



**DEU & MERIT PROMOTION
Vacancy Announcement**

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Horticulturist

ANNOUNCEMENT #:

08-MR-293992-JNT-OFEO

SALARY RANGE: 39,330.00 – 62,546.00 USD per year

OPEN PERIOD: February 19, 2008 to March 18, 2008

SERIES AND GRADE: GS-0437-7/9

POSITION INFORMATION:

Full Time, Career/Career-Conditional

PROMOTION POTENTIAL: 09

DUTY LOCATIONS: 1 Vacancy – Washington, DC

WHO MAY BE CONSIDERED: U.S. citizens or nationals of the United States. U.S. citizens include natives of Guam [since 1950], Northern Mariana Islands; Puerto Rico; and the U.S. Virgin Islands. A national is a person who owes allegiance to the U.S. and includes natives of American Samoa and Swains Island. **If you need a reasonable accommodation for the application/hiring process, please call (202) 633-6370 or (202) 633-6409 (TTY).**

Note: Status candidates and candidates eligible under a special appointing authority (e.g., applicants with a disability or applicants eligible for a special appointing authority for veterans) who wish to be considered under both the agency merit placement program and competitive procedures open to the public through the Delegated Examining Unit (DEU) process, must submit two complete applications. **When one application is received from status candidates, it will be considered only under the agency merit placement program. When one application is received from non-status candidates without specifying a desire for consideration under VEOA or a special appointing authority, it will be considered only through the DEU process.**

JOB SUMMARY: This position is located in Office of Facilities Engineering and Operation, Office of Facility Management and Reliability, Horticulture Services Division. The purpose of this position is to provide a full range of horticultural services for the Smithsonian Institution which include greenhouse-nursery operations, interior plan landscaping and collections management.

KEY REQUIREMENTS:

1. U.S. Citizenship or U.S. National status required.
2. Non-status candidates will be required to serve a one-year probationary period.
3. Federal candidates with career/career-conditional status who apply under DEU competitive procedures may be required to serve a one-year probationary period if appointed.
4. Weekend and/or holiday work may be required.
5. Incumbent is required to have and maintain a valid state or District of Columbia driver's license.
6. **SPECIAL REQUIREMENT:** Incumbent must have or be able to obtain a DCRA Pesticide Applicators License in category 3a, within 90 days of employment.

CONDITION OF EMPLOYMENT: Appointment may be subject to the applicant's successful completion of a pre-appointment background check and subsequent background investigation. If you make a false statement in any part of your application, you may not be hired and/or you may be terminated after you begin work.

MAJOR DUTIES: Plans and manages a section in the Greenhouse Nursery Branch (GNB) producing plants for all display areas of the Smithsonian Institution (SI). Produces and cultures annuals, biennials, perennials, tropicals and other rare and unusual tropicals used in the exterior landscapes. Coordinates the plant exhibitions for interior spaces, or manages orchid collection or special events program. Prepares plant and supply orders and submits to branch chief for approval; maintain written plan and cultural records; enters data into computer concerning all aspects of plants grown and exhibitions installed. Prepares and disperses horticultural chemicals as required; including fertilizers, pesticides, and growth regulators. Participates in planning of seasonal exterior and interior displays; provides practical and technical advice and guidance related to design efforts. Provides training, lectures, and tours to staff as well as visitors to the SI; administers leadership to biological technicians, volunteers, and interns; assigns garden task and reviews results. Incumbent participates in either weekend or rotating weekend and holiday duty schedule. Operates government motor vehicles.

QUALIFICATIONS: GS-07/09

All applicants must meet these **Basic Requirements**:

- A. Degree: horticulture; or a related discipline of basic plant science that included at least 30 semester hours in the basic plant sciences, of which at least 16 semester hours were in horticultural subjects such as those dealing with the breeding, care, management, production, and post harvest handling of horticultural crops;

OR

- B. Combination of education and experience--courses equivalent to a major in horticulture or a related discipline of basic plant science that included course work as shown in A above, plus appropriate experience or additional education.

Evaluation of Education: Courses in botany, plant physiology, plant taxonomy, plant pathology, genetics, agronomy, horticulture, and similar courses may be used to meet the 30-semester-hour requirement in basic plant sciences.

The 16-semester-hour requirement in horticulture includes course work in basic horticulture and course work related to any of the recognized subject-matter fields of horticulture, i.e., fruits, vegetables, ornamentals, nursery work, seed production, or course work in related areas of science, such as micro-biology, entomology, plant pathology, plant physiology, or genetics that is directly related to horticultural work.

GS-7 Candidates: In addition to Basic Requirements, applicants must meet at least ONE of the qualification requirements described under A, B, or C below:

GS-9 Candidates: In addition to Basic Requirements, applicants must meet at least ONE of the qualifications requirements described under B or C below:

[A] EDUCATION (Undergraduate and/or Graduate) - Superior Academic Achievement Provisions: Incumbent must have at least one of the following superior academic achievement provisions:

1. A grade-point average (GPA) of B (3.0 or higher on a 4.0 scale) for all completed undergraduate courses, or courses completed in the last two years of undergraduate curriculum; *or*
2. A grade-point average (GPA) of B+ (3.5 or higher on a 4.0 scale) for the required courses in your major field of study, or required courses in your major completed in the last two years of undergraduate study; *or*
3. Rank in the upper one-third of your class in the college, university, or major completed in the last two years of undergraduate study; *or*
4. Election to membership in a national scholastic honor society, other than freshman honor societies. Honor societies that have been approved are listed in the American College of Honor Societies. Booklet of Information (1992-95) and/or Baird's Manual of American College Fraternities (1991).

To verify your claim for this provision, please submit a college transcript(s) showing that you maintained a grade point average (GPA) of 3.0 or higher out of a possible 4.0 for all 4 years of undergraduate courses, or on all undergraduate courses completed during the final 2 years of your curriculum, including all transferred courses.

Note: GPAs are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9. If more than 10 percent of your undergraduate course work (credit hours) was taken on a pass/fail or similar basis, your claim must be based on class standing or membership in an honor society.

OR,

[B] GRADUATE EDUCATION:

[GS-7 Candidates: One (1) year of graduate-level education] [GS-9 Candidates: Two (2) years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree.] Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. To verify your claim for meeting this criterion, please submit a graduate transcript(s). One academic year of graduate education is considered to be the number of credit hours that your graduate school has determined to represent one academic year of study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

OR,

[C] SPECIALIZED EXPERIENCE: You must have one year of specialized experience (Federal or other) that is equivalent to at least the GS-05/07 grade level, respectively, in the Federal government performing the following duties: [GS-7 candidates: working in a residential or public garden area using knowledge of the theories, methods, and principles of horticulture science or related basic plant science.] [GS-9 candidates: working in a horticulture-oriented environment, such as a nursery, landscape business, zoological or botanical park, etc. indicating hands-on application of course work in basic plant sciences and/or horticulture]

SINCE YOU ARE USING YOUR EDUCATION TO QUALIFY: You MUST provide transcripts or other documentation to support your educational claims. Unless otherwise stated: (1) unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement. Failure to provide your college transcripts or a list of completed college courses will result in you not receiving consideration for this position, and you will receive an ineligible rating. If you are hired, you must provide official transcripts prior to appointment.

PASS/FAIL COURSES: If more than 10 percent of your undergraduate course work (credit hours) was taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

SPECIAL INSTRUCTIONS FOR FOREIGN EDUCATION:

Education completed in foreign colleges or universities may be used to meet the above requirements. You must show proof that the education credentials have been submitted to a private organization that specializes in interpretation of foreign educational credentials and that such education has been deemed to be at least equivalent to that gained in conventional U.S. education programs; or an accredited U.S. state university reports the other institution as one whose transcript is given full value, or full value is given in subject areas applicable to the curricula at the state university. It is your responsibility to provide such evidence when applying.

NOTE: The Smithsonian does not recognize academic degrees from schools that are not accredited by an accredited institution recognized by the Department of Education. Any applicant falsely claiming an academic degree from an accredited school will be subject to actions ranging from disqualification from Federal employment to removal from Federal service.

PART-TIME OR UNPAID EXPERIENCE: Credit will be given for appropriate unpaid work on the same basis as for paid experience. Part-time experience will be credited on the basis of time actually spent in appropriate activities. To receive credit for such experience you must indicate clearly the nature of the duties and responsibilities in each position held and the number of hours per week spent in such employment.

BASIS FOR RATING: In addition to the **QUALIFICATIONS** described above, applicants will be rated on responses to the **Quality Ranking Factors** listed below.

How You Will Be Evaluated:

Once the application process is complete, a review of your resume and supporting documentation will be made and compared against the qualification requirements to determine your eligibility for the position. The final numeric rating you receive is based on your responses to the Quality Ranking Factors. This score is a measure of the degree to which your background matches the knowledge, skills, and abilities for the position. Please follow all instructions carefully. Errors or omissions may affect your rating.

Quality Ranking Factors: *(Among those who meet the qualification requirements, these factors will be used to determine who are the highest qualified candidates. On a separate sheet of paper, submit a paragraph describing specific experience, education, or training for each of the factors listed.)*

1. Knowledge of the theories, methods and principals of horticultural science or related basic plant science.
2. Ability to control pest within a greenhouse or nursery structure using Integrated Pest Management.
3. Knowledge of plan growing structure (e.g., Greenhouses).
4. Ability to communicate in writing to prepare newsletters, articles, reports, brochures, instructions, etc.
5. Ability to communicate verbally to meet and deal with different audiences and to present seminars, workshops, garden clubs and other professional organizations.

BENEFITS:

The Smithsonian offers a number of exceptional benefits to its employees. Benefit programs include:

Flexible Spending Accounts (Health & Dependent Care)
Long Term Care Insurance
Retirement Program
Thrift Savings Plan (TSP)
Health Insurance
Life Insurance
Dental/Vision Insurance
Transit/Commuter Benefits
Accidental Death and Dismemberment Insurance
Annual and Sick Leave
Family Friendly Leave
Discounts at Smithsonian Memberships, Shops and Restaurants
Employee Assistance Program
Credit Union
Smithsonian Early Enrichment Center - for Children 3 Months through Kindergarten

For additional information on benefits for Federal employees see: <http://www.usajobs.opm.gov/ei61.asp>

OTHER INFORMATION:

1. **If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must attach a copy of your latest SF-50 Notification of Personnel Action and/or a copy of the SF-50 that reflects career or career conditional tenure.**
2. **If you have served on active duty in the U.S. military and were separated under honorable conditions, you may be eligible for veterans' preference.** If you are claiming 5-point veterans' preference, attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, attach a SF-15 Application for 10 Point Veteran Preference (Revised December 2004) plus the proof required by that form. This form can be found at http://www.opm.gov/forms/pdf_fill/SF15.pdf . Veterans who are still in the service may be granted 5 points tentative preference on the basis of information contained in their applications, but they must produce a DD-214 prior to appointment to document entitlement to preference. For more information on Veterans Preference, visit <http://www.opm.gov/employ/veterans/html/vetsinfo.asp> .

3. **You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment** such as those authorized for the severely disabled; certain Vietnam era and disabled veterans; returned volunteers from the Peace Corps or Vista, etc. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown on this announcement.
4. **If you are a male applicant** who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.
5. **All qualification requirements must be met within 30 days after the closing date of this announcement.** Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at <http://www.opm.gov/qualifications>.
6. **Relocation expenses may be paid at the discretion of the Smithsonian.**
7. All employees are required to participate in **Direct Deposit/Electronic Funds Transfer** for salary payments.
8. **Promotion Potential:** When promotion potential is shown, the Smithsonian Institution is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.
9. **Review the attached Appendix: Summary of Data Required for the Federal Application** to ensure that all items are incorporated in your resume or application.

HOW TO APPLY:

1. To apply for this position, you must provide the following parts:
 - a. Current resume, an Optional Application for Federal Employment (OF-612), *or* other format you choose.
 - b. Transcripts. Unofficial copies are acceptable.
 - c. Your responses to the Quality Ranking Factors on a separate sheet of paper.
 - d. Veterans Preference documentation, if applicable.
 - e. Most recent SF-50 Notification of Personnel Action, if you are a current or former Federal employee.
 - f. Most recent performance appraisal, if you are a current or former Federal employee applying under the merit placement program.
2. Application materials must be received by the closing date of the announcement. Failure to provide complete information may result in your not receiving consideration for this position. Your application materials will not be returned. Do not submit original documents that you need in the future.
3. The attached **Applicant Survey Form** should be completed by all candidates, except Smithsonian Institution employees, and returned with the application. This form is for gathering statistical data and will not be a part of the application.

Applications must be received by the closing date and may be submitted in the following ways:

Mail: Smithsonian Institution, Office of Human Resources, P. O. Box 23772, Capital Gallery Suite 5060 MRC 517 Washington, DC 20026-3772

Fax: (202) 633-6402. You do not need to submit a cover sheet. Write the **Announcement Number** on all pages faxed.

Hand Deliver or FEDEX: 600 Maryland Avenue SW, Capital Gallery Bldg. Suite 100W Washington, DC 20024

NOTE: Do not send your resume/application materials via e-mail. These will not be accepted.

To obtain information on the Federal Hiring Process, review other Smithsonian vacancies, or obtain an Optional Application for Federal Employment (OF-612) visit our website at www.si.edu/ohr or www.usajobs.opm.gov .
For further information please call (202) 633-6370 (voice) or (202) 633-6409 (TTY); or email to vacancy.info@si.edu .

WHAT TO EXPECT NEXT:

You will receive an acknowledgement letter in the mail within 7 work days after receipt. After a review of applications is completed usually four or more weeks from the closing date, you may be contacted if your application was referred to the hiring official. All applicants will receive a mail notification on the final outcome of the position.

SMITHSONIAN INSTITUTION

VACANCY ANNOUNCEMENT APPENDIX SUMMARY OF DATA REQUIRED FOR THE FEDERAL APPLICATION

Your resume or application must include the following information relevant to this vacancy:

JOB INFORMATION

- Announcement number, job title, and grade level(s) of the job for which you are applying.

PERSONAL INFORMATION

- Full name, mailing address, day/evening phone numbers, and email address where available.
- Citizenship (*Provide country or countries of citizenship*).
- Veterans' preference, if any. (*Attach DD-214. Submit SF-15 if claiming 10-point preference.*)
- Competitive status, if any. (*If you are a current or former Federal employee, attach a copy of your most recent SF 50, Notification of Personnel Action.*)
- Eligibility under special authority, i.e., applicants with a disability, including veterans, or any other applicants eligible for non-competitive appointment. (*Indicate the basis for your eligibility and attach supporting documentation.*)

EDUCATION

- High school - name, city, state, zip code, and date of diploma or GED.
- College(s) - For each college you attended, give: name of school, location (*City, state, and zip code*), credit hours earned (*Semester or quarter*), and type and year of degree(s), if any.
- To qualify based on education: submit a copy of your transcript or list of courses (*With credit hours*), major(s), and grade-point average or class rank.

WORK EXPERIENCE

- Describe your paid and non-paid work experience that is related to the job for which you are applying.
- Provide the following for each job listed:
 - Job title (*Give series and grade if a Federal job*).
 - Name of organization, supervisor's name and phone number.
 - Starting and ending dates of job (*Month and year*).
 - Average number of hours worked per week.
 - Annual Salary.
 - A description of your duties, responsibilities, and accomplishments.
 - Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- **Job-related** training courses (*Title and year*).
- **Job-related** skills (*For example, languages and skill level, computer software/hardware, tools, machinery, typing and/or steno speeds*).
- **Job-related** certificates and licenses.
- **Job-related** honors, awards, and special accomplishments. For example: publications, memberships in professional or honor societies, leadership and public speaking activities, and performance awards (*Give dates but do not send documents unless requested*).

ADDITIONAL INFORMATION

- For GS or equivalent: qualifications, as well as legal and regulatory requirements, must be met within 30 days of the closing date.
- U.S. citizenship is required for most Federal positions. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.
- Before hiring, candidates will be requested to complete a *Declaration for Federal Employment* to determine suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of their application. Most Smithsonian positions require fingerprinting of employees hired.
- Applications submitted in postage-paid Government envelopes will not be accepted.
- **If you omit information requested on this announcement, your application may be rated ineligible.**

The Smithsonian Institution is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, age, religion, sex, national origin, and/or disability. Applicants who believe they have been discriminated against for any of the above-prohibited reasons may contact a counselor within 45 calendar days of the date of the alleged discriminatory act. Employment discrimination on the basis of sexual orientation, parental and/or marital status is also prohibited. For additional information, please contact the Office of Equal Employment and Minority Affairs at 202.633.6430.

Smithsonian Institution
APPLICANT SURVEY FORM

The **Applicant Survey Form** is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution's search and recruitment efforts. Please print all responses. **The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.**

Vacancy Announcement Number:

First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Year of Birth: 19 Gender: Male Female

How did you learn about this position? Mark all sources that apply.

<input type="checkbox"/> 1	Mass media (magazines, newspaper, radio, television, poster, telephone job line)
<input type="checkbox"/> 2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
<input type="checkbox"/> 3	Information technology (Internet, World Wide Web, or SI Web site)
<input type="checkbox"/> 4	Association or organization (professional, community, religious)
<input type="checkbox"/> 5	Other (please indicate) <input type="text"/>

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Yes No

Race: (Mark all that apply.)

<input type="checkbox"/> 1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: <input type="text"/>
<input type="checkbox"/> 2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
<input type="checkbox"/> 3	Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> 4	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/> 5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any disabilities? Yes No

If yes, do you have a targeted disability? (Mark only one.)

<input type="checkbox"/> 1	Deaf	<input type="checkbox"/> 4	Partial paralysis	<input type="checkbox"/> 7	Mental retardation
<input type="checkbox"/> 2	Blind	<input type="checkbox"/> 5	Complete paralysis	<input type="checkbox"/> 8	Mental or emotional illness
<input type="checkbox"/> 3	Missing extremities	<input type="checkbox"/> 6	Convulsive disorder	<input type="checkbox"/> 9	Severe distortion of limbs and/or spine