

Cross-Government Hiring: Data Scientist, GS-1560-14 (DHA)

The OPM Hiring Experience Group (HX) is partnering with OPM Human Resources Solutions to support a Federal governmentwide recruitment for Data Scientists, GS-1560-14. This recruitment used a governmentwide direct-hire authority.

Qualified candidates may be available for you to select from this multi-agency competitive service posting!

Job opportunity announcement: CGA-DH-12280792-24-JR-AB (<https://www.usajobs.gov/job/773168100>)

How applicants qualified:

Applicants were assessed through an application questionnaire, transcript review, and SME-based structured resume review for the required specialized experience.

Data Science 1560 series basic requirement:

Degree: Successful completion of a full 4-year course of study that led to a bachelor's or higher degree in mathematics, statistics, computer science, data science, or field directly related to the position. The degree must be in a major field of study that is appropriate for the position. You must submit transcripts that reflect relevant coursework.

OR

Combination of Education and Experience: Combination of education and experience which included at least 30 semester hours (or equivalent) in courses equivalent to a major in mathematics, statistics, computer science, data science, or field directly related to the position, plus creditable experience.

GS-14 minimum qualifications:

Specialized Experience:

1. Developing business solutions by writing code that utilizes open-source machine learning models or code and/or developing custom machine learning models;
2. Applying a variety of data analytic tools and techniques to produce insights from structured or unstructured data; and
3. Communicating with stakeholders to scope business requirements, obtain feedback, and deliver business-relevant solutions within the agreed upon timeframe.

How you can hire:

1. Identify a classified position description (PD) in the 1560 job series, GS-14 (or equivalent), at your agency where the specialized experience on the previous page 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 by the time you make a selection.
 - A. You can also request copies of sample GS-1560-14 PDs for your use in classification, from CrossGovHiring@opm.gov.
2. Submit a Talent Pool (certificate) request through the USAJOBS Agency Talent Portal (ATP).
 - A. *What is a Talent Pool?* A talent pool is a list of qualified candidates who are already on an approved shared hiring certificate and ready to be hired. These candidates have opted-in to share their Federal application with Federal agencies that are hiring for similar positions. You can use talent pools to find candidates that fit your hiring need.
 - B. *Who Can Use Talent Pools?* To use talent pools, you must have a USAJOBS Agency Talent Portal account. *To request an ATP account, please email recruiter-help@usajobs.gov and indicate your role: Agency User or Shared Certificate Coordinator (defined below).*
To use a talent pool, an agency must have a Shared Certificate Coordinator who understands the agency's hiring needs and manages their use of talent pools (certificates). To become a Shared Certificate Coordinator, you must:
 - I. Be Delegated Examining Certified.
 - II. Be a Federal HR Specialist who will manage the agency's use of the shared certificates, including the receiving agency requirements.
 - III. Participate in training from the USAJOBS Program Office.To view available talent pools, hiring managers, recruiters, and HR Specialists will need an ATP Agency User account.
3. After you submit a Talent Pool (certificate) request through the USAJOBS ATP, fill out the Certificate Request Form on the next pages with all HR POCs and Hiring Managers identified, then send to CrossGovHiring@opm.gov. To see candidates, you must have a funded FTE slot to fill from this cert.
 - A. Complete the attached Specialized Experience Verification Form, and keep a record of this form in your case file. By completing this form, you are certifying that the specialized experience listed are important for successful job performance and required upon entry in the position you are filling.
4. Certs will be issued in USA Staffing after candidate assessments are complete, tentatively April 2024 (OPM will create a USA Staffing account for you, if needed.) If you decide to make selections from the Talent Pool, please email CrossGovHiring@opm.gov, then we'll send you a certificate review in USA Staffing, where you will have access to the cert, including candidates' documents and any notes we added. Follow your agency rules and policies for reviewing the cert and making selections. Upon completion, return the cert with any selections notated in USA Staffing.
5. OPM will verify your selections (i.e., check that we have your agency's classified PD and candidates haven't withdrawn) and confirm with your agency via email.
6. You can then make your tentative job offer and onboard selectees using your standard HR process. You must inform OPM of the result of the tentative offer (i.e., acceptance/declination).

Talent Pool Request Form

HR Official—Have you...?:
(Please X the boxes.)

- ☐ Received the completed Specialized Experience Verification Form certifying the experience assessed are appropriate for the position?
- ☐ Completed **ALL** required information below?
(We must collect for audit purposes.)

POSITION INFORMATION

Title: _____

Series: 1560 **Grade:** GS-14 or equivalent

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

REQUESTING 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.

Specialized Experience Verification Form

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

Review the specialized experience statements in the following table. 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 below must be both important and needed upon entry for the positions referenced above.

Specialized Experience	Experience is Important for Successful Performance	Experience is Needed Upon Entry
Machine Learning: Developing business solutions by writing code that utilizes open-source machine learning models or code and/or developing custom machine learning models.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Data Analytics: Applying a variety of data analytic tools and techniques to produce insights from structured or unstructured data.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Stakeholder Communication: Communicating with stakeholders to scope business requirements, obtain feedback, and deliver business-relevant solutions within the agreed upon timeframe.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Agency: _____

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

HM or SME Email and Phone: _____

HM or SME Signature and Date: _____

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.