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HOW TO APPLY



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**Job Title:** Epidemiologist - NHGRI - DE  
**Department:** Department Of Health And Human Services  
**Agency:** Health & Human Services, National Institutes of Health (NIH)  
**Sub Agency:** National Human Genome Research Institute  
**Job Announcement Number:** NHGRI-10-411986-CR-DE

**SALARY RANGE:** 123,758.00 - 155,500.00 USD /year  
**OPEN PERIOD:** Thursday, May 27, 2010 to Thursday, July 08, 2010  
**SERIES & GRADE:** GS-0601-15/15  
**POSITION INFORMATION:** Full-Time Permanent  
**PROMOTION POTENTIAL:** 15  
**DUTY LOCATIONS:** 1 vacancy - Bethesda, MD  
**WHO MAY BE CONSIDERED:** This vacancy is open to all U.S. citizens. The vacancy is being concurrently advertised under merit promotion procedures for [status candidates](#) under announcement NHGRI-411986-MP. Candidates who wish to be considered under both procedures MUST apply to both vacancies.

*PHS Commissioned Officers interested in performing the duties of this position within the Commissioned Corps should also apply online to this announcement in order to receive consideration.*

#### JOB SUMMARY:

If you are an exceptionally talented, knowledgeable and motivated individual, AND you want to play a significant role in a dynamic organization, then consider joining the NIH, National Human Genome Research Institute (NHGRI), Office of the Director (OD). The National Human Genome Research Institute began as the National Center for Human Genome Research (NCHGR), which was established in 1989 to carry out the role of the National Institutes of Health (NIH) in the International Human Genome Project (HGP). For more information, visit [www.nhgri.nih.gov](http://www.nhgri.nih.gov).

At NIH, the employer of choice, the possibilities are endless.

#### Top 5 Reasons to work for NIH:

- NIH Mission
- Challenging Work
- Career Advancement Opportunities
- Sense of Achievement
- Exceptional Benefits Packages

To see additional reasons employees love to work at NIH, please [click here](#).

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#### Agency Information:

Department Of Health And Human Services/NIH  
 2115 East Jefferson Street  
 Room 1E-102  
 Bethesda, MD 20892-8502  
 US  
 Fax: 301-451-5688

#### Questions about this job:

CSD Branch F  
 Phone: 301-443-3345  
 Fax: 301-451-5688  
 Email: [winandg@mail.nih.gov](mailto:winandg@mail.nih.gov)

#### Job Announcement Number:

NHGRI-10-411986-CR-DE

**Control Number:** 1883546

**NIH named to AARP's 50 Best Employers for Workers over 50!**[Click here to see why.](#)

**New to the Government Application Process?** We want to be sure you have an opportunity to be considered, so please review the information under 'Qualifications and Evaluations' and follow the instructions listed under 'How to Apply.'

This position is located in National Human Genome Research Institute (NHGRI), Office of the Director (OD), Office of Population Genomics (OPG). You will be an Epidemiologist who provides technical leadership, guidance, and evaluation in the epidemiology and genetics of common, complex diseases.

**KEY REQUIREMENTS:**

- Please carefully read and follow the instructions for HOW TO APPLY.
- U.S. Citizenship
- Position involves travel

**Duties**[Back to top](#) ▲**Additional Duty Location Info:**

1 vacancy - Bethesda, MD

This position is located in the Office of the Director, Office of Population Genomics. As an Epidemiologist, you will provide scientific expertise in epidemiology, genetics, and related areas to undertake, collaborate, and advise on population-based investigations of the genetics of common, complex diseases. You will also serve as advisor to the Director on application of genomic technologies to population studies, evaluating the significance of emerging fields and trends in research and identifying priorities for future population genomic research, including development of major new Institute initiatives in collaboration with the research community. You will also have primary responsibility for at least one major Institute-initiated study, on which you serve as Project Officer and function as an active member of the study Steering Committee and its subcommittees in both a scientific and administrative role.

In addition to participating in a cooperative effort to accomplish Institute goals, the duties include the following:

Designs, conducts, and manages, and evaluates state-of-the-art epidemiologic and genetic research projects. Provides technical leadership and guidance. Provides concept development of hypotheses, research areas, and statistical methodology and establishes criteria for study design. Prepares solicitations of grant applications and contract proposals, and makes recommendations regarding funding decisions.

Analyzes, interprets, and disseminates scientific data from epidemiologic and genetic studies. Prepares articles, presentations, and reports from investigations and reviews manuscripts for publication. Provides expert advice and consultation on statistical analysis and interpretation of these studies.

Provides programmatic management of research grant applications in the area of epidemiology and genetics. Prepares solicitations of grant applications and contract proposals, and makes recommendations regarding funding decisions. Provides sound scientific and administrative advice to investigators, institutions, and labs to develop research applications in line with NHGRI/NIH guidelines. Cooperates with other Federal and non-Government organizations to coordinate program activities.

**Qualifications and Evaluations**[Back to top](#) ▲**QUALIFICATIONS REQUIRED:**

Basic Requirements:

Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree in an academic field related to health sciences or allied sciences appropriate to the work of the position.

In addition to meeting the basic entry qualification requirements, applicants must have specialized experience.

Applicants must have one year of *specialized experience* equivalent to the next lower grade in Federal Service which demonstrates possession of the knowledge, skills, and abilities to perform the duties of this position.

*Specialized Experience:* Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

For the GS-15 level, candidates must have one year of specialized experience equivalent to the GS-14 level. Specialized experience at this level should demonstrate participation in the design, direction or administration of broad research projects related to either epidemiological or genetics studies of health and disease.

This position has an education requirement. You must submit a copy of your transcripts (or a list of your courses including titles, credit hours completed and grades) to document that you have met the education requirement. Unofficial transcripts will be accepted in the application package. Official transcripts will be required prior to beginning employment. Most colleges and universities offer unofficial transcripts online – please check your school website to obtain a copy quickly.

If you have Federal status and have never been on an appointment in this occupational series, you must submit your transcripts as indicated above. If you have Federal status and are currently or were previously on an appointment in this occupational series, you do not need to submit transcripts at the time of application. Instead, you should submit an SF-50 showing that you were on an appointment in this occupational series.

**Click here for information on [Foreign Education](#)**

You must meet U.S. citizenship and all other qualification requirements by the closing date of this announcement in order to be considered for the position.

All male citizens of the United States born after December 31, 1959, must be registered for the Selective Service to be eligible for Federal employment. For more information about registering with the Selective Service visit: <http://www.sss.gov/>.

This position is subject to a background investigation.

You will be required to do some travel.

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

Your application will be evaluated and rated under Category Rating and Selection procedures. Category rating combines the applicant's total qualifying experience and education/training into a single quality category. If you meet the basic qualification requirements, we will further evaluate your entire application package to determine the quality and extent of your experience, education, training, etc., for placement in one of the following categories:

- 1) Best Qualified - Meets the Minimum Qualification Requirements and excels in most requirements of the position;
- 2) Well Qualified - Meets the Minimum Qualification Requirements and meets most requirements of the position;
- 3) Qualified - Meets the Minimum Qualification Requirements, but does not possess the relevant competencies to a substantive degree.

The Category Rating Process does not add veterans' preference points or

apply the 'rule of three', but protects the rights of veterans by placing them ahead of non-preference eligibles within each category. A selecting official may make selections from the highest quality category (Best Qualified) provided no preference eligible in that category is passed over to select a non-preference eligible in that category unless approval has been granted.

We encourage you to submit a narrative response to the job-related questions. Responding to the questions provides you an opportunity to indicate why you are the best candidate for the job and why NIH should consider you for employment. Share with us your qualities that will set you apart from other applicants.

The following questions are intended to solicit specific information relevant to your rating.

- 1) Skill in developing new and innovative research ideas, determining and/or recognizing a gap or gaps in a scientific area, and developing innovative strategies to fill those gaps.
- 2) Skill in participating creatively and effectively in the management and administration of extramurally supported projects. Ability to integrate results from different scientific areas to generate novel hypotheses or discoveries.
- 3) Skill in conveying complex scientific topics effectively to a wide variety of lay and scientific audiences, such as students, colleagues and experts in the field.
- 4) Knowledge and scientific research experience in the fields of epidemiology or human and/or clinical genetics/genomics.
- 5) Skill in writing an application for research grant funding for a project in epidemiology and/or genetics/genomics, describing the role and operational aspects.
- 6) Skill in evaluating or monitoring research grant proposals in epidemiology or genetics/genomics.
- 7) Ability to coordinate, facilitate, and guide the work of major scientific/health groups, organizations, or committees, involving complex administrative and technical/scientific activities.
- 8) Skill in data analysis in the area of epidemiology.
- 9) Skill in analyzing statistical data utilizing statistical software programs.

To ensure that your application is complete, please utilize the space in the job specific **questionnaire section** to provide your narrative responses to the job-related questions. Alternatively, you may use the Additional Information field on the USAJOBS Resume Builder to submit this information, as well.

### SCREENING QUESTION:

[Click Here](#) to view Screening Questions.

### Benefits and Other Info

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### BENEFITS:

**Location, location, location.** NIH's main campus is located in beautiful Bethesda, MD, a stone's throw from downtown Washington DC. Surrounded by world class eateries and shopping areas, a career at NIH has many great benefits in addition to its location. Some of the great benefits that an employee MAY be eligible to receive are:

- Flexible/Compressed work schedule
- Free parking
- Paid Holidays, Vacation and Sick Time
- Teleworking opportunities
- Convenience: A Metro stop right on the NIH campus

- On site fitness center
- Transit Subsidies
- On site credit union
- Cultural events
- Scientific lectures
- On site child care centers
- A variety of employee clubs such as Toastmasters, karate, and sailing

In addition to the benefits listed above, the following links will navigate you to the federal government's generous benefit packages such as annual, sick, and holiday leave, health insurance, and a Thrift Savings Plan with matching contributions. For more information, check out [New Employee Benefits](#) and [OPM's Employee Benefits Information](#).

Our mission is more than just a paragraph; it's everywhere you look. NIH is home to the world's premier biomedical research hospital. Discover a career at NIH: It's about life.

### OTHER INFORMATION:

The materials you send with your application will not be returned.

We are unable to pay relocation expenses.

A one-year probationary period may be required upon selection/placement.

**Helping you through the process.** At NIH we are striving to make the application process as easy and efficient as possible. With that in mind, the resume and corresponding responses of successful candidates may be shared with other Institutes/Centers of NIH with opportunities like the one you are applying to and additional selections may be made. We recommend you still apply directly to the jobs that interest you, but we want you to know we are working for you. If for some reason you don't want your application shared with other Institutes/Centers, just notify the point of contact for this posting and we'll make sure your application stays solely with this posting. Additional selections may be made through this vacancy announcement.

**Holding ourselves to a higher standard.** The National Institutes of Health inspires public confidence in science by maintaining high ethical principles. In addition to the Federal government's code of ethics, we have our own agency specific standards; check them out at the [NIH Ethics web site](#).

**Equal Opportunity Employment.** Equality is held as one of the most important values here at NIH. Selection for this - and any other - position will be based solely on merit. NIH does not discriminate on the premises of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age or membership or non-membership in an employee organization.

**Who we are, what we do, and why it matters.** The National Institutes of Health (NIH) is the premiere biomedical research center for the nation and the world. The [27 Institutes and Centers](#) at NIH employ approximately 18,000 employees doing a vast array of jobs, all supporting efforts for a healthy nation. For more information on the NIH mission, goals, and Institutes and Centers, please visit [NIH Overview](#). To find out more about working at NIH, visit [Life at NIH](#).

**Tobacco Free NIH.** To help ensure the health and well being of its staff and all those who visit the NIH, the NIH maintains a [tobacco free work environment and campus](#).

**The National Institutes of Health** participates in the USCIS Electronic Employment Eligibility Verification Program ([E-Verify](#)). E-Verify helps employers determine employment eligibility of new hires and the validity of their Social Security numbers.

**A newly appointed or reappointed employee may receive service credit** for prior work experience or active duty uniformed service that otherwise would not be creditable for the purpose of determining his or

her annual leave accrual rate. All creditable service must be directly related to the duties of the position being filled and decisions to allow for such credit must be finalized prior to the selectee's entrance on duty. The use of this service credit incentive is at the discretion of the selecting official and service credit is granted only for a position deemed hard-to-fill.

If selected, you will be required to complete Confidential Financial Disclosure Report, OGE Form 450 to determine if a conflict or an appearance of a conflict exists between your financial interest and your prospective position with the agency. This information is required annually.

This position requires overnight travel that might be up to 1-4 nights per month.

## How To Apply

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### HOW TO APPLY:

To be considered for this position, you are required to submit the information listed below online at USAJOBS before midnight Eastern Time on the closing date of the announcement. If you are unable to apply online, please contact the HR contact listed on the announcement for assistance at least three business days before the closing date of the announcement for application instructions.

1. Your resume
2. Your responses to the questionnaire that follows the online resume submission which may require narrative responses to the KSA's listed on the Qualifications and Evaluations tab.
3. Applicable supporting documentation (including your SF-50, any veteran's preference, [CTAP/ICTAP](#), [Schedule A documentation](#), or other information requested in the announcement) either by attaching your documents with your resume on USAJOBS (see instructions below), e-mail or FAX. Choose only one method of submitting supporting documents. To ensure that staff can match application materials with your resume and question responses, please include your name, the vacancy announcement number, and a daytime telephone number on all supporting documentation. To ensure your information is secure, please block out any Social Security numbers (SSNs). Clean copies may be requested if you are hired.

View our tutorial for [How to Apply to the NIH](#)

#### Instructions for Applying Online:

1. Log on to [USAJOBS](#) to access your existing resumes or to create a new one. See [our Federal Resume tutorial](#). When creating your resume in USAJOBS resume builder, MS Word formatting such as bullets, bold, underlining should not be used. Line spacing, dashes, or asterisks are good alternatives. See USAJOBS Customer Service Formatting Tips for more information. You may also attach up to 5 documents to your application(s). There is a drop down list of documents that you can attach in the Saved Documents section of My Account. Be sure to check this announcement to see what types of documentation, if any, is requested.
2. Return to the Vacancy Announcement and click the Apply Online button on the right hand side of the announcement.
3. Choose which resume you wish to submit by selecting it in your resume list. Next, select which Attachments you would like to submit (if you have uploaded them to Saved Documents) and click 'Apply for this Position Now!'
4. When you are finished submitting your resume and documents, you will be prompted by a questionnaire to respond to the KSAs online. Complete all questions on the questionnaire.

5. When you are finished with the questionnaire, you may submit your supporting documentation by fax or e-mail if you haven't submitted them online already to the person listed at the bottom of the announcement. To ensure your information is secure, please block out any Social Security numbers (SSN's). Clean copies may be requested if you are hired.

6. If you have questions or require reasonable accommodation during the application process, please contact the HR contact listed on the announcement for assistance at least three business days before the closing date of the announcement for application instructions. If you have difficulties with hearing and are seeking assistance, please call a relay operator at 1-800-735-2258 or visit [Maryland Relay](#) or [AT&T Relay](#).

7. If you run into any technical difficulty during the online application process, please contact [the USAJOBS helpdesk](#).

#### Special Consideration:

Certain veterans and displaced federal employees may be eligible for special consideration. Please refer to the following links for additional information and documentation requirements.

- [Veterans](#)
- [CTAP](#)
- [ICTAP](#)
- [Schedule A Appointments for the Disabled](#)

This position has an education requirement. Please submit a copy of your transcripts with your application. See the 'Education' section on the 'Qualifications and Evaluations' tab for more information.

#### AGENCY CONTACT INFO:

CSD Branch F	Agency Information:
Phone: 301-443-3345	Department Of Health
Fax: 301-451-5688	And Human
Email:	Services/NIH
winandg@mail.nih.gov	2115 East Jefferson
	Street
	Room 1E-102
	Bethesda, MD 20892-
	8502
	US
	Fax: 301-451-5688

#### WHAT TO EXPECT NEXT:

View our tutorial for [Checking Your Applicant Status](#)

Within 10 to 15 business days of the closing date you may check the status of your application online at [USAJOBS: Application Status](#). If you were rated eligible, it will indicate whether or not your application was referred to the selecting official for consideration.

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USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.