

**Outreach Program Manager
Office of the Small Business Innovation Research (SBIR) and Small Business Technology
Transfer (STTR) Programs
U. S. Department of Energy**

The Office of SBIR and STTR Programs is seeking to hire a Physical Scientist or General Engineer who will serve as the Outreach Program Manager. The Outreach Program Manager is responsible for directing efforts to recruit new small business applicants, particularly those from under-represented groups and to assist applicants in preparing high quality applications. The Office of SBIR and STTR Programs is located in Germantown, MD which is in the Washington, DC metro area.

The Office of SBIR and STTR Programs works collaboratively with the many research offices throughout the Department to implement the programs. Through the SBIR and STTR programs, the Department of Energy provides early stage research and development funding to small businesses that permits them translate their innovative ideas into working prototypes, and thereby secure private sector funding for commercialization. Staff in the SBIR/STTR Programs Office must be knowledgeable about the mission and research areas that exist within the Department when interacting with small businesses seeking federal support.

The Physical Scientist or General Engineer position can be filled at the GS-13 level (salary range of \$102,663 - \$133,465) or the GS-14 level (salary range of \$121,316 - \$157,709). The deadline for submitting applications is August 7, 2020, and the desired starting date for the position is on or about November 9, 2020. You must be a U.S. citizen to qualify for this position.

Duties

The Outreach Program Manager is primarily responsible for conducting outreach activities for the SBIR and STTR programs to ensure innovations proposed by small businesses are a good fit with the DOE mission. Agencies operating SBIR/STTR are expected to conduct outreach activities to increase participation by women-owned small businesses, socially and economically disadvantaged small businesses, and small businesses from under-represented states, as well as small businesses that are new to the SBIR/STTR programs. Outreach is conducted both through in-person and virtual events and will require domestic travel. In addition to outreach activities, the outreach program manager oversees the Phase 0 application assistance program and website resources to ensure that applicants submit responsive, high quality applications. Additionally, the Outreach Program Manager will have other responsibilities to assist in the operation of the SBIR and STTR programs.

Qualifications

The successful candidate must demonstrate experience working on transitioning innovations from research and development towards commercialization; participating in or overseeing multiple scientific projects and technical areas, such as engineering and scientific technology research and applications; applying fundamental scientific and engineering concepts; performing project management activities that involve evaluating or overseeing complex scientific and engineering projects or initiatives; applying knowledge of Federal regulations or

organizational policies and requirements for large scientific and engineering projects; performing or monitoring budget and procurement activities (e.g., developing and managing funding for scientific research or engineering programs, determining funding levels, as well as developing and documenting research plans including associated budget plans in a timely manner); and communicating effectively, both verbally and in writing (e.g., preparing and presenting technical reports to professional audiences at conferences or representing organization on task forces, committees, and/or other workgroups).

Additionally, experience should involve evaluating new or improved technology, strategies, trends, or applications; and/or monitoring projects, implementing project modifications, negotiating major agreements with other organizations and making authoritative recommendations leading to resolution of critical issues.

Physical Scientist, 1301 Series

GS-1301-13

Applicants must have one year of [specialized] experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. Experience includes communicating progress, status, and approval in order to evolve efficient and technically adequate responses; preparing reports to recommend solutions to compliance issues; performing consulting or other professional, scientific, technical, administrative, fiscal, or other specialized work; and/or performing management planning duties such as concept development, master integration planning, and programming design for programs or projects, taking into account feasibility, costs, and economics.

GS-1301-14

Applicants must have one year of [specialized] experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal service. Experience includes performing consulting or other professional, scientific, technical, administrative, fiscal, or other specialized work; reviewing and evaluating program priorities and conduct periodic scientific reviews to evaluate facility performance; preparing, justifying, and supporting the portions of the budget relating to the program; and/or analyzing regulations to resolve compliance issues during project execution.

General Engineer, 0801 Series

GS-0801-13

You must have one year of [specialized] experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. Experience includes conducting engineering research and studies to determine and recommend appropriate solutions to issues, interpret designs, and evaluate adequacy; conducting projects and /or studies within established financial and time constraints; developing and utilizing data collection techniques to assess project and program effectiveness; and interpreting and evaluating engineering drawings, specifications, and technical data packages.

GS-0801-14

You must have one year of [specialized] experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal service. Experience includes analyzing the application of experimental theories and/or new applications and developments for research and development; developing strategies and tactics for future activities and to meet technology development goals; developing requirements, long term goals, objectives, and schedules for the accomplishment of applied research and development, and deployment of technologies; and preparing briefings, presentations, newsletters, and other communications to convey the status of research, project, or program.

This position has a positive education requirement. Therefore, you **MUST** provide documentation supporting any education claims in your application. This documentation can include unofficial transcripts or any report listing institution, course title, credits earned and final grade. For specific education requirements, please see the Education Requirements. **If selected, official transcripts may be requested.** Education must be obtained from an accredited institution recognized by the U.S. Department of Education. Foreign education must be reviewed by an organization recognized by the U.S. Department of Education. For special instructions pertaining to foreign education and a list of organizations that can evaluate foreign education, see [the Department of Education website](#).

Physical Scientist, 1301 Series

In addition to the above-referenced experience, applicants must have one of the following to satisfy the basic requirements for this position:

- A. **A degree in Physical science, engineering, or mathematics** that included 24 semester hours in physical science and/or related engineering science such as mechanics, dynamics, properties of materials, and electronics.
or
- B. **A combination of education and experience** - education equivalent to one of the majors shown in A above that included at least 24 semester hours in physical science and/or related engineering science, plus appropriate experience or additional education.

General Engineer, 0801 Series

In addition to the above-referenced experience, applicants must have one of the following to satisfy the basic requirements for this position:

- A. **A degree in Engineering.** To be acceptable, the program must: (1) lead to a bachelor's degree in a school of engineering with at least one program accredited by ABET; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of

materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

or

B. Combination of education and experience -- college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

- i. Professional registration or licensure -- Current registration as an Engineer Intern (EI), Engineer in Training (EIT)¹, or licensure as a Professional Engineer (PE) by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.
- ii. Written Test -- Evidence of having successfully passed the Fundamentals of Engineering (FE)² examination or any other written test required for professional registration by an engineering licensure board in the various States, the District of Columbia, Guam, and Puerto Rico.
- iii. Specified academic courses -- Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and that included the courses specified in the basic requirements under paragraph A. The courses must be fully acceptable toward meeting the requirements of an engineering program as described in paragraph A.
- iv. Related curriculum -- Successful completion of a curriculum leading to a bachelor's degree in an appropriate scientific field, e.g., engineering technology, physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a bachelor's degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

NOTE: OPM Qualification Standards for the GS-1301 and GS-0801 series can be found at the following website: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1300/general-physical-science-series->

[1301/](#) and <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/files/all-professional-engineering-positions-0800.pdf>

Incumbent must obtain and maintain a “Public Trust” background investigation prior to entrance on duty. Failure to obtain and maintain the required level of background investigation may result in the withdrawal of a job offer or removal.

A Financial Disclosure is required for the GS-801/1301-14 position. Incumbent will be required to submit an OGE Form 450, Confidential Financial Disclosure Report form annually.

Applications

Anyone applying to this position needs to be aware that, if selected, you will be placed on a new appointment in the Civil Service. A federal career status employee selected for this position may be required to serve a new one (1) year probationary period, pursuant to 5 CFR 315.802.

To be considered for this position, you must submit your application materials to zina.alyoussif@science.doe.gov with the subject title “Outreach Program Manager” by August 7, 2020.

Applications for this position must include the following:

- A cover letter detailing previous experience relevant to the duties and qualifications required for the Outreach Program Manager position.
- A resume
- Transcripts (including all unofficial transcripts and credential evaluation service report, if applicable)

Your application must describe how you meet the qualifications and how your past experience demonstrates that you possess the knowledge and abilities required to successfully perform the duties of this position.

Other information

Relocation expenses may be provided. Recruitment incentive may be provided, depending on budgetary constraints. Permanent Change of Station (PCS) may be authorized.

More information about the Office of SBIR and STTR Programs can be found at: <https://science.osti.gov/sbir> .

If applicants are interested in additional Physical Scientist positions with the Department of Energy, please visit the following Direct Hire Open & Continuous Announcement: [TN-19-DOE-1301-OCDH](#). If applicants are interested in additional General Engineer positions with the Department of Energy, please visit the following Direct Hire Open & Continuous Announcement: [TN-19-DOE-0801-OCDH](#).