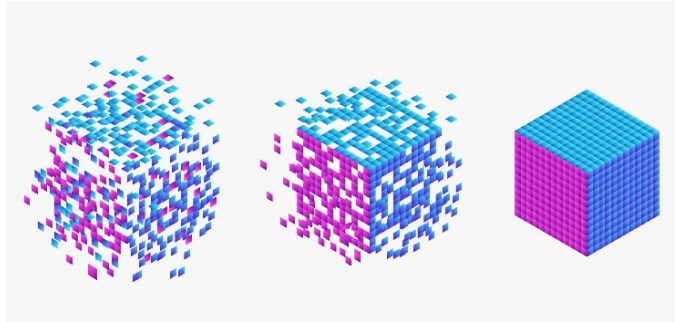


Direct Hiring Authority Application Guide



2023-2024

Step 1: Review Job Announcements and Position Vacancies

Exploring Job Announcements

- The Direct Hiring Authority consists of six separate Public Notices
- The purpose of this initiative is to fill critical positions
- Based on your interest and skills, click to review one or both of the following announcement links:
 - [Administrative and Management](#)
 - [Professional and Scientific](#)
 - [Professional STEM](#)
 - [Medical Professional](#)
 - [IT Specialist \(INFOSEC\)](#)
 - [IT Cybersecurity Specialist](#)
 - [Cybersecurity](#)

The screenshot displays the USAJOBS website interface for a Public Notice for Direct Hire (Data Modernization) at the Centers for Disease Control and Prevention (CDC). The page is structured as follows:

- Header:** USAJOBS logo, navigation links (Sign in, Help, Search), and the title "Public Notice for Direct Hire (Data Modernization)".
- Sub-header:** DEPARTMENT OF HEALTH AND HUMAN SERVICES, Centers for Disease Control and Prevention, Centers for Disease Control and Prevention (CDC).
- Navigation:** Summary, This job is open to, Duties, Requirements, How you will be evaluated, Related documents, How to Apply.
- COVID-19 Vaccination Requirement:** A warning box stating that COVID-19 vaccination requirements for federal employees pursuant to Executive Order 14043 do not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details. [Click here](#) for more information.
- Summary:** The CDC utilizes Direct Hire Authority to fill vacancies in a variety of occupations. The vacancy is a REPOSITORY of applications. Applications may be periodically referred to hiring managers both during the open period and after the closing date. Because of the large number of applications anticipated, applicants' status will not be updated. [Learn more about this agency](#).
- This job is open to:** Career transition (CTAP, ICTAP, RPL) and The public (U.S. citizens, nationals or those who owe allegiance to the U.S.).
- Clarification from the agency:** Please read this Public Notice in its entirety prior to submitting your application for consideration. You are applying to a resume database. Your resume and any documents submitted will be retained and may be used at any time during or after the open period of this Public Notice. U.S. Citizenship is REQUIRED.
- Videos:** A video player showing a CDC 24/7 Saving Lives, Protecting People advertisement. The video features the CDC logo and the text "Saving Lives. Protecting People. Saving Money Through Prevention."
- Duties:** Duties and responsibilities vary and may increase according to the grade level and series of the position. This public notice will be used to fill the positions listed below at multiple grade levels and locations. Program Analyst (Data Analytic): Grades GS-7 through GS-15. Public Health Analyst (Data Analytic): Grades GS-7 through GS-15. Information Technology Specialist (Data Management, Cloud Engineer): Grades GS-7 through GS-15.
- Requirements:** (Section header visible at the bottom).
- Right Sidebar:** Includes an "Apply" button, "Front", "Share", and "Save" options. It also contains an "Overview" section with details such as "Open & closing dates" (03/28/2023 to 03/26/2023), "Salary" (\$44,740 - \$174,300 per year), "Pay scale & grade" (GS-7 - 15), "Locations" (Anchorage, AK; Los Angeles, CA; San Diego, CA; San Francisco, CA), "Remote job" (No), "Telework eligible" (Yes - as determined by the agency policy), "Travel Required" (Occasional travel - You may be expected to travel for this position), "Relocation expenses reimbursed" (No), "Appointment type" (Multiple Appointment Types), "Work schedule" (Multiple Schedules), "Service" (Competitive), "Promotion potential" (GS - Contingent - Promotion potential will be based on the position to which appointed), "Job family (Series)" (0243 Management And Program Analysis; 0685 Public Health Program Specialist; 0110 Information Technology Management), "Supervisory status" (No), "Security clearance" (Other), "Drug test" (No), "Position sensibility and risk" (Moderate Risk (MR)), "Trust determination process" (Standard), and "Announcement number" (9165-CDC-048-24-23-1170483).

Administrative and Management Positions

- The [Administrative and Management Positions](#) notice features three occupational series
- Overs grade levels 11-15
- Featured occupational series and positions are listed to the right. Visit each link to review occupational qualifications, requirements, and duties

[0343 Management And Program Analysis](#)

Data Analytics

[0685 Public Health Program Specialist](#)

Data Analytics

[2210 Information Technology Management](#)

Data Management

Cloud Engineer

Data Engineer

Professional and Scientific Positions

- The [Professional and Scientific Positions](#) notice features nine occupational series
- Over grade levels 7-15
- Featured occupational series and positions are listed below. Visit each link to review occupational qualifications, requirements, and duties.

[0110 Economist](#)

Health Economist Data Scientist
Health Economist Informatics

[0401 General Natural Resources Management and Biological Sciences](#)

Biologist Data Scientist
Biologist Informatics

[0403 Microbiology](#)

Microbiologist Data Scientist
Microbiologist Informatics

[0601 General Health Science](#)

Health Scientist or Epidemiologist Data Scientist
Health Scientist or Epidemiologist Informatics
Health Scientist or Epidemiologist Laboratory Informatics

[0602 Medical Officer](#)

Physician Data Scientist
Physician Informatics

[1529 Mathematical Statistics](#)

Mathematical Statistician Data Scientist
Mathematical Statistician Informatics

[1530 Statistics](#)

Statistician Data Scientist
Statistician Informatics

[1550 Computer Science](#)

Computer Scientist Data Scientist

[1560 Data Science](#)

Data Analytics

Professional STEM

- The [Professional STEM](#) notice features eleven occupational series
- Offers grade Series 7-15
- Featured occupational series and positions are listed to the right
- Visit each link to review occupational qualifications, requirements, and duties

[0110 Economist](#)

[0401 Natural Resources Management and Biological Sciences](#)

[0801 General Engineering](#)

[0810 Civil Engineering](#)

[1301 General Physical Science](#)

[1306 Health Physics](#)

[1310 Physics](#)

[1320 Chemistry](#)

[1520 Mathematics](#)

[1529 Mathematical Statistics](#)

[1530 Statistics](#)

Medical Professional

- The [Medical Professional](#) notice features four occupational series
- Offers grade Series 1-15
- Featured occupational series and positions are listed to the right. Visit each link to review occupational qualifications, requirements, and duties.

[0610 Nursing](#)

[0602 Physician](#)

[0660 Pharmacy](#)

[0701 Veterinary Health Science – Grades 11-15](#)

IT Specialist (INFOSEC)

- The [IT Specialist \(INFOSEC\)](#) notice features one occupational series
- Offers grade Series 9-15
- Featured occupational series and positions are listed to the right. Visit each link to review occupational qualifications, requirements, and duties

[2210 Information Technology Management](#)

IT Cybersecurity Specialist

- The [IT Cybersecurity Specialist](#) notice features one occupational series
- Offers grade Series 12-15
- Featured occupational series and positions are listed to the right. Visit each link to review occupational qualifications, requirements, and duties

[2210 Information Technology Management](#)

Cybersecurity

- The [Cybersecurity](#) notice features three occupational series
- Offers grade Series 12-15
- Featured occupational series and positions are listed to the right. Visit each link to review occupational qualifications, requirements, and duties

[0854 Computer Engineering](#)

[0855 Electronics Engineering](#)

[1550 Computer Science](#)

**Step 2: Select Announcement and Login to
USAJOBS**

Begin the Application Process

1. Select a Direct Hiring public notice to review in full

- [Administrative and Management Positions](#)
- [Professional and Scientific Positions](#)
- [Professional STEM](#)
- [Medical Professional](#)
- [IT Specialist \(INFOSEC\)](#)
- [IT Cybersecurity Specialist](#)
- [Cybersecurity](#)

2. Read in full summary, duties, requirements, evaluation, and how to apply sections

3. Click “Apply” (blue button at the top right corner) to begin the application process

The screenshot shows the USAJOBS website interface for a public notice titled "Public Notice for Direct Hire (Data Modernization)" from the Department of Health and Human Services, Centers for Disease Control and Prevention (CDC). The page includes a navigation bar with "Sign In", "Help", and "Search" options. The main content area is divided into several sections: a "COVID-19 Vaccination Requirement" warning, a "Summary" section explaining the application process, a "This job is open to" section detailing eligibility (Career Transition, The Public, etc.), and an "Overview" sidebar on the right. The "Overview" sidebar contains an "Apply" button, "Post", "Share", and "Save" options, along with details such as "Open & closing dates" (12/07/2022 to 12/06/2023), "Salary" (\$44,740 - \$176,300 per year), "Pay scale & grade" (GS-7, 15), "Locations" (Anchorage, AK; Los Angeles, CA; San Diego, CA; San Francisco, CA), and "Remarks" (No).

Note: The application process is the same for both public notices. This guidance document uses examples from the Administrations and Management Position notice to illustrate the general Direct Hire application process.

Sign Into or Create USAJOBS Account

1. The apply button will direct you to **Sign in** to USAJOBS
2. If you have a USAJobs account, use your email address and password to sign in
 - Click the blue “**Sign in**” button
3. If you do not have a USAJobs account, click the “create an account” button
 - When your account is created, you can navigate back to this screen and click the blue “Sign in” button
4. The system will ask you to verify your account by sending a private code to your cell phone
 - After you enter the code, click the blue “**Submit**” button



Email address

Password

Show password

Sign in

First time using Login.gov?

Create an account

[Sign in with your government employee ID](#)

LOGIN.GOV USAJOBS

Enter your one-time code

We sent a one-time code to (***) ***-9377. This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

Step 3: Select or Upload Resume

Select or Upload Resume

1. Select, upload, or build a resume
2. Once complete, scroll to the bottom of the page and click **“Save & Continue”** (the blue button in the bottom right-hand corner)
3. For application guidance, please review the [Federal application Guidance](#)


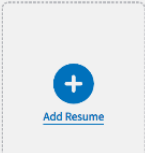
Select Resume

Instructions

Select the resume you want to submit with your application. You can only submit one resume and can't go to the next step until you select one.

If the resume you want to select is not available, click **Add Resume** to upload a new one or create one using the USAJOBS Resume Builder. You can store up to five resumes in your USAJOBS profile. You may need to delete an existing resume to upload or create a new one. If you delete, create or upload any resume, we will also update your profile with those changes.

Your Resumes

Required Documents

Acceptable Formats

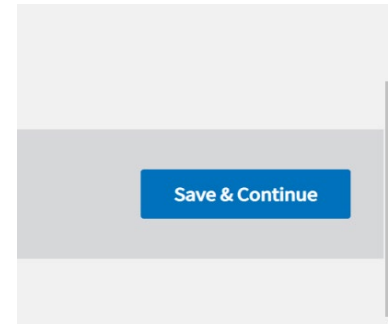
Uploaded resumes must be less than 5MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

Do Not Include in Resume

- Classified Information
- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information

Helpful Links

- [What should I include in my resume?](#)
- [How to upload documents](#)



Upload Additional Application Documents

1. Upload required or optional documents to your application
 - You can track your application steps at the top of the screen
2. **“Required Documents”** (light blue drop-down menu) list application requirements
3. Upload required documents and select each document submission (box at the top right)
 - Selected documents will display a green check mark at the top right corner
4. Scroll to the bottom of the page and click the blue **“Save & Continue”** button on the right-hand side

The screenshot shows the top navigation bar with six steps: 1. Select Resume, 2. Select Documents (highlighted), 3. Review Package, 4. Demographic Details, 5. Survey, and 6. Continue Application. Below the progress bar is the 'Select Documents' section. It includes instructions on how to upload documents, a list of 'Required Documents' (with a plus sign to expand), and a list of 'Acceptable Formats' (with a minus sign to collapse). The 'Do Not Include in Resume' section lists: Classified information, Social Security Number (SSN), and Photos of yourself.

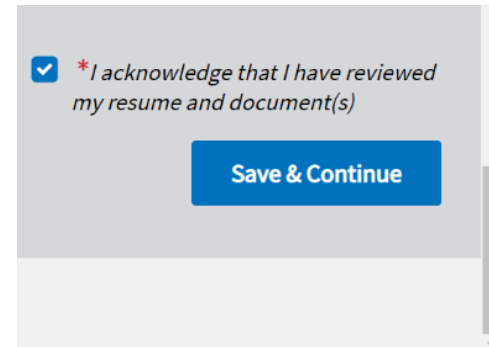
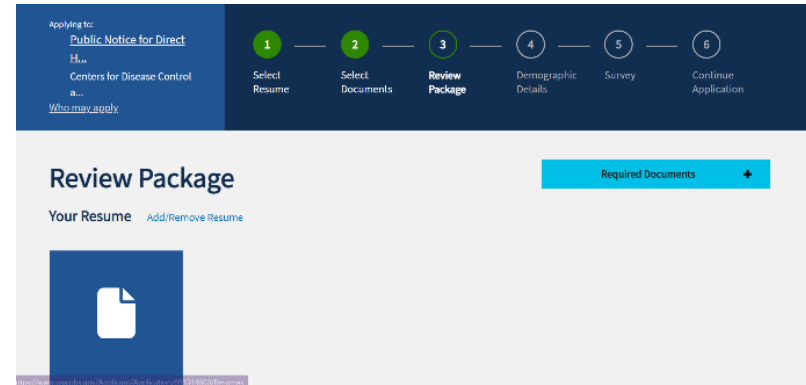
The screenshot shows a grid of three document selection cards. Each card has a document icon, a title, a date, and 'View' and 'Delete' links. A green checkmark is visible in the top right corner of each card, indicating they are selected. The cards are: Transcript 2 (Transcript 1/6/2016), Transcript 3 (Transcript 1/6/2016), and SF-50 (SF-50 12/30/2020).

The screenshot shows a blue button with the text 'Save & Continue' on a light gray background.

**Step 4: Review Package and Complete
Demographic Details and Survey**

Review Your Application Package

1. The next screen will allow you to review and edit your application
2. The light blue “**Required Documents**” drop-down menu provides directions on what is required to complete your application
3. Once complete, scroll to the bottom of the page
 - On the bottom right, there will be an option to check the acknowledgment statement.
 - Once checked, it will highlight blue
4. Then, click the blue “**Save & Continue**” button below the acknowledgment statement to advance to the next screen



Complete Demographic Details and Surveys

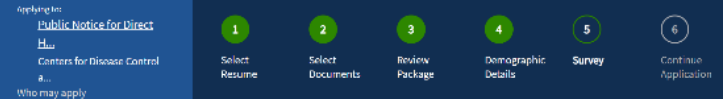
- The next few screens will ask you to complete a demographic survey and choose how you learned about the position surveys

Demographic Details



Thank you for helping improve the federal hiring process by sharing your demographic details. We never use your details in hiring decisions or send individual details to hiring managers. [Learn more.](#)

I want to share my demographic details to help improve the hiring process.



Survey

How did you hear about this job?

Help us better reach applicants in the future. Please choose the best option available.

- I searched the USAJOBS website.
- I received a USAJOBS saved search email.
- I saw it on social media.

Step 5: Complete and Submit Application

Certify and Continue to Agency Application

- Certify your application and continue to the agency site. Click the red **“Continue to Agency Site”** button to move to the next screen
- Next the system will guide you to the agency’s website to complete the agency application. Click the grey **“Continue”** button to move to the next screen

Centers for Disease Control & Prevention
Select Resume Select Documents Review Package Demographic Details Survey Continue Application

Continue Application with Agency

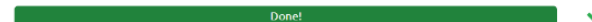
* I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Continue to Agency Site

You will leave USAJOBS and be sent to the Centers for Disease Control and Prevention application system once you select "Continue to Agency Site."

You will submit your application once you have completed all the agency specific requirements.

Please wait while we retrieve your information from USAJOBS.



Thank you for your interest in the Public Notice for Direct Hire (Data Modernization) position.

Over the next few pages we are going to verify and collect pertinent information to help you complete your application for this position. You will be able to review and then submit your application to the Centers for Disease Control and Prevention.

Continue

Start Agency Application

- The system will guide you to the agency application to update and provide your demographic information, eligibility, and preferences.

Preferences



* = Required Field

*1. Select the location(s) you want to be considered for. You must choose at least one location.

- A. Anchorage, AK
- B. Los Angeles, CA
- C. San Diego, CA
- D. San Francisco, CA
- E. Denver, CO
- F. Fort Collins, CO
- G. Washington, DC
- H. Miami, FL
- I. Atlanta, GA
- J. Honolulu, HI
- K. Chicago, IL
- L. Hyattsville, MD
- M. Boston, MA
- N. Detroit, MI
- O. Minneapolis, MN
- P. New York, NY

<http://www.opm.gov/officeofpersonnelmanagement/2024/2/19/>

Eligibilities



* = Required Field

*1. Do you claim Veterans' Preference?

- A. No, I do not claim Veterans' Preference
- B. 0-point Sole Survivorship Preference (SSP)
- C. 5-point preference based on active duty in the U.S. Armed Forces (TP)
- D. 10-point preference for non-compensable disability or Purple Heart (XP)
- E. 10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)
- F. 10-point preference based on widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran (XP)
- G. 10-point preference based on a compensable service connected disability of 30% or more (CPS)

*2. Are you a current employee of the Health and Human Services (HHS) who meets the definition of surplus or displaced from a position in the competitive service? If yes, confirm you meet all the following requirements:

- You are located in the same local commuting area of the vacancy;
- Your grade is equivalent to or below the grade level of the vacancy;
- Your last performance rating of record is at least fully successful or the equivalent.

If you indicate "Yes" for this question, you MUST submit supporting documentation to validate your claim of CTAP eligibility such as a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES), **AND** a copy of your most recent annual performance (most recent SF-50 (Notification of Personnel Action)).

www.opm.gov/officeofpersonnelmanagement/2024/2/19/

Select Preferences

- On the preferences screen, you will have the option to select your desired series and other preferences

*3. Select the series you want to be considered for. You must choose at least one series.

- A. 0343 - Management And Program Analysis
- B. 0685 - Public Health Program Specialist
- C. 2210 - Information Technology Management



*4. Are you a Current or Former Political Appointee?

Agencies must seek prior approval from the Office of Personnel Management (OPM) before they can appoint a current or recent political appointee to a competitive or non-political Excepted Service position at any level under the provisions of title 5, United States Code. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, or Non-career SES employee in the Executive Branch, you MUST disclose that to the Human Resources Office. Failure to disclose this information could result in disciplinary action including removal from the Federal Service.

You must submit your SF-50 reflecting appointment as a Current or Former Political Appointee.

- A. Yes
- B. No

*5. Would you accept a Term appointment?

- A. Yes
- B. No

Complete Application Assessment

- Complete education and skills assessment
 - The number of assessment questions will vary depending on the job announcement you apply for
- Once you complete the assessment, the system will ask you to certify it by clicking “yes”
 - Click the grey “**Continue**” box to advance to the next screen

Assessment 1

* = Required Field

Thank you for your interest in a position with Centers For Disease Control and Prevention.

*1. **Program Analyst (0343):**

Select the one statement below which best describes your experience and/or education that demonstrates your ability to perform the work of a Program Analyst.

- A. I have one (1) year of specialized experience which includes experience at the next lower grade level, or equivalent, in an occupation listed or a closely related occupation performing similar duties is required.
- B. I have one (1) full year of graduate level education OR superior academic achievement.
- C. I have a master's (or equivalent graduate degree) OR two (2) full years of progressively higher-level graduate education leading to such a degree OR LL.B. or J.D., if related.
- D. I have a Ph.D. (or equivalent doctoral degree) OR three (3) full years of progressively higher-level graduate education leading to such a degree OR LL.M., if related.
- E. I have a combination of specialized experience and graduate level education that meets 100% of the qualification requirements for this position.
- F. My experience and/or education is not reflected in any of the above statements.

*2. **Public Health Analyst (0685):**

Select the one statement below which best describes your experience and/or education that demonstrates your ability to perform the work of a

*4. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001); my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 C.F.R. part 731). I understand that any information I give may be investigated. I understand that responding 'No' to this item will result in my not being considered for this position.

- A. Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.
- B. No, I do not certify/understand the information provided above.

Continue



Upload Application Documents

- Upload application documents
 - There is a grey “Upload” button bottom on the left. Use this to upload any documents that are missing from your application
- When finished, click the grey “Continue” button to advance to the next screen

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You **MUST** assign at least one supporting document for each **required** document type in order to submit your application. Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

Accepted Documents	Available Documents
Resume <i>(required)</i>	<input type="text"/>
Cover Letter	<input type="text"/>
DD-214/ Statement of Service	<input type="text"/>
Disability Letter (Schedule A)	<input type="text"/>
Disability Letter (VA)	<input type="text"/>
Other (1)	<input type="text"/>

Are you missing a document?

Upload 

Continue 

Review and Submit Application for Consideration

1. Review and verify application information before submitting.
 - Change information if needed
2. Scroll to the bottom to check the acknowledgment statement
 - Once clicked, the box will highlight grey with a white check mark
- Next click the grey **“Submit Application”** button to advance to the next screen


Application Package Status: **Application Ready to Submit**

Review & Submit

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

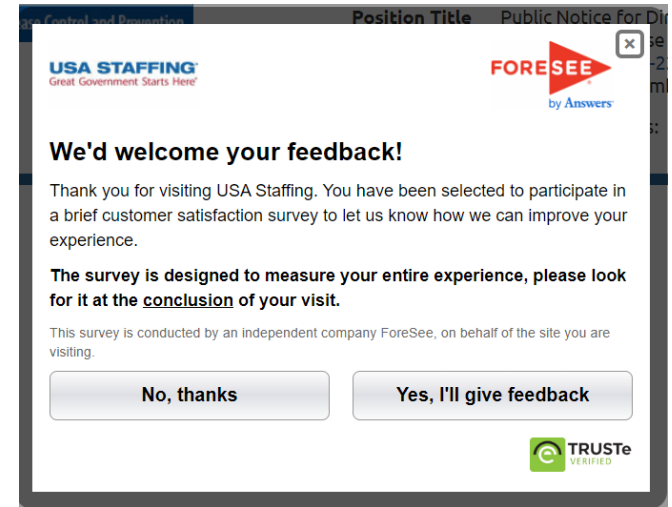
Status	Section
✓	Application ▾
✓	Assessment ▾
✓	Documents ▾

* I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page.

Submit Application 

Next Steps

- Complete optional survey regarding your application experience
- Receive confirmation that your application is submitted
- See your USAJOBS dashboard to check your application status



Application Package Status: [Application Submitted](#)

Thank you for submitting your application.

[View / Print Application](#)

[Return to USAJOBS](#)



Please contact us at hrcs@cdc.gov.



PROTECTING AMERICA'S SAFETY, HEALTH, AND SECURITY

For more information, contact CDC
1-800-CDC-INFO (232-4636)
TTY: 1-888-232-6348 www.cdc.gov

The findings and conclusions in this report are those of the authors and do not necessarily represent the official position of the Centers for Disease Control and Prevention.

