



UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL MARKETING SERVICE  
MILK MARKET ADMINISTRATOR

**VACANCY ANNOUNCEMENT 21-03**

**IT Specialist  
(Network Systems Analyst)**

**Series/Grade:** OCC – 3341 MA 14

(Note: Not GS equivalent)

**Opening Date:** June 2, 2021

**Starting Salary Range:** \$63,532 To \$83,267

**Closing Date:** June 21, 2021

**Type of Appointment:** Excepted Service

**Duty Location:** Minneapolis, Minnesota

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

**Position Type:** Permanent Full-time

**Supervisory Status:** None

**Promotion Potential:** MA 18

**Responsibilities:**

As the IT Specialist in this position, you will:

- Provide user support for network access, desktop hardware and software.
- Install, configure and maintain network devices and software, or oversee the installation of network system hardware and software by vendors.
- Participate in planning and developing a variety of network system services based on evaluation by users.
- Troubleshoot technical problems with established Local Area Network (LAN) and/or Wide Area Network (WAN) through collaboration with other team members and vendors.
- Develop user documentation and procedural documents.

**Note:** The selectee for this position will be required to move and carry computer equipment while performing hardware installation duties. The duties also include working in a variety of workstation configurations and in server rooms which will involve stooping to work on cabling/electrical connections below work surfaces and working in tight places.

## **Basic Requirement:**

Applicants should be sure that their application materials specifically address all of the basic and professional experience 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 **3 years of general experience**, such as (1) work which required a general understanding of administrative functions or management practices and processes, or (2) an ability to work or deal effectively with individuals or groups of persons, or (3) skill in analyzing problems, identifying relevant factors, gathering pertinent information, and recognizing solutions.

## **Professional Experience Qualification Requirements:**

In addition to the above-stated basic requirement, in order to qualify at the MA 14 level, applicants must have had **1 year of specialized experience performing ALL** the following duties in information technology and network functions:

- 1 year of “hands on” support of Citrix environment;
- 1 year configuring and/or maintaining VMWare virtualization software; and
- 1 year of “hands on” experience managing Microsoft Windows Server and Microsoft desktop operating systems.

## **Evaluation Criteria:**

Basically qualified applicants will be further 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. Training/experience managing Microsoft Exchange.
2. Certifications in Microsoft Operating Systems, Citrix and/VMWare.
3. Training/experience in network security.

## **Special Conditions or Requirements:**

- U.S. Citizenship required.
- Position is in the excepted service under Schedule A authority.
- A one-year probationary period is required.
- Selection is subject to completion of a favorable security investigation and fingerprint check.
- Males born after 12/31/59 must be registered or exempt from Selective Service.
- Direct Deposit required.
- Occasional overnight travel required. Mileage, lodging and per diem paid.
- No relocation expenses will be paid.
- This is a non-bargaining unit position.

## **Application information:**

**How to Apply:** Send a resume and other application materials to the address listed below. 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. 82<sup>nd</sup> Street, Suite 200  
Minneapolis, MN 55431-1420  
Phone (952) 277-2334  
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 (952) 277-2332.**

## **Benefits:**

The full-time benefits of this position include enrollment in the Federal Employees Retirement System (FERS) and Federal Thrift Savings Plan 401(k), health, life, dental and vision insurance. Health and Dependent Care Flexible Spending Accounts; flexible work schedules; annual (vacation) and sick leave; Federal paid holidays.

This position is eligible for telework as determined by agency policy.

### **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, submit 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/](http://www.opm.gov/Forms/) or by contacting Jerry Bruckner at (952) 277-2334.

### **Equal Employment Opportunity Policy**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, 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, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).

USDA is an equal opportunity provider and employer.

### **Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact Shirley Willis, (952) 277-2332. Determination on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- When an applicant with a disability needs an accommodation to have an equal opportunity to complete for a job;
- When an employee with a disability needs an accommodation to perform the essential functions of the job or to gain access to the workplace: and
- When an employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g. details, trainings, office-sponsored events).

**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 others 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.