



**US Army Corps
of Engineers**
Wilmington District

Bulletin #: 08-08 SCEP Regulatory Specialist
Opening Date: 10 March 2008
First Cut Off: 31 March 2008
Closing Date: Open until filled
Open to All U.S. Citizens

RECRUITING BULLETIN

Wilmington District, US Army Corps of Engineers, Attn: CP/Jennifer Haggett, 69 Darlington Avenue, Wilmington, NC 28403; phone 910-251-4647 Email jennifer.l.haggett@usace.army.mil

STUDENT CAREER EXPERIENCE PROGRAM (SCEP)
Student Trainee (Regulatory Specialist, Geographer, Physical Scientist)
YP-401/150/1301-01 / GS-401/150/1301-4/5/6/7 \$19,105-\$35,787

Applications that are accepted remain active for consideration for possible vacancies for up to one year, after which time applicants must reapply to be considered.

DUTY LOCATION: Wilmington, NC; Raleigh, NC; Asheville, NC; Washington, NC

SALARY: Grade and salary depend upon duties to be performed, the curriculum, and qualifications of the student. Students employed may be eligible for pay increases as they progress in their work and upon recommendation of their supervisor.

OBJECTIVE: This program provides experience that is directly related to the student's educational program and curriculum and career goals. This program provides for a schedule of periods of attendance at an accredited school combined with periods of career-related work in this agency. The work experience **MUST** be related to his/her academic/career goals. The Student Career Experience Program is a formally structured program and requires a written agreement by all parties (agency, school, and student) as to the nature of work assignments; schedule of work assignments and class attendance; evaluation procedures, and requirements for continuation and successful completion of the program.

MAJOR DUTIES:

Serves as a Regulatory Specialist, Geographer, or Physical Scientist student trainee, performing duties characteristic of the specific occupational series for Regulatory Specialist, Geographer, or Physical Scientist. Generally the incumbent performs duties, in addition to classroom and on-the-job training, designed to provide an orientation in the application of theories and basic principles and practices in support of this specialized occupational area. Assignments are selected to broaden skills and provide practical experience for progressively more complex assignments. Receives formal and on-the-job instructions designed to familiarize incumbent with the functions and operations of the program area and work responsibility. Incumbent is provided practical experience in the application of related knowledge and applies professional and/or management theory, principles, and practices to the work assigned. Assists higher graded employee, individually or as a team member, by performing duties as they relate to the professional or administrative discipline. Assignments involve procedures and practices that generally are standard in nature with related precedents available. The specific duties assigned to this position will vary, depending upon the occupation in which the incumbent was hired, as well as the developmental needs of the individual employee.

Utilizes a professional knowledge of natural, physical, and social sciences theories, practices, and methodologies, as they relate to the natural and human environment, to serve as a regulatory specialist with knowledge in permit application, compliance, and/or enforcement cases for activities in waters of the

United States and/or navigable waters of the United States within the regulatory authority of the Clean Water Act, the Rivers and Harbors Act of 1899, and the Marine Protection, Research, and Sanctuaries Act; (2) Assist in the development of general permits (GP); (3) Assist in the development of procedures to implement directives from higher authority; and (4) assists as a District representative on groups and task forces with missions of interest to the District and/or the regulatory program, and to assist in the completion of assignments related to special regulatory initiatives directed toward effective, efficient, and consistent application of the regulatory program.

WORKING CONDITIONS: Work involves a mixture of indoor and outdoor activities, including exposure to inclement weather.

WORK SCHEDULES: Subject to organizational needs and resources, students may work full-time or part-time; however, the student's work schedule must not interfere with the student's academic schedule/progress. Some positions may allow alternating semesters of full-time study with periods of full-time work. Student may be required to work nights, weekends or holidays.

QUALIFICATIONS REQUIREMENTS:

1. Student Status Requirements:

- a) A student enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, degree, etc.)
- b) At least the minimum age required by Federal, state or local laws and standards governing the employment of minors.
- c) Taking at least half-time academic course load in an accredited school

2. Minimum Level of Education and/or Experience

Completion of 2 academic years of post-high school study or associates degree or 1 year general experience.

The qualification requirements vary depending on the career field. The qualification standards are found in the Qualifications Standards Handbook Operating Manual, which is published by the U.S. Office of Personnel Management. You may review this operating manual in its entirety by visiting the Civilian Personnel Advisory Center at the above address or online at <http://www.opm.gov/>. You must meet the specific qualification for the position in which you are applying. The work experience **MUST** be related to his/her academic/career goals.

3. Citizenship Requirements: Must be a US citizen.

4. Employment of Relatives: In accordance with 5 CFR part 310, a student may work in the same agency with a relative when there is no direct reporting and the relative is not in a position to influence or control the student's appointment within the agency.

5. Other Requirements

- Personnel security investigation required.
- License/Certification: Valid State Drivers License
- One year trial/probationary period may be required.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is required.

BENEFITS: Students appointed under this program are entitled to earn annual and sick leave, holiday pay; health and life insurance, and retirement coverage.

WHERE AND HOW TO APPLY:

U.S. ARMY CORPS OF ENGINEERS
ATTN: CP/Jennifer Haggett (08-08 SCEP Regulatory Specialist)
PO Box 1890
Wilmington, NC 28402

Forms and information may be obtained by contacting the Civilian Personnel Advisory Center, Wilmington District, (910) 251-4647, P.O. Box 1890, Wilmington, North Carolina 28402, jennifer.l.haggett@usace.army.mil

1. Résumé-Include supervisory references from the past 5 years and 3 personal references who are not former supervisors and are not related to you (provide daytime phone number, mailing address, and email address for each)
2. Transcript-(if in the first semester/quarter of college/technical school, submit high school transcript), may be an unofficial copy. If hired, will be required to submit official transcript.
3. Request for Verification of Student's status form * (the school registrar or career center coordinator must complete)
4. Class/Work Schedule Form *
5. DD-214, Discharge Certificate (if a veteran).
6. Declaration for Federal Employment, OF 306 *
7. Enlarged copy of valid driver's license.
8. Signed DA 5019 Notice of Random Drug Testing *
9. SCEP Agreement*

* may be obtained from <http://www.saw.usace.army.mil/CPAC/index.htm>

INCOMPLETE APPLICATIONS MAY AFFECT ELIGIBILITY TO BE REFERRED

NOTE: If selected, candidate will be required to complete Employment Verification Form in accordance with PL 99-603, which requires employers to hire only individuals who are eligible to work in the United States. **Males born after December 31, 1959 will be required to sign a statement regarding Selective Service Registration.**

ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION, POLITICAL, AFFILIATION OR ANY OTHER NON-MERIT FACTOR.