



SPECIAL RECRUITMENT NOTICE

FEDERAL CAREER INTERN PROGRAM

A 2-YEAR TRAINING AND DEVELOPMENT PROGRAM

APPLICATION OPENING PERIOD: SEPTEMBER 23, 2010 THROUGH SEPTEMBER 27, 2010

Position and Announcement Number	Salary	Duty Locations	Organization
Public Health Analyst/Advisor, GS-0685-09 KSU-2010-0001	GS-9: \$49,581.00	Atlanta, Georgia	Office of Surveillance, Epidemiology, and Laboratory Services National Center for Immunization and Respiratory Diseases
Information Technology Specialist, GS-2210-09 KSU-2010-0002	GS-9: \$54,032.00	Atlanta, Georgia	Office of Surveillance, Epidemiology, and Laboratory Services
Management/Program Analyst, GS-0343-09 KSU-2010-0003	GS-9: \$49,581.00	Atlanta, Georgia	Office of Surveillance, Epidemiology, and Laboratory Services
Administrative Support Specialist, GS-0301-09 KSU-2010-0004	GS-9: \$49,581.00	Atlanta, Georgia	Center for Global Health
Health Policy Analyst, GS-0301-09 KSU-2010-0005	GS-9: \$49,581.00	Atlanta, Georgia	Financial Management Office
Budget Analyst, GS-0560-09 KSU-2010-0006	GS-9: \$49,581.00	Atlanta, Georgia	Financial Management Office
Accountant, GS-0510-09 KSU-2010-0007	GS-7: \$40,534.00	Atlanta, Georgia	Financial Management Office
Contract Specialist, GS-1102-09 KSU-2010-0008	GS-9: \$49,581.00	Atlanta, Georgia	Procurement and Grants Office

Federal Career Intern Program

THE FEDERAL CAREER INTERN PROGRAM (FCIP) is a 2-year entry-level, full-time employment and career development training program designed to prepare students and non-students for a career in public service. Upon successful completion of the program, FCIP participants may receive a permanent, full-time position with CDC.

1. FCIP is open to students and non-students. You do **NOT** have to be a student to participate in the FCIP. Refer to job postings for required qualifications.
2. FCIP participants are eligible for [federal benefits](#).
3. For additional information on FCIP visit www.opm.gov/careerintern/QandAof12-20-00.asp.

How to Apply

Register with [HHS Careers Intern Opportunities](https://jobs1.quickhire.com/scripts/hhs-elp.exe) (<https://jobs1.quickhire.com/scripts/hhs-elp.exe>) and follow the on-screen instructions to complete the on-line process.

The human resources office will evaluate your application to ensure that you meet the [minimum qualifications](#) of the position and will provide the hiring manager with a list of eligible candidates. Veterans receive [preference](#) in selection.

IMPORTANT: You must apply on-line by **11:59 p.m. Eastern Time on September 27, 2010** to receive consideration for employment.

- Supporting documentation may be required as part of the evaluation process. Refer to the Required Documents section of the job posting for information on required documentation

<p>Supporting Documentation</p>	<p>(e.g., academic transcript, proof of military service, etc.), if any.</p> <ul style="list-style-type: none"> ▪ Failure to submit the required documentation by the deadline date will result in loss of employment consideration. Required documentation must be received no later than 11:59 pm (EST) on the closing date of the announcement. <p>FAX REQUIRED DOCUMENTATION (if applicable)</p> <ul style="list-style-type: none"> ▪ Review instructions for faxing supporting documentation. ▪ Refer to the <i>How to Apply</i> section of the job posting for information on faxing required documentation. ▪ Fax required documentation as indicated in the <i>Required Documents</i> section of the job posting to 1-866-539-4484. Alternate fax number: 1-571-258-4052 <p>Each document "type" requires a separate fax transmittal sheet</p>												
<p>Qualifications</p>	<p>QUALIFICATIONS: To be considered for a position, you must meet the minimum qualifications within 60 days of the announcement. Minimum qualifications (one of the following):</p> <ul style="list-style-type: none"> • GS-07: 1 full year of graduate level education <i>or</i> superior academic achievement OR 1 year of specialized experience equivalent to the GS-05 level. • GS-09: One year of specialized experience equivalent to the GS-07 grade; OR Master's or equivalent graduate degree if related to the position; OR 2 full years of progressively higher level graduate education leading to a master's or equivalent degree; OR A <i>combination</i> of qualifying education and experience as noted above. <p>Refer to the actual job posting for additional information on qualifications.</p>												
<p>Veterans' Preference</p>	<p>You may be eligible for veterans' preference if you served on active duty in the United States military and were separated under honorable or general conditions. CDC adjudicates veteran preference claims based on the documentation you submit (e.g., DD-214).</p> <table border="1" data-bbox="306 953 1451 1203"> <thead> <tr> <th data-bbox="306 953 396 982">Code</th> <th data-bbox="396 953 1451 982">Description of Preference Category</th> </tr> </thead> <tbody> <tr> <td data-bbox="306 982 396 1012">CPS</td> <td data-bbox="396 982 1451 1012">Compensable preference based on a service-connected disability of 30% or more</td> </tr> <tr> <td data-bbox="306 1012 396 1066">CP</td> <td data-bbox="396 1012 1451 1066">Compensable preference based on a service-connected disability of 10% or more, but less than 30%</td> </tr> <tr> <td data-bbox="306 1066 396 1146">XP</td> <td data-bbox="396 1066 1451 1146">Other preference granted to recipients of the Purple Heart, persons with a noncompensable service-connected disability (less than 10%), widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.</td> </tr> <tr> <td data-bbox="306 1146 396 1176">TP</td> <td data-bbox="396 1146 1451 1176">Preference (i.e., other types of qualifying military service)</td> </tr> <tr> <td data-bbox="306 1176 396 1203">NV</td> <td data-bbox="396 1176 1451 1203">Non-veteran</td> </tr> </tbody> </table>	Code	Description of Preference Category	CPS	Compensable preference based on a service-connected disability of 30% or more	CP	Compensable preference based on a service-connected disability of 10% or more, but less than 30%	XP	Other preference granted to recipients of the Purple Heart, persons with a noncompensable service-connected disability (less than 10%), widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.	TP	Preference (i.e., other types of qualifying military service)	NV	Non-veteran
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<p>What to Expect Next</p>	<p>Please allow at least 15 business days for your application to be processed. Your application status will be updated at: HHS Careers Intern Opportunities (https://jobs1.quickhire.com/scripts/hhs-elp.exe)</p>												
<p>Assistance</p>	<p>Contact Human Resources Customer Service at hrcs@cdc.gov or 770-488-1725.</p>												