

Centers for Disease Control (CDC) SPECIAL RECRUITMENT NOTICE

FEDERAL CAREER INTERN PROGRAM

A 2-YEAR TRAINING AND DEVELOPMENT PROGRAM

APPLICATION OPENING PERIOD: APRIL 01, 2009 THROUGH APRIL 03, 2009

Position and Announcement

Number Salary Location CDC Organization

Accountant, GS-0510-07/09

GHCC-FMO-2009-0001

GS-7: \$39,687.00

GS-9: \$48,545.00 Atlanta, GA Financial Management
Office

Management and Program Analyst,

GS-0343-09

GHCC-CCHIS-2009-0001

GS-9: \$48,545.00 Atlanta, GA

Coordinating Center for
Health Information

Service

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 April 03, 2009** to receive consideration for employment.

Supporting Documentation

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 (e.g., academic transcript, proof of military service, etc.), if any.

Failure to submit the required documentation by the deadline date will result in loss of employment consideration. Required documentation may be submitted:

1. Via fax: 770-488-1979. Include your full name (including middle initial) and "Announcement Number" on each piece of supporting documentation; or
2. Via e-mail: cdcjobs@cdc.gov. Include your last name, first name, middle initial, "Announcement

Number", and a contact number in the subject line. [Example: DOE, JANE X. "Announcement Number", 555-555-5555]

- Copies are acceptable. Do not submit originals. An original may be requested at a later date.
- All supporting documentation must be received by **11:59 p.m. Eastern Time on April 03, 2009**, to be considered timely.

IMPORTANT: Please note your full name (including middle initial) and "Announcement Number" on each piece of supporting documentation.

Qualifications

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):**

• **GS-07:** 1 full year of graduate level education *or 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 Special Recruitment Notice Posted: 03/25/2009 2 of 2 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 combination of qualifying education and experience as noted above.

Refer to the actual job posting for additional information on qualifications.

Veterans'

Preference

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).

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 non-compensable 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

Assistance Contact Human Resources Customer Service at hrcs@cdc.gov or 770-488-1725.