

- 2 years of SQL Server Administration
- 2 years of “hands on” support of Microsoft Windows 2003 Server, 2008 Server and Microsoft desktop operating systems
- 2 years of “hands on” support of Citrix XenApp
- 2 years managing Exchange 2007 or higher

Evaluation Criteria:

Eligible applicants will be evaluated against these criteria to determine the best qualified. Applicants should address each of the evaluation criteria in their resume or other application documents. Include information concerning duties, responsibilities, accomplishments, training, and/or coursework pertaining to the following:

1. Experience working in a virtualized network environment using product such as VMWARE.
2. Certifications in Microsoft Operating Systems, Citrix and/or Database Administration.
3. Proven ability to provide customer support. Ability to communicate, both orally and in writing, technical information to non-technical personnel.
4. Proven ability to manage all steps of an IT project including research, evaluation, design, planning and implementation.
5. Proven ability to stay current with technology and make recommendations for changes to current systems and services.
6. Experience managing network devices including VOIP and SANS units.
7. Programming experience using Visual Studio, C# or Transact-SQL

Special Conditions or Requirements:

- U.S. Citizenship required.
- Position is in the excepted service under Schedule A authority.
- A one-year trial period is required.
- Selection is subject to completion of a favorable security investigation.
- Occasional overnight travel required. Mileage, lodging and per diem paid.
- No relocation expenses will be paid.

Application information:

How to Apply: Send a resume or Optional Application for Federal Employment, OF-612, to the address listed. The following information is needed to evaluate your qualifications:

- Full name, mailing address and day and evening phone numbers (with area codes) and e-mail address.
- Highest education level achieved. Specify:
 - Name of educational institution, city, state
 - Date or expected date of completion of degree requirements
 - Type of degree received
- Copy of technical certifications. (if applicable)
- Copy of college transcripts. (if applicable)
- Paid and nonpaid work experience related to basic qualifications including specialized experience requirements.
- Veterans' Preference. (if applicable)

Applicants should submit all of the requested information to:

Jerry Bruckner
Market Administrator's Office
1600 W. 82nd Street, Suite 200
Minneapolis, MN 55431-1420
Phone: (888) 301-8224 ext. 203
Fax: (952) 881-6900
Email: employment@fmma30.com

All application materials must be received by the closing date. If your application does not contain all of the requested information, you may lose consideration for the position.

If you would like more information about the position please contact Shirley Willis at (888) 301-8224 ext. 201.

Benefits:

The full-time benefits of this position include enrollment in the Federal Employees Retirement System; Federal Thrift Savings Plan 401(k), with employer matching funds; Health and Dependent Care Flexible Spending Accounts; Federal Life Insurance, Federal Health Insurance, and dental and vision plans; flexible work schedules; thirteen paid sick leave days annually including sick leave usage options for family-related reasons; ten paid holidays per year; thirteen paid days of vacation for the first three years of Federal service, increasing to 20 days for more than 3 to 15 years of service, and 26 days for more than 15 years of service; and supplemental pay and support for activated Reserve and Guard members.

Veteran's Preference:

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. If your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. To claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, Application for 10-Point Veterans' Preference, plus the documentation required by the form. A copy of this form can be obtained at www.opm.gov/Forms/ or by contacting Jerry Bruckner at (888) 301-8224 ext. 203

EEO/Reasonable Accommodation Policy Statement:

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex (including gender identity and expression), marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) 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).

To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, D.C. 20250-9410 or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

This agency provides reasonable accommodations to applicants where appropriate. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify Jerry Bruckner, (888) 301-8224 ext. 203. Fax (952) 881-6900. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Legal and Regulatory Services:

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and other who may know you. Failure to provide your Social Security Number on your application material will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361. Signature – Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements – If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action. **Selective Service** – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.