

Cross-Government



The Permitting Council and the Office of Personnel Management (OPM) are partnering to support a Federal-wide hiring action for GS-13/14 Environmental Protection Specialists (EPS).

Qualified applicants may be available for you to select from this competitive service posting!

How applicants were qualified:

Applicants have been assessed occupational questionnaire and resume reviews of required specialized experience.

Specialized Experience Included:

GS-13

1. Serving as technical advisor to stakeholders on environmental laws, regulations, and/or executive orders to ensure project or program compliance;
2. Planning and implementing initiatives to meet environmental management, protection, and/or sustainability needs; and
3. Conducting environmental reviews or assessments and prepares reports or other documentation on the associated impact or issues.

GS-14

1. Developing plans and guidelines for the evaluation and reporting of environmental reviews or assessments;
2. Overseeing the implementation of laws, regulations, and/or executive orders for the management of environmental programs for an organization; and
3. Advising stakeholders on regulations, policies, strategies that advance environmental management, protection, and/or sustainability objectives.

EVALUATED COMPETENCIES:

- Partnering
- Policy
- Public Planning
- Technical Competence

How you can hire

1. Identify a classified Environmental Protection Specialist position description (PD) in the 0028 job series, GS-13, or GS-14 (or equivalent), at your agency where the specialized experience and competencies above are appropriate for qualification. Note: Your PD does not need to be classified for you to receive the certificate of eligibles (cert) but must be classified before you make a selection.
 - You can also request copies of sample GS-0028-13/14 PDs for your use in classification, from CrossGovHiring@opm.gov.
2. Fill out the attached Action Overview Form with all related Hiring Managers and HR POCs identified, then send to CrossGovHiring@opm.gov. To see candidates, you must have a funded FTE slot to fill from this cert.
3. Complete the attached Specialized Experience and Competency Verification Form and keep a record of this form in your case file. By completing this form, you are certifying that the specialized experience and technical competencies listed are important for successful job performance and required upon entry in the position you are filling.
4. The cert will be issued in USA Staffing after candidates are qualified and assessed. (OPM will create an account for you, if needed.) Follow your agency rules and policies for reviewing the cert and making selections. Upon completion, return the certificate with any selections notated in USA Staffing.
5. OPM will verify the selection(s) (i.e., verify we have your agency's classified PD and candidates haven't withdrawn) and confirm with your agency.
6. You can then make your tentative offer and onboard candidates using your standard HR processes. You must inform OPM of the result of the tentative offer (i.e., acceptance/declination).

Agency HR Official, have you:

- ☐ Completed the Specialized Experience and Competency Verification Form certifying the experience and competencies being assessed are appropriate for the position(s)?
- ☐ Verified agency's category rating policy is in place? (Note: This is not applicable for those making selections under direct hire authority.)
 - ☒ Completed **ALL** of the required information below? (We're required to collect it for audit purposes.)

POSITION INFORMATION

Title: _____

**Pay Plan
&
Series: 0028 Grade(s): _____**

Duty Location(s): _____

Appointment Type: Competitive Service, Permanent

Reemployment Priority List (RPL)

Cleared?: ☐ **Yes**

There is a hiring freeze in effect, per the [President's action](#).

To proceed with accessing an existing Talent Pool/certificate of eligibles, you must personally verify that the position you are trying to fill is exempt from the hiring freeze.

To confirm, please select one of the options below and then check "I confirm." If you are unsure if your agency has an exemption to fill this position, you must contact your supervisor for clarification and approval before moving forward.

- ☐ This certificate will be used to fill a position directly related to immigration enforcement, national security, or public safety.
- ☐ This certificate will be used to fill a position directly related to the provisioning of Social Security, Medicare, or Veterans' benefits.
- ☐ This certificate will be used to fill a position exempted by the Acting Director, Office of Personnel Management, explicitly and in writing.

Contact tracking@opm.gov with any questions.

☐ I confirm / ☐ I cannot confirm

AGENCY INFORMATION – HR OFFICIAL

Agency: _____

Name: _____

**Email
and
Phone:**

**Signature
and Date:**

If your agency HR, hiring managers, selecting officials, or others involved in the hiring process don't already have USAJOBS Agency Talent Portal accounts as described on the previous pages, please email recruiter-help@usajobs.gov to request their Agency User access, so they may view Talent Pools shared with your agency.

Cross-Agency Hiring Action
Specialized Experience and Competency Verification Form
Environmental Protection Specialist, GS-0028-13/14
Job Opportunity Announcement CGA-12429299-24-LM

Completion of this form is mandatory for agencies that were not part of the job analysis and assessment development workshops for the cross-agency hiring action referenced above and are interested in reviewing certificates resulting from the action and potentially making selections. This form should be completed and placed within the agency case file for the hiring action. Failure to complete this form, or otherwise participating in the hiring action without sufficient verification support, places the agency at significant risk for hiring unqualified candidates¹.

The competencies and specialized experienced that were identified as important and required at entry for the position referenced above are provided on the following pages. To participate in this cross-agency hiring action, these competencies and specialized experiences **must** be important and required at entry for the referenced positions in your agency. Use this form and the instructions provided to complete the verification process.

GS-13 Specialized Experience Statement	Experience is Important for Successful Performance	Experience is Needed Upon Entry
Serving as technical advisor to stakeholders on environmental laws, regulations, and/or executive orders to ensure project or program compliance.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Planning and implementing initiatives to meet environmental management, protection, and/or sustainability needs.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Conducting environmental reviews or assessments and prepares reports or other documentation on the associated impact or issues.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

¹ OPM makes no assertion as to the appropriateness of the use of the referenced job opportunity announcement (JOA) with or without the completion of this form. The agency bears sole responsibility as to the appropriateness of the use of the JOA for filling vacancies within the agency.

GS-14 Specialized Experience Statement	Experience is Important for Successful Performance	Experience is Needed Upon Entry
Developing plans and guidelines for the evaluation and reporting of environmental reviews or assessments.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Overseeing the implementation of laws, regulations, and/or executive orders for the management of environmental programs for an organization.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Advising stakeholders on regulations, policies, strategies that advance environmental management, protection, and/or sustainability objectives.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Specialized Experience Verification: Review the specialized experience statements in the above tables. For each specialized experience, indicate if the experience is important for successful performance in the targeted position and if the experience is needed upon entry. By checking “yes” in the second and third columns, you certify the specialized experience is important and needed upon entry for the targeted position. To participate in this hiring action, each specialized experience listed must be both important and needed upon entry for the position referenced above.

Competency Verification: Review the competency name, definition, and example tasks in the following table. For each competency, indicate if the competency is important for successful performance in the position and if the competency is needed upon entry. By checking “yes” in the second and third columns, you certify the competency is both important for successful performance and needed upon entry for the position. To participate in this hiring action, all competencies listed must be both important for successful performance and needed upon entry for the position the agency is planning to fill.

Competency Name, Competency Definition, and Example Tasks	Competency is Important for Successful Performance	Competency is Needed Upon Entry
Public Planning: Knowledge of functions, principles, practices, and techniques of public planning, including those related to community planning, outdoor recreation planning, and natural resource management, such as demand forecasting, environmental impact analysis, financial forecasting, and land use planning and zoning	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Policy: Knowledge of policies and provisions of the Marine Mammal Protection Act (MMPA), Endangered Species Act (ESA), and National Environmental Policy Act (NEPA).	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Partnering: Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Technical Competence: Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting); maintains credibility with others on technical matters.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Name of Agency: _____

Hiring Manager or Subject Matter Expert (SME) Name: _____

Hiring Manager or SME Contact Information (Email and Phone): _____

Hiring Manager or SME Signature/Date: _____