Economist (DH)

Economist (DH); Department of Commerce, Patent and Trademark Office

Overview

- Open & closing dates: 07/16/2020 to 08/06/2020
- Service: Competitive
- Pay scale & grade: GS 12 - 14
- Salary: $86,335 to $157,709 per year
- Appointment type: Permanent - Career/Career-Conditional appointment in the Competitive Service.
- Work schedule: Full-Time - This is a Full-Time, Permanent

Location

1 vacancy in the following location: Alexandria, VA_1 vacancy_

Relocation expenses reimbursed: No

Telework eligible: Yes as determined by agency policy

Duties

Summary

Come work for the USPTO, we have been ranked as one of the Best Places to Work in the Federal Government®!

The U.S. Patent and Trademark Office (USPTO) has been serving the economic interests of America for more than 200 years. We are responsible for granting US intellectual property rights for patents and trademarks. The USPTO is headquartered in Alexandria, Virginia, and has over 12,000 employees. For more information about the USPTO, please visit the USPTO Jobs Website.

Learn more about this agency

Responsibilities

This Vacancy is using the Direct-Hire authority to recruit for positions for which there is a critical hiring need. Using the Office of Personnel Management’s approved government-wide direct hire authorities, agencies may appoint candidates directly to jobs, without regard to the provision of Title 5 U.S.C 3309 through 3318, for which OPM
**Office Overview**

This position is located in the Office of Chief Economist, Office of Policy and International Affairs (OPIA), an office vested with the responsibility of overseeing IP policy and enforcement and leading efforts to strengthen both domestic and international IP protection.

Duties for this position include:

- Applying economic principles, models, and statistical methods to perform analyses, prepare reports and academic studies addressing domestic and international intellectual property (IP) matters.
- Developing and maintaining state of the art knowledge of the research approaches, findings, and policy issues in the areas of intellectual property, innovation economics, and entrepreneurship; understanding and implementing advanced methodological approaches, utilizing and programing state of the art databases and statistical software; using statistical software (STATA, R and Python are preferred, but not required); identifying and collecting information and constructing databases; developing, testing and selecting advanced statistical models for causal analysis or prediction; ensuring the accuracy of measurements that data represent; evaluating the precision, reliability and validity of statistical models; testing hypotheses and accurately interpreting results; and preparing technical reports, other documents, and presentations or other briefing materials.
- Providing consultation, guidance and other related technical support on IP data, economics and related advanced mathematical matters to the USPTO Chief Economist, other team members reporting to the USPTO Chief Economist, and other subject-matter experts in the OPIA
- Participating in USPTO Chief Economist’s team efforts and activities, such as formulating and refining team goals, planning team activities, establishing priorities, developing measures of progress, providing feedback and resolution of issues, and preparing progress reports, briefing material, talking points or other documents as needed.

**Travel Required: Not required**

Supervisory status: No

Promotion Potential: 14

**Fair & Transparent**

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

**Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability,
genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- Equal Employment Opportunity (EEO) for federal employees & job applicants.

Read more

**Reasonable Accommodation Policy**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Read more
Legal and regulatory guidance

- Financial suitability
- Social security number request
- Privacy Act
- Signature and false statements
- Selective Service
- New employee probationary period

Requirements

Conditions of Employment

- You must be a U.S. Citizen or National
- You must meet the definition of specialized experience.
- Required to pass a background investigation and fingerprint check.
- Must be registered for Selective Service, if applicable (www.sss.gov)

Qualifications

You must meet the United States Office of Personnel Management’s (OPM) qualification requirements (including specialized experience and/or educational requirements) for the advertised position. You must meet all eligibility and qualifications requirements by the closing date of the job announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on the OPM Website.

Specialized Experience: is experience that has equipped you with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the federal service.

GS12
Candidates for the GS-12 grade level must have at least 52 weeks of specialized experience equivalent to the next lower GS-11 grade level in the Federal service.

At the GS-12 level, specialized experience is defined as:
Experience locating and integrating large amounts of information into a database for analysis using signature statistical packages (e.g. STATA, R, SAS, etc.).
Experience summarizing and reporting statistical results through text, tables, charts, and graphs.
Experience implementing advanced statistical models for causal and/or predictive analyses using regression or machine learning methods applied to a variety of data structures (e.g. cross sectional, time series, and panel data).
Experience identifying and synthesizing professional journal articles from the economics or other professional literatures for narrow topic areas.

**GS13**

Candidates for the GS-13 grade level must have at least 52 weeks of specialized experience equivalent to the next lower GS-12 grade level in the Federal service.

At the GS-13 level, **specialized experience** is defined as:

- Experience locating and integrating large amounts of information into a database for analysis using signature statistical packages (e.g. STATA, R, SAS, etc.).
- Experience summarizing and reporting statistical results through text, tables, charts, and graphs.
- Experience developing and implementing research plans that use advanced statistical models for causal and/or predictive analyses using regression or machine learning methods applied to a variety of data structures (e.g. cross sectional, time series, and panel data) for broad economic problem areas.
- Experience identifying and synthesizing professional journal articles from the economics or other professional literatures and publishing results as official reports or academic journal articles for broad economic problem areas.

**GS14**

Candidates for the GS-14 grade level must have at least 52 weeks of specialized experience equivalent to the next lower GS-13 grade level in the Federal service.

At the GS-14 level, **specialized experience** is defined as:

- Experience locating, obtaining, cleaning, and integrating large amounts of information into a database for analysis using signature statistical packages (e.g. STATA, R, SAS, etc.).
- Experience summarizing, analyzing and reporting statistical results through text, tables, charts, and graphs.
- Experience independently leading a team in a major economics program area using advanced statistical models for causal and/or predictive analyses using regression or machine learning methods applied to a variety of data structures (e.g. cross sectional, time series, and panel data).
- Experience independently leading a team in a major economics program area to identify, analyze and publish original findings as official reports or academic journal articles.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**Education**

**Basic Requirement for Economist:**
A. Degree: Bachelor’s degree (or higher degree) in economics that includes 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.

OR

B. Combination of Education and Experience: Courses equivalent to a major in economics, as shown in A above, plus appropriate experience or additional education.

**ADDITIONAL REQUIREMENTS**

In addition to the Education Requirement listed above, you must meet the required specialized experience (listed in the qualifications section of this vacancy)

Education may not be substituted for experience at the 12/13/14 grade level.

If this position requires proof of higher education, or you are substituting education for experience, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. Education completed in foreign colleges or universities may be used to meet the requirements. Please refer to http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp for more information.

You are not required to submit official documents at this time; copies are sufficient.

**Special Instructions for Foreign Education:** Qualifying education from colleges and universities in foreign countries must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. A listing of these accredited organizations can be found on the Department of Education’s website – US Department of Education. Another listing of services that can perform this evaluation is available at the National Association of Credential Evaluation Services (NACES) website. You must provide a copy of the letter containing the results of the equivalency evaluation with a course by course listing along with your application. Failure to provide such documentation when requested will result in lost consideration.

**NOTE:** Only education and experience acquired before the filing deadline will be considered. Report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

**Additional information**

Applicants applying for this position must be a United States Citizen.

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System. If you are exempt from registration under Selective Service Law, you must provide appropriate proof of exemption. Please visit the Selective Service System website for more information.

This is a Bargaining Unit position.

This is a Public Trust position and has a risk level designation of “high”.
Background Investigation - If selected for this position, you may be required to complete a Declaration for Federal Employment (OF-306), which includes a fingerprint and credit check, to determine your suitability for Federal employment and to authorize a background investigation.

The USPTO participates in E-Verify. For more information on E-Verify, please visit the Department of Homeland Security Website.

Probationary Period- If selected, you may be required to complete an initial one-year probationary or trial period.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choice.

Relocation Expenses are not authorized and will not be paid.

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) will be eligible if they are assigned to the “well qualified” quality category under the category rating procedures. Information about CTAP/ICTAP may be found here: OPM CTAP/ICTAP. CTAP/ICTAP documentation requirements are listed in the ‘Required Documents’ section of this announcement.

More than one selection may be made from this announcement if additional identical vacancies in the same title, series, grade, and unit occur within 90 days from the date the certificate was issued.

All application materials become the property of the United States Patent and Trademark Office.

The United States Patent and Trademark Office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors. If you believe that you have been discriminated against and would like to file an EEO complaint, you must do so within 45 days of the date of the alleged discriminatory act. Claims of employment discrimination must be submitted to the attention of the USPTO’s Office of Equal Employment Opportunity & Diversity via email (oecd@uspto.gov) or phone (571-272-8292).

Read more
How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your resume, optional cover letter and supporting documentation will be reviewed to determine if you meet the minimum qualification requirements for the position. Under the provisions of the Direct-Hire Authority (DHA), rating, ranking and veterans’ preference does not apply; therefore, your responses to the questionnaire will not be used to determine a scored rating. All applicants who meet the minimum qualification requirements, as
defined in the job opportunity announcement, will be referred for selection consideration. While veterans’ preference does not apply in DHA, preference eligibles are encouraged to submit their supporting documentation (DD-214 stating disposition of discharge or character of service, VA letter, SF-15, etc.).

Applicants applying as CTAP or ICTAP candidates, and are determined CTAP or ICTAP eligible, must exceed the minimum qualification requirements to be referred under this selection priority placement program by attaining at least a rating of 85 out of 100. For those deemed eligible and who meet the minimum qualifications, we will compare your resume, optional cover letter and supporting documentation to your responses on the scored occupational questionnaire (True/False, Yes/No, Multiple Choice questions). Your resume and/or optional cover letter must support your responses to the scored occupational questionnaire, or your score may be lowered. CTAP/ICTAP eligibles who are not determined well-qualified by scoring at least 85 will not be referred under the CTAP/ICTAP selection priority placement program; however, will be referred for selection consideration with other minimally qualified applicants. The scored occupational questionnaire will evaluate you on the following competencies, please do not provide a separate written response:

**KSA 1** – Ability to construct databases from diverse sources of information and quality check the data for performing advanced mathematical and economic research using statistical software.

**KSA 2** - Ability to write computer code, manage large databases, statistically summarize and test hypotheses.

**KSA 3** – Ability to locate and synthesize professional journal articles to characterize the state of understanding on a topic or subject in economics

**KSA 4** - Ability to understand and communicate economic principles and interpret statistical findings for superiors in the form of briefings, reports, professional journal articles or other documents.

To preview questions please [click here](https://economics.yale.edu).

[Read more](https://economics.yale.edu)
Background checks and security clearance

Security clearance: Other

Drug test required: No

Position sensitivity and risk: High Risk (HR)

Trust determination process

- Help

Required Documents

A complete application consists of:

1. A resume or any other written format you choose to describe your job-related qualifications; optional cover letter: Your resume should indicate your citizenship and should list your educational and work experience including job titles, salary, employment dates, duties and accomplishments, experience and how it relates to the specialized experience in the job announcement. Please Note: Responses to job questions that are not fully supported by the information in your resume may result in adjustments to your rating. Any experience claimed in a cover letter should be substantiated by information contained in your resume.

2. Transcripts: You must submit copies of your college transcripts for verification of the education requirements. Unofficial copies are acceptable, however, if selected you will be required to furnish official
transcripts. It is your responsibility to provide adequate proof that you meet the above educational requirements. Inadequate or illegible information could result in non-qualification and loss of consideration.

Supporting Documentation:

1. Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) documentation: Applicants will be asked to submit:
   (1) A copy of your specific RIF notice, written notice of your expected separation or other documentation of priority consideration status; and/or Agency certification of inability to place you through RPL etc.;
   (2) A copy of your latest SF-50 noting current position, grade level, and duty location;
   (3) A copy of your last performance appraisal and rating; and
   (4) Any documentation from your agency that shows your current promotion potential.

You can choose ONE of the following methods to submit Supporting Documents:
1) You can upload your documents when you register or update your information on the Department of Commerce application site which you access through the USAJobs site.
   OR
2) You can fax your documents to 571-258-4254 using the system generated fax cover sheet.

Your application and all required documentation must be received by 11:59 p.m. Eastern Time on the closing date of this job announcement.

NOTE: The preceding documentation requirements are based on job requirements and individual applicant eligibility. Not all documents are applicable to all applicants–if you are unsure which documents apply to you, contact the HR Specialist listed on this announcement.

Review your resume and responses carefully. Responses to job questions that are not fully supported by the information in your application package may result in adjustments to your rating. A Human Resources Representative will validate the qualifications of those candidates eligible to be referred to the hiring official.

**Benefits**

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits.

The United States Patent and Trademark Office offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, paid holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. Alternative Work Schedule (AWS) and Telework Program are available to eligible employees.

Please visit USPTO New Employee Information for additional information.

Visit Working for the Federal Government to explore the major benefits offered to most Federal employees.

**Reasonable Accommodation Policy Statement**

Federal agencies, including the United States Patent and Trademark Office (USPTO), must provide reasonable
accommodation to applicants with disabilities where appropriate. USPTO Job Applicants requiring reasonable accommodation for any part of the application and hiring process should request accommodation(s) from the USPTO at http://www.uspto.gov/accommodation. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

- Help

### How to Apply

**Personally Identifiable Information (PII)**

Personally Identifiable Information (PII) is defined as information that can be traced back to a specific individual and potentially compromise their security or privacy. Examples of PII include: date of birth, Social Security Number, and place of birth.

Please ensure that you have removed all Personally Identifiable Information from all documents prior to submitting or uploading your applications material.

You **MUST** apply online. If you experience difficulties with the application process or do not have access to a computer, please contact the HR Specialist listed as the point of contact before the closing date of this job announcement.

If you are a new user to the USAJobs Site and have never registered for an account; you will first need to create an account profile with your basic contact information and a resume to begin applying. You must be a registered USAJobs user AND you must be signed-in to your account in order to apply for this position. For help setting up an account or for general help using USAJobs, go to USAJobs Help Page. Once you have gathered all of the required information and are ready to begin the application process, click the “APPLY ONLINE” button at the right side of the page. You will then be directed away from USAJobs to the Department of Commerce application site for USPTO.

If you experience any difficulties with the application site, help is available! If you have problems completing your on-line application, contact the Monster Hiring Management Help Desk at 1-866-656-6831 or by e-mail at MGSHELP@monster.com. The help desk is available Monday - Friday 7:00 a.m. to 7:00 p.m. Eastern Standard Time. You may call and leave a voice mail message at all other times.

All required supporting documents will be collected electronically via the USAJobs “Saved Documents” feature.

Read more
Agency contact information

- Sheryl White-Riley

Phone: 571-272-7170
Fax: 000-000-0000
Email: Sheryl.White-Riley@uspto.gov

Address
PATENT AND TRADEMARK OFFICE
550 Elizabeth Lane
Elizabeth Townhouse
Alexandria, Virginia 22314
United States

Learn more about this agency

Next steps
You will receive a notice generated by the USAJobs System when you have successfully submitted your application.

You will be notified of your application status through USAJOBS at four points during the hiring process, as applicable. You can check the status of your application by accessing the USAJOBS website at http://usajobs.gov/ and clicking on “Track Your Online Application.” The four points of notification are:

1. Application Received or Application Incomplete;

2. Minimum Qualification Requirement Met or Minimum Qualification Requirement Not Met;

3. Eligible (Application Referred to the Selecting Official) or Eligible (Application Not Referred to the Selecting Official); and

4. Selected or Not Selected

After all application packages have been received, we will review your application and transcript(s) (if you are qualifying based on education) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided and you may be contacted for follow-up supplemental documentation. It is the applicant’s responsibility to provide any supplemental documents or information requested by the Office of Human Resources within the allocated timeframes. **Failure to submit requested documents or information within 5 business days of receiving the request may result in your application not receiving further consideration.**

You will be required to submit official documentation prior to appointment. The agency will then verify the information provided on your application (i.e., degree, veterans’ preference, disability, etc.).

You can check the status of your application by logging into USAJOBS. You may also sign up to receive automatic emails anytime the status of your application has changed by logging into your USAJobs Account, editing your profile and changing the “Notification Settings” to indicate that you want to be notified by email when the status changes. Information regarding the status of your application should be updated in the system within 2 weeks after the closing date of this job announcement.

Read more

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**Organization:** Department of Commerce: Patent and Trademark Office  
**Job Location:** Alexandria, VA  
**Job Application Link:** Economist (DH)  
**Post Date:** Thursday, July 16, 2020  
**Job Application Deadline:** Thursday, August 6, 2020  
**Known Job Application Deadline:** Yes