

# "Q2-2024-0107" Vacancy Details

## About

**Announcement Number:** Q2-2024-0107

**Hiring Agency:** GSA, Technology Transformation Service

**Position Title:** Information Technology Specialist (APPSW)

**Open Period:** 01/07/2025 - 01/13/2025  
Format MM/DD/YYYY



This vacancy is limited to a certain number of applicants and may close before the close date listed here if that limit is reached.

**Series/Grade:** GS - 2210AB 09

**Salary:** USD \$61,111 - USD \$99,314 /Per Year

**Work Schedule:** Full-time -

**Promotion Potential:** GS-12

**Duty Location(s):** **MANY** Vacancies in  
  
Anywhere in the U.S.  
(remote job), US

**Telework Eligible:** No

**For More Info:** Loyola Ukpokodu  
 (816) 766-4081  
 loyola.ukpokodu@gsa.gov

## Overview

**Hiring Path:** • Custom Announcement (not open to the public)

**Clarification from the Agency:** Recent Graduates: If you completed a qualifying degree, certificate, or industry-recognized credential within the previous two years, you may apply. If you are a veteran who was prevented from applying during the 2-year period due to your military service, you may apply if your degree, certificate, or industry-recognized credential was completed within the last 6 years.  
  
Enrolled students: If you will complete your degree requirements by JULY 15, 2025 you may apply.

**Security Clearance Required:** Other

**Appointment Type** Recent Graduates

**Marketing:** [About the Agency](#)

**Summary:** Are you a graduating student or a recent grad? Join our Pathways Recent Graduate Program! The [U.S. Digital Corps](#) is a two-year Fellowship program that offers professional and technical training, mentoring and developmental opportunities starting at the GS-09 grade level that promotes careers in the federal government to recent graduates.

**Supervisory Position:** No

**Relocation Expenses** **No**

**Reimbursed:** Occasional Travel

**Travel Required:** Travel for program events

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## Duties

This position is for the U.S. Digital Corps **Software Engineering (APPSW) track** - an advanced entry level **Information Technology (IT) Specialist** with a specialty in Information Technology **(APPSW)**. As an IT specialist, the incumbent designs, documents, develops, modifies, tests, installs, implements, and supports new or existing applications software.

### Major duties of this position:

- Applies technical IT and software or program knowledge, methodologies, tools, techniques, and ways of thinking to create impactful change.
- Assists in developing, creating, maintaining, and writing/coding new (or modifies existing) computer applications, software, or specialized utility programs.
- Conducts software and systems engineering and software systems research in order to develop new capabilities.
- Works collaboratively to strengthen the project team and outcomes.
- Utilizes interpersonal skills and navigates and works through conflicts resulting in mutually beneficial resolutions.
- Attends meetings and uses empathy, creativity, coalition building, situational awareness and tact to problem solve and manage project stakeholders in collaborative environments.

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## Qualifications and Evaluations

**Requirements:** If selected, you must meet the following conditions:

- **Current or Former Political Appointees:** The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C or NonCareer SES employee in the Executive Branch, you must disclose this information to the HR Office. Failure to disclose this information could result in disciplinary action including removal from Federal Service.
- Serve a two-year trial period, if required.
- Undergo and pass a background investigation based on the Security Level designation on the assigned Position Description. Position security requirements are dependent on the position for which selected, and may be designated at Top Secret, Secret, No clearance required. Dependent on which position you are selected for you will be required to undergo and pass the appropriate Tier background investigation level. You must be granted the required security clearance before you can start the job, as applicable.
- Complete a financial disclosure report to verify that no conflict, or an appearance of conflict, exists between your financial interest and this position.
- Have your identity and work status eligibility verified if you are not a GSA employee. We will use the Department of Homeland Security's e-Verify system for this. Any discrepancies must be resolved as a condition of continued employment.
- Signed participant agreement is required for employment under the Pathways Program prior to entrance on duty.

**To be eligible for conversion to the competitive service after completion of the Pathways Recent Graduate program must:**

- Meet the OPM qualification standard for the position to which the Recent Graduate may be converted.
- Maintain an acceptable performance under GSA's approved performance management system.
- Receive a favorable recommendation from their Supervisor prior to a permanent appointment.
- Successfully complete at least 2-years of continuous service in addition to all the requirements of the program.

**Key Requirements:** • US Citizenship or National (Residents of American Samoa and Swains Island)

- Direct Deposit of salary check to financial organization required.
- Register with the Selective Service if you are a male born after 12/31/1959

**Education Requirements:** Education: All academic degrees and coursework must be from [accredited or pre-accredited](#) institutions. If you do not have the below graduate education to qualify, you can still qualify with one year of specialized experience as described above.

**Master's degree or equivalent graduate degree for the IT Specialist 2210 Series (or 2 full years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree):** in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management **or** degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

**Note:** If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. For further information, visit: <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>

**To receive credit for Education, you must provide college transcripts to support your Educational claims.**

**Evaluations:** The evaluation process for this job is different from a typical federal job announcement as the U.S. Digital Corps program utilizes the Subject Matter Expert Qualifications Assessment (SMEQA) process.

Subject matter experts will evaluate whether you meet the qualifications for the U.S. Digital Corps for this position.

You are being evaluated under the category rating method which means, if you are determined to be qualified, you will be placed into the 'Best Qualified', or 'Well Qualified' category by Subject Matter Experts (SME) based on your knowledge and experience to the required competencies of this position.

#### **Resume review:**

Subject matter experts will review the **first page of education and first two (2) pages of work experience** on your resume to determine your technical qualifications for this position based on the required competencies.

#### **Project-based assessment:**

Shortly after the deadline, eligible applicants will receive a short project-based assessment to complete. Responses to the assessment will be used to measure the depth of knowledge in relation to the required competencies for the position. Depending on the volume of applications passing this step in the evaluation process, either the top candidates will move into the next assessment phase (with remaining candidates holding in the process) or all passing candidates will move to the next phase.

#### **Qualifying phone interviews:**

At this phase, you will have at least one phone interview to further assess whether your experience meets the required competencies. You should expect your interview to cover both technical and non-technical competencies. You may meet with more than one subject matter expert for a determination to be made.

All interviews will be conducted virtually. Live captioning and other accessibility assistance is available for all candidates. If you require accommodations at any point of the application or hiring process, please contact [jointts@gsa.gov](mailto:jointts@gsa.gov).

#### **Ranking and preference:**

Veteran's preference applies to all selections made under the Pathways authority in accordance with Part 302 of 5 CFR. Veteran Preference will be applied to applicants who move forward after the qualifying phone interviews.

The "Best Qualified" applicants will be issued to the Selecting Official by the Human Resources Office. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category. Based upon your category and score, you may be referred to the U.S. Digital Corps for interviews with host agencies.

If you misrepresent your knowledge and experience in the application package, you will be excluded from consideration for this job.

A "federal resume" is not required, however, federal hiring does require that your resume must explicitly reflect the minimum qualifications cited in the job posting.

**Qualifications:** The qualification standards for this position allows an applicant to meet the qualification requirements through either the requirements specified in the section titled **Education** or the requirements specified in the section titled **Specialized Experience**.

**BASIC REQUIREMENTS:** Have IT-related experience demonstrating EACH of the five competencies listed below:

- **Application Design & Architecture** - Proficient in at least one programming language. Develops software applications, individually or as part of a team, for deploying to appropriate cloud-hosted environments, to meet the business requirements.
- **Technical Collaboration** - Uses appropriate configuration management platforms to collaboratively perform code submission and reviews. Understands the best practices and adapts to team norms.
- **Software Development Communication** - Effectively documents and communicates risks, estimates, dependencies, and relevant information about the given project or application, within a team and across the organization, including the stakeholders.
- **Problem Solving** - Uses sound judgment and creativity to apply technical knowledge, methodologies, and tools in order to recommend and/or develop new solutions for organizational problems. Able to collaborate with others to resolve challenges, come up with solutions, and make progress using empathy, situational awareness, and tact.
- **Communication** - Explains in-depth or technical concepts using oral, written, and visual mediums, and in ways that different types of audiences can understand. Presents findings, recommendations, and alternatives to help others make a decision or understand the value of organizational IT needs. Communicates relevant project considerations and updates such as risks, estimates, and dependencies, within a team and across stakeholder groups.

**AND**

**Specialized experience:**

You qualify at the Grade 09 level if you possess one year of specialized experience that equips you with the skills needed to perform the job duties. This specialized experience must have been equivalent to at least the Grade 07 level to meet the qualification requirements in the Federal Service.

**Examples of specialized experience** include experience that demonstrates the ability to design and build basic software applications; maintain and modify existing programs; collaborate with other computer specialists utilizing code management tools; and communicate technical information—including information about the software development process—in ways that different types of audiences can understand, and utilize technical knowledge and methods to solve problems.

**OR**

**Education: Please see below for education qualification requirements.**

**Apply only if you meet the qualifications.**

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Benefits and Other Info

**Benefits:**  
**Agency Benefits:** You will have access to many [benefits](#) including:

- Health insurance (choose from a wide range of plans)
- Life insurance coverage with several options
- Sick leave and vacation time, including 11 paid holidays per year
- Thrift Savings Plan (similar to a 401(k) plan)
- Flexible work schedules
- Transit and child care subsidies
- Flexible spending accounts

- Long-term care insurance
- Training and development

**Other Information:** **GSA is not obligated to make an offer of employment, nor is the Pathways selectee obligated to accept an offer of employment.**

**Bargaining Unit Status:** This position is ineligible for the bargaining unit.

**Criminal History Inquiries** - Not allowed before offer. If you apply to this position and are selected, we will not ask about your criminal history before you receive a conditional job offer. If you believe you were asked about your criminal history improperly, contact the agency or [visit GSA's webpage](#).

**Promotion Policy:** If you are selected at a grade lower than the full performance level, you may be promoted up to that grade level without having to re-apply or compete against other applicants.

**Management Rights:** Additional vacancies may be filled through this announcement in this or other GSA organizations within the same commuting area as needed; through other means; or not at all.

### Diversity

GSA is committed to diversity, equity, inclusion and accessibility that goes beyond our compliance with EEO regulations including:

- Valuing and embracing diversity, promoting equity, inclusion and accessibility, and expecting cultural competence; and
- Fostering a work environment where all employees, customers and stakeholders feel respected and valued.

On a case-by-case basis, the following incentives may be approved:

- Recruitment incentive if you are new to the federal government
- Credit toward vacation leave if you are new to the federal government

Our commitment is:

- Reflected in our policies, procedures and work environment;
- Recognized by our employees, customers and stakeholders; and
- Drives our efforts to recruit, attract, retain and engage the diverse workforce needed to achieve our mission.

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## How to Apply

**How to Apply:** Submit a complete online application including any required documents prior to 11:59 pm Eastern Time on the closing date of the announcement. You can modify or complete your application any time before the deadline. Simply return to USAJOBS, select the vacancy, and update your application. For more detailed instructions on how to apply, click here: [Apply for a GSA Job](#).

**If you are having issues applying to this announcement, you should switch to a different browser, network or device. Note: Your firewall may block your transfer from USAJOBS to your GSA application.**

To begin, click the ***Apply Online*** button on the vacancy announcement.

- Sign in or register on USAJobs and select a resume and documents to include in your application.
- Once you have clicked ***Apply for this position now***, you will be taken to the GSA site to complete the application process.

- Click the ***Apply To This Vacancy*** and complete all steps in the application process until the Confirmation indicates your application is complete. **If you click *Return to USAJobs* or get timed out prior to receiving confirmation, your application will not be submitted and cannot be considered for this job.**
- **Note:** Review the *REQUIRED DOCUMENTS* section of this announcement to determine which apply to you and must be submitted online. You may choose one or more of the following options to submit your document(s): **Upload** (from your computer); or **USAJOBS** (click the "USAJOBS" link to complete the transfer process).

#### Need Assistance?

- **Questions or issues completing an application and/or submitting documentation - contact [mgshep@monster.com](mailto:mgshep@monster.com) or 1-866-656-6831 Monday-Friday 7AM - 7PM EST, except for Federal holidays**
- **Specific questions on the position - contact the HR representative (Monday-Friday during normal business hours) listed on the announcement, prior to the application deadline**

**You must receive HR approval before deviating from these instructions. Be sure to APPLY EARLY as most assessments must be completed fully and submitted before the announcement closing.**

**Required Documents:** GSA & the U.S. Digital Corps' application process has been specifically developed to ensure that we only ask you for the information we absolutely need to evaluate your qualifications and eligibility. All Recent Graduate applicants are required to submit the following supportive documents.

**ALL required documents must be submitted before the closing date. Review the following list to determine what you need to submit.**

**Resume:** Your resume must show your name, email address, work schedule (full-time, part-time, etc.), number of hours worked per week, start/end dates of employment (month/year) and duties performed.

**College transcripts:** Your transcripts must show a, b, and c:

- (a) Proof of recent graduate status (within past 2 years or on track to graduate by **July 15, 2025**; or within past 6 years if you were prevented from applying due to your military service)
- (b) Name of your college or university
- (c) Date your degree was awarded

**Certificate:** If you received a certificate from a registered apprenticeship programs, (i.e., Job Corps, Climate Corps, AmeriCorps, and Peace Corps) or industry-recognized credential only when awarded from a qualifying career or technical education program. Your certificate must show a, b, and c:

(a) Proof of recent graduate status (within past 2 years or on track to finish by **July 15,2025**; or within past 6 years if you were prevented from applying due to your military service)

(b) Name of qualifying career or technical education program

(c) Date program was completed

**If you are currently pursuing a graduate degree, but you are claiming Recent Graduate eligibility based on a previous degree, you must also include those transcripts.**

If you completed your education outside of the U.S., see [Foreign Education](#) information for guidance on what we can accept.

**If selected, an official transcript will be required prior to appointment.**

**If you are claiming veterans preference:**

- (a) Copy of your Certificate of Release or Discharge From Active Duty, DD-214 that shows the dates of your active duty service. If selected, a DD-214 showing your type of discharge (member 4 copy) will be required prior to appointment.
- (b) If you are claiming 10-point preference, submit both of the following in addition to the DD-214: **(1)** completed [SF-15](#) form; and **(2)** proof of your entitlement (refer to [SF-15](#) for complete list).

**If you are active duty military-** Certification on a letterhead from your military branch that includes your rank, character of service



(must be under honorable conditions) & military service dates including discharge/release date (must be no later than 120 days after the date the certification is submitted).

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.

Next Steps: After the closing date/deadline:

1. **ELIGIBILITY/QUALIFICATIONS:** Your application will be reviewed for all requirements.
2. **REFERRAL TO U.S. DIGITAL CORPS TEAM:** If you meet all the requirements as verified by Subject Matter Experts, you may be referred to the program team for review and a possible agency matching interview(s).
3. **SELECTION/TENTATIVE JOB OFFER:** If you are selected, you will receive a tentative offer and start the suitability and/or security background investigation process.
4. **FINAL JOB OFFER:** Once our security office determines you can come on board, you will be given a final offer.
5. **FINAL COMMUNICATION:** Once the position is filled, we will notify you of your status. You may also check your application status by logging into USAJOBS and clicking “Track this Application” on the Applicant Dashboard.

Thank you for your interest in working for U.S. General Services Administration!

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