

Navigating USA Jobs

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Health Scientist Administrator

Acting Chief

Breast and Gynecologic Cancer Research Group

Division of Cancer Prevention

September 23, 2016

Networking

How to get started

- * Visit www.USAJOBS.gov
- * Click on “Create an Account” in the upper right-hand corner
- * Provide your email, create a username and agree to the term/conditions
- * Post/Build a resume
- * Search and apply for a federal job

Setting up your account

- * Hiring eligibility
 - * Veteran status
 - * Special hiring
- * Account Information
 - * Notification Settings

Job Announcements



Discover a career
at NIH: It's about life

Job Title: Health Scientist Administrator (Scientific Review Officer)
Department: Department Of Health And Human Services
Agency: National Institutes of Health
Job Announcement Number: NIH-GR-DE-14-1037971

This position is closed and no longer accepting online applications through USAJOBS.

The contents of the announcement can still be [viewed](#).

SALARY RANGE: \$89,924.00 to \$138,136.00 / Per Year
OPEN PERIOD: Friday, February 14, 2014 to Sunday, February 23, 2014
SERIES & GRADE: GS-0601-13/14
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 14
DUTY LOCATIONS: Few vacancies in the following location:
Montgomery County, MD [View Map](#)
WHO MAY APPLY: United States Citizens
SECURITY CLEARANCE: Public Trust - Background Investigation
SUPERVISORY STATUS: No
JOB SUMMARY:

ger accepting online JSAJOBS.

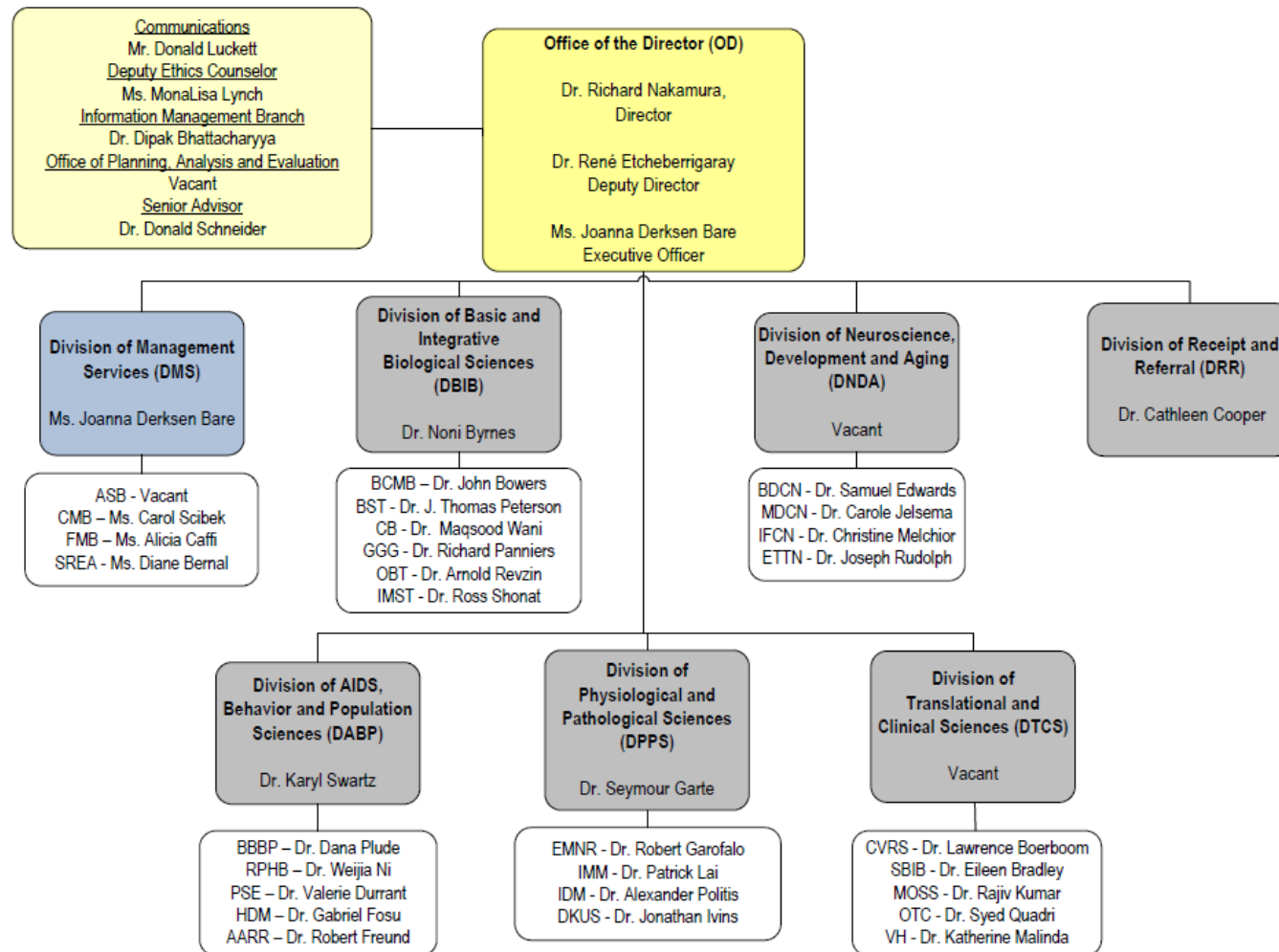
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[View Map](#)

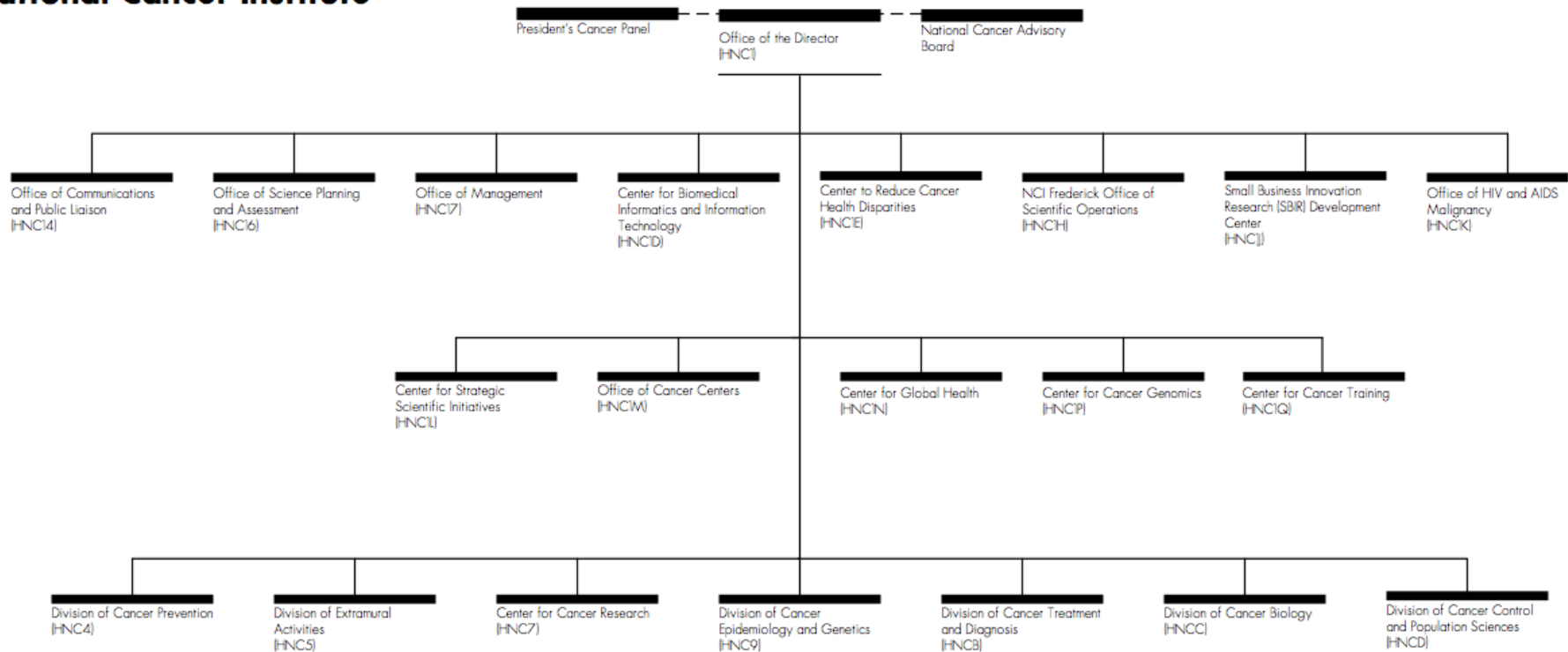
l Investigation

Center for Scientific Review

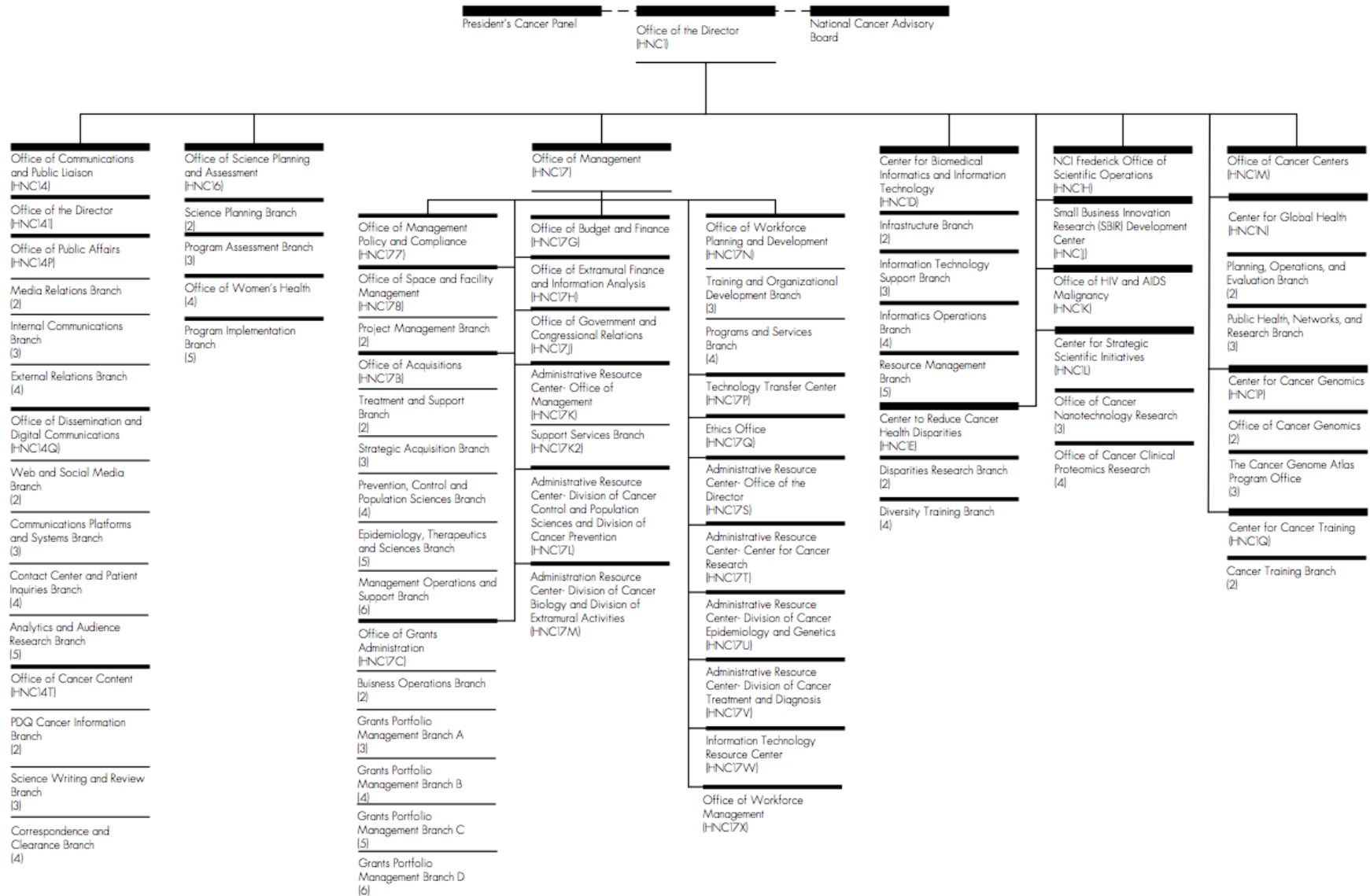


NCI

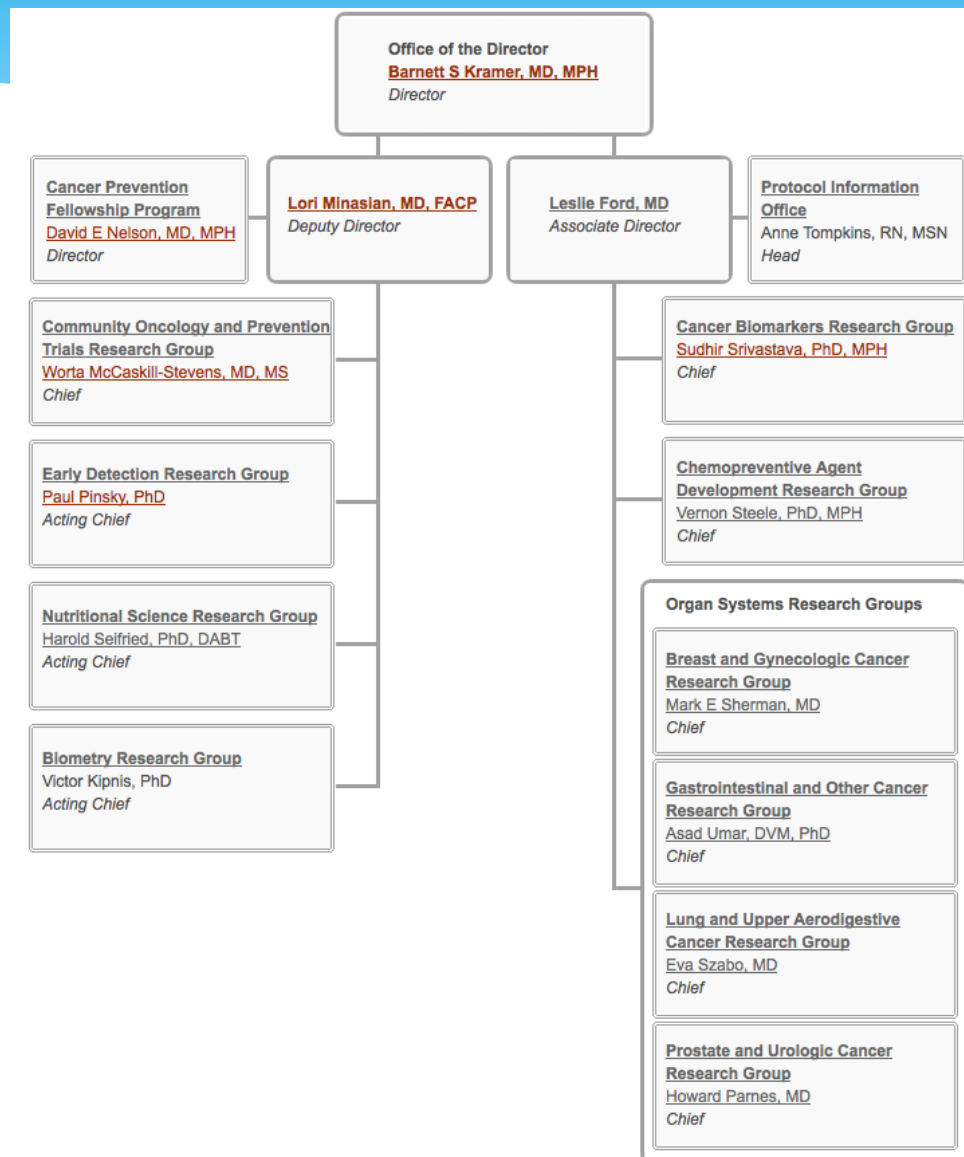
National Cancer Institute



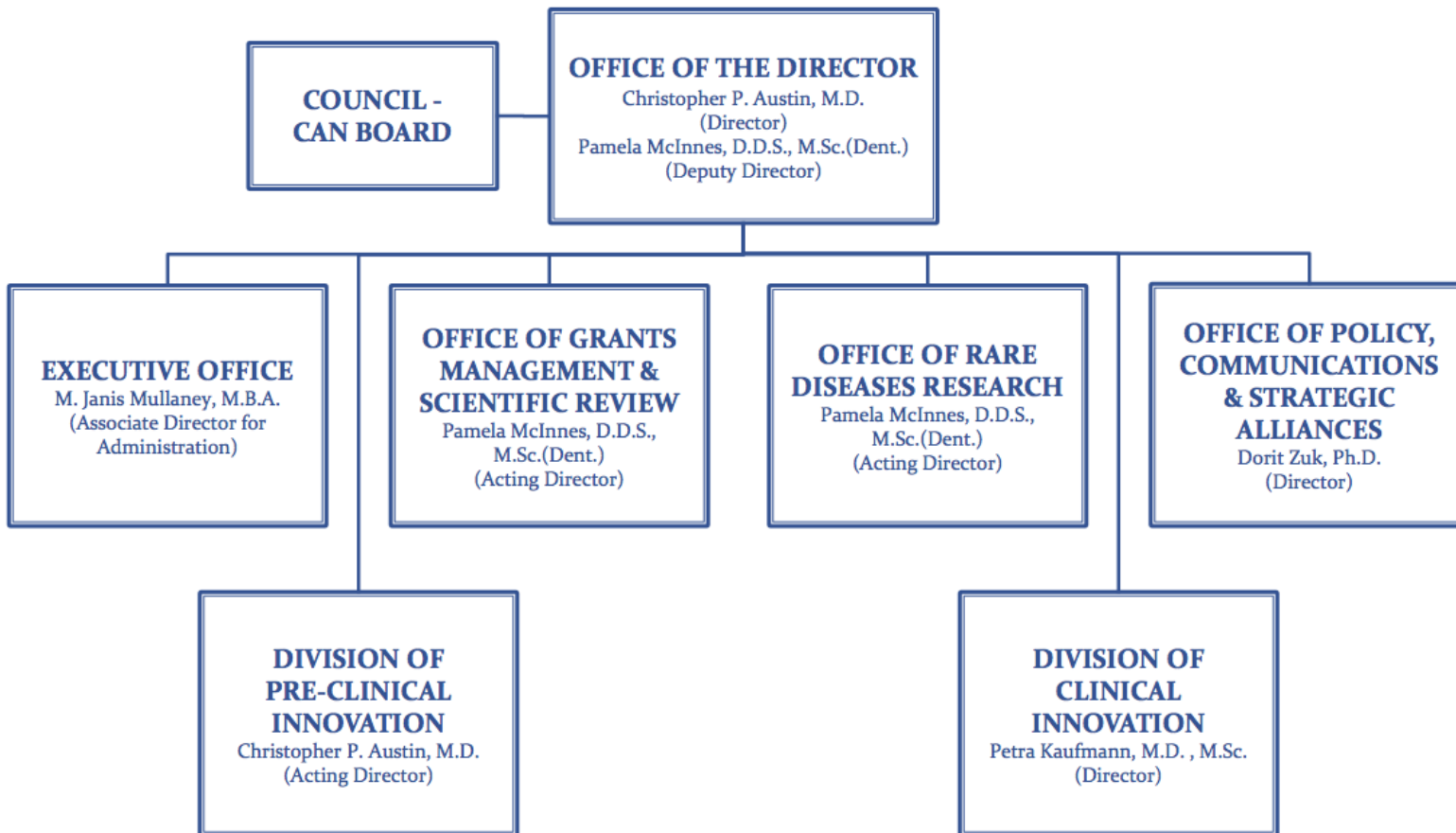
NCI- Office of the Director



Division of Cancer Prevention



NCATS Organizational Chart




Setup a saved search

 My Account

 Profile

 Resumes

 Saved Searches

 Inbox (1)

 Saved Jobs

 Saved Documents

 Application Status

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

Your saved search named HSA was renewed and will now expire on 3/25/2015

Saved Search 1: HSA

Date Expires: 3/25/2015

[View Results](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

[Create a new saved search](#)

You have created **1** of **10** possible saved searches.

Tips on Managing Your Saved Searches

View: This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria

Edit: Make changes to your saved search any time

Delete: Permanently removes your saved search

Renew: Renews your search for another year

Build a Resume

- * For each job you have held you have 5000 characters to explain the duties, accomplishments, and related skills
- * For each education experience you have 2000 characters to explain relevant course work, licensures and certifications
- * Up to 5 references
- * 5000 characters for job related training
- * 5000 characters for professional publications
- * 20000 characters for job-related honors, awards, leadership activities, skills of other specific information requested by the job announcement
- * You can store up to 5 resumes in USAJOBS

What GS level can you expect?

- * Read the job announcement
- * What is the promotion potential?
- * Temper your upfront expectations

GS12 - Choose the one answer that best describes how you meet the qualification requirements for a Health Scientist Administrator GS-601-12 as described in the Qualifications Section of the Vacancy Announcement.

- A. Academic Environment - serving as principal investigator or equivalent on a grant or contract which may include institutional grant support or foundation funds, but should have been obtained competitively; independent research, as evidenced by the development of a research project, and primary authorship of research publications in peer-reviewed journals; held position of Instructor, Assistant Professor, or equivalent.
- B. Intramural Environment - independent research, as evidenced by the development of research projects, and primary authorship of research publications in peer-reviewed journals; evidence of responsibility for significant aspects of laboratory/research unit (at least 3 years postdoctoral research); held position of Staff Fellow, Senior Staff Fellow, Research Associate or equivalent.
- C. Private Sector (Profit/Nonprofit) - conceptualization and implementation of a research project, primary authorship on internal research reports or patents and/or publications in peer-reviewed journals; held position of Research Scientist or equivalent.
- D. I qualify for this position at the GS-12 level because I have 1 year of specialized experience equivalent to at least the GS-11 level in the Federal service obtained in the public sector, performing the following types of review or program tasks: review for completeness applications for research grants or contracts; study scientific literature in order to place the proposed research project in its relationship to the research being done in the subject matter area; respond to issues and concerns about specific applications or proposals pertaining to assigned program areas.
- E. My experience does not match the choices above.

GS13 - Choose the one answer that best describes how you meet the qualification requirements for a Health Scientist Administrator GS-601-13 as described in the Qualifications Section of the Vacancy Announcement.

- A. Academic Environment - the management of significant independent research projects (analogous to an R01 and R29 grant) and supervision of graduate researcher or technicians; publications in refereed journals, presenting published work to scientific organizations and teaching graduate level courses in biomedical/behavioral or health-related disciplines; served as a reviewer on peer-review panels or journals; held position of Assistant or Associate Professor or equivalent.
- B. Intramural Environment - responsible for multiple scientific projects, supervising graduate researchers or technicians; publications in refereed journals, presenting published work to scientific organizations and teaching graduate level courses in biomedical/behavioral or health-related disciplines; served as a reviewer on peer-reviewed panels or journals; held position of Research Scientist (permanent position), Section Chief, or equivalent.
- C. Private Sector (Profit/Nonprofit) - evidence of increasing responsibility in research or administration within the company; held position of Senior Research Scientist/Project Manager or equivalent.
- D. I qualify for this position at the GS-13 level because I have 1 year of specialized experience equivalent to at least the GS-12 level in the Federal service obtained in the public sector, performing the following types of review or program tasks: review the technical and scientific merit of applications and proposals received requesting grant or contract funds; provide advice in program planning, solicitation, and evaluation to perform day-to-day administrative functions related to research grants and interagency agreements supporting research projects in your scientific area; identify new basic, translational and clinical research concepts, projects and initiatives to appropriate advisory groups and formulate and develop Program Announcements, RFAs, RFPs, or a combination of these, to achieve objectives.
- E. My experience does not match the choices above.

GS14 - Choose the one answer that best describes how you meet the qualification requirements for a Health Scientist Administrator GS-601-14 as described in the Qualifications Section of the Vacancy Announcement.

- A. Academic Environment - served as an appointed member of a scientific peer-review panel or editorial board; held position of Associate Professor, Professor, or equivalent.
- B. Intramural Environment - responsible for at least two concurrent research projects with separate staff and budgets and supervising doctoral level staff; held position of Section Chief or equivalent for at least 2 years.
- C. Private Sector (Profit/Nonprofit) - evidence of increasing responsibility in research or administration within the company; held position of Senior Research Scientist/Project Manager or equivalent.
- D. I qualify for this position at the GS-14 level because I have 1 year of specialized experience equivalent to at least the GS-13 level in the Federal service obtained in the public sector, performing the following types of review or program tasks: organize and conduct workshops, conferences, symposia or similar activities to foster the aims of the program, to facilitate communication among investigators, or to advise on the status of progress and emerging directions of research in the assigned program area; manage the initial scientific and administrative review of center grant, program project grant, and training grant applications, as well as research project applications submitted in response to requests for applications, multicenter clinical trial applications, and contract proposals assigned to the program area; plans, advises, and evaluates program activities for a portfolio of research project, research program and other grants/awards, cooperative agreements, and/or contracts in the assigned program area and the discovery, development and evaluation of associated prevention and therapeutic strategies; review and evaluate periodic and interim progress reports to determine effectiveness of support and achievement of objectives; recommend funding plans for initiatives; establish the criteria and standards for a review panel.
- E. My experience does not match the choices above.

Helpful hints

- * Treat anytime you spent doing research like it was a job – i.e. on my federal resume by time in the lab in both undergrad and graduate school is listed as a research assistant/ associate with associated duties and skills
- * For each “job” include as many KEYWORDS as possible, synonyms don’t count
- * Be thorough
- * If it seems over the top and ridiculous you are doing it right!

KEYWORDS – In the job announcement

As a Health Scientist Administrator (Program Officer) you will:

- Perform scientific and administrative reviews and analyses of applications/proposals from a programmatic viewpoint.
- Consult with and advise grantees/contractors during preparation of applications/proposals and provide guidance on program issues.
- Develop, coordinate and administer grants, cooperative agreements, and contracts established to fulfill the mission of the Branch and Division.
- Organize and conduct workshops, conferences, symposia, or similar activities.
- Visit universities, research institutions, commercial organizations, other government agencies, and public and private organizations to promote and explain the objectives of the program.

KEYWORDS – In the job announcement

- * Serving as a Health Scientist Administrator with responsibility in providing policy direction and coordination for the planning and execution of initial scientific and technical review conducted within the Institute.
- * Utilizing scientific knowledge and expertise to perform a variety of management functions associated with the scientific peer review of IC research and research training support activities and other contract activities.
- * Managing the initial scientific and administrative review of grant, program project grant, and training grant applications as well as research project applications submitted in response to requests for applications.
- * Appointing and managing review panels, including the identification of qualified reviewers to evaluate all applications and proposals and upon own knowledge as a scientist and any recommendations from IC and NIH program officials, to assemble a balanced group of experts and consultants.
- * Establishing the criteria and standards for the review panel to follow based upon expert knowledge of the relevant scientific fields, NIH, and IC review policies and procedures.
- * Providing information to the consultants on each committee assembled as a basis for reviewing and evaluating grant applications, contract proposals; collecting and providing essential information for committee members.

KEYWORDS – In the occupational/ assessment questions

1. Manage the development of organizational or research group policies in response to changes in levels of funding or legislative/program changes.
2. Analyze trends and new scientific fields to assess the adequacy of research being conducted and proposed in a given area.
3. Identify gaps in existing scientific research.
4. Propose a comprehensive and cohesive research plan outlining the direction and long-term goals to be accomplished.
5. Analyze the scientific merit of current and projected research programs.
6. Identify and recommend the program direction of new research.
7. Provide advice to grantees/contractors during preparation of applications/proposals.
8. Assess the scientific progress of research or clinical programs to ensure that objectives are being attained.
9. Conduct site visits to evaluate contractor grantee efforts.
10. Recommend and distribute research funding for new research initiatives/efforts.
11. Initiate appropriate action relative to the grantee/contractor when research progress is inadequate.
12. Administer unsolicited grant/contract proposals and provide support regarding funding options and areas of program emphasis.
13. Establish or participate in panels to review research proposals or reports, including the criteria and standards for the panel to follow.
14. Evaluate the technical and scientific merit of funding applications and proposals being submitted for approval.
15. Examine the technical and scientific merit of research proposals.
16. Monitor scientific progress of research or clinical programs to assure that objectives are met.
17. Manage research fund distribution amongst competing interests within an organization.
18. Provide guidance or interpret regulations and funding policies regarding biomedical, behavioral health, or health-related research.

Example of keyword usage

- Planned and conducted independent research projects in several tobacco control, analyzing quantitative and qualitative data using STATA and SUDAAN:
- Investigated the descriptive epidemiology of menthol cigarette usage
- Examined the effect of menthol cigarettes on quitting behaviors
- Conducted a systematic review of Global Tobacco Control interventions with the Evidence-based Medicine Center
- Demonstrated excellence in written and oral communication to social scientists, basic scientists, epidemiologists, clinicians, decision-makers from scientific and non-scientific disciplines, and other professionals.
- Presented research bi-annually to MPH students, senior faculty as well as participated in weekly group discussion for project planning with senior faculty within the Evidence-based Medicine Center.
- Demonstrated exceptional interpersonal and collaborative skills. Collaborates with fellows and researchers at the National Cancer Institute and other institutions on numerous projects.
- Monitored scientific and policy developments related to tobacco control and cancer.

Assessment Questions

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing the task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

Networking

Applying

- * Look carefully at each job announcement
- * Modify your draft resume to fit the keywords
- * Answer the assessment questions
- * Submit supporting documents – upload scanned images of all transcripts

What happens after you submit the application?

- * You should receive an email regarding the receipt of your application
- * A computer program runs a keyword search in your resume and review the answers to the occupational/assessment questions
- * A cert is made based on this search

Goal #1 Referral

Status Code: Status Message:

R - Referred Based on our review of your application, you are among the most highly qualified candidates for this position. Your name has been certified to the selecting official for consideration; that official will contact you if an interview is desired. When a final selection is made, we will notify you.

Rating Code: Rating Message:

EL You are eligible for this specialty and grade.

Thank you for your interest in Federal employment. You are encouraged to visit www.usajobs.gov to view additional Federal employment opportunities and information.

PLEASE DO NOT RESPOND TO THIS EMAIL MESSAGE. IT IS AUTOMATICALLY GENERATED.

For additional information, please refer to the vacancy announcement for this position.

What happens if you don't make the cert?

- * Was it a problem with your resume?
- * Were you blocked by a veteran?
- * Next steps....



Global Recruitment: Recruiting for all of NIH!

Save time by applying to our global recruitment announcements within the NIH community! Applying to these announcements allows you to be considered for multiple positions within the NIH.


UPCOMING ANNOUNCEMENTS: **OPENING SEPTEMBER 19TH**

All Positions are located in Montgomery County, Maryland (Links will be available on September 19th)

1. Health Scientist Administrator (Program Officer) - GS-12/13/14 (Open to all US Citizens)(NCATS, NCCAM, NCI, NHGRI, NHLBI, NIA, NIAAA, NIAID, NIAMS, NIBIB, NIDA, NIDCR, NIEHS, NIGMS, NINDS, NINR, OD)
2. Health Scientist Administrator (Scientific Review Officer) - GS-13/14 (Open to all US Citizens) (NCI, NIA, NIAID, NIAMS, NIGMS)
3. Health Scientist Administrator (Program Officer) - GS-15 (Open to all US Citizens)(NCI, NIA, NIAMS, NIBIB, NIDA, NIDCD, NINDS, OD)
4. Supervisory Health Scientist Administrator (Program Officer) - GS-15 (Open to all US Citizens) (NCI, NHLBI, NIAAA, NIAID, NIGMS, NIMH, NINR, OD)
5. Health Scientist Administrator (Program Officer) - GS-15 (Open to **Status Candidates/VEOA/Schedule A**) (NCI, NIA, NIAMS, NIBIB, NIDA, NIDCD, NINDS, OD)
6. Supervisory Health Scientist Administrator (Program Officer) - GS-15 (Open to **Status Candidates/VEOA/Schedule A**) (NCI, NHLBI, NIAAA, NIAID, NIGMS, NIMH, NINR, OD)



Position	Pay	Closes
Health Scientist Administrators (Program Officer) - Division of Scientific Programs (NIMHD)	\$77,490.00 to \$141,555.00 / Per Year	September 12, 2016
Postdoctoral Researcher, National Heart, Lung, and Blood Institute (NHLBI)	Commensurate with qualifications and experience	Open until position is filled
Health Scientist Administrator - Repair and Plasticity Cluster (NINDS)	Not Applicable	Open until position is filled
Health Scientist Administrator - Channels, Synapses and Circuits Cluster (NINDS)	Not Applicable	Open until position is filled
Program Director for BRAIN Initiative	Not Applicable	Open until position is filled
Staff Clinician, Clinical Genetics Branch, (DCEG)	Commensurate with qualifications and experience	Open until position is filled
Staff Scientist, Information Engineering Branch, (NCBI)	Commensurate with qualifications and experience	Open until position is filled



Featured Jobs

Health Scientist
09/22/2016

Public Health Analyst (Policy)
09/22/2016

Supervisory Public Health Advisor
09/22/2016

Public Health Advisor (Bilingual-Spanish)
09/22/2016

Health Scientist
09/22/2016

Networking