

Deputy Director

DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families

Washington, DC

Program Director

Posted on June 10, 2022

Job Description

The Deputy Director works in partnership with the Director to set the vision and direction for the Office of Child Care; establish progressive policies and programs for child care and early learning initiatives; and lead a team of high caliber professionals in deploying strategies to improve access to high quality child care to strengthen child and family well-being.

Qualifications

Requirements

Conditions of Employment

- U.S. Citizenship required
- Selective Service: Males born after December 31, 1959 must be registered or exempt from Selective Service - <http://www.sss.gov>
- If not previously completed, a background security investigation will be required for all appointees. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication.
- One year probationary period may be required.
- If you are selected for this position, the documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the DHS "E-Verify" System.

- All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choice.
- Financial disclosure statement may be required.
- Bargaining Unit Position: No
- Drug Screening Required: No
- Research position: No

Qualifications

Applicants must demonstrate that they meet the Basic AND Specialized Experience requirements as noted below.

Basic Requirement: You must meet one of the items listed below (A, B, or C):

A. Possess a bachelor's or higher degree in behavioral or social science; or related disciplines appropriate to the position. (Must provide transcripts.)

B. Possess a combination of education and experience -- that provided you with the knowledge of one or more of the behavioral or social sciences equivalent to a major in the field. (Must provide transcripts.)

C. Possess four years of appropriate experience that demonstrates acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

Specialized Experience:

GS-15: You must possess at least one year of specialized experience equivalent in difficulty and responsibility to the **GS-14** level in the Federal service (obtained in either the public or private sectors) performing (3) of the (4) duties listed below:

- Serving as a senior leader for a family and children's service in a public agency or family and children's services community organization focused on early childhood development.
- Developing, coordinating, recommending, and reviewing childhood development policy and implementation plans to enhance support and programming that strengthens child and family well-being.
- Establishing and maintaining effective working relationships with internal and external stakeholders in the early childhood development area.

- Identifying trends, service gaps, and policy improvements to develop recommendations based on specific data, current research, and evaluation outcomes.

Documenting Experience:

IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE. Qualifications are based on breadth/level of experience. In addition to describing duties performed, applicants must provide the exact dates of each period of employment (from MM/YY to MM/YY) and the number of hours worked per week if part time. As qualification determinations cannot be made when resumes do not include the required information, failure to provide this information may result in disqualification. Applicants are encouraged to use the USAJOBS Resume Builder to develop their federal resume.

Do not copy and paste the duties, specialized experience, or occupational assessment questionnaire from this announcement into your resume as that will not be considered a demonstration of your qualifications for this position.

In accordance with Office of Personnel Management policy, federal employees are assumed to have gained experience by performing duties and responsibilities appropriate for their official series and grade level as described in their position description. Experience that would not normally be part of the employee's position is creditable, however, when documented by satisfactory evidence, such as a signed memorandum from the employee's supervisor or an SF-50 or SF-52 documenting an official detail or other official assignment. The documentation must indicate whether the duties were performed full time or, if part time, the "percentage of times" the other duties were performed. It is expected that this documentation is included in the employee's official personnel record. In order to receive credit for experience in your resume that is not within the official series and grade level of your official position, you must provide a copy of the appropriate documentation of such experience as indicated above.

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; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to gain employment. You will receive credit for all qualifying experience,

including volunteer experience. If such experience is on a part-time basis, you must provide the average number of hours worked per week as well as the beginning and ending dates of the experience so it can be fully credited.

OPM Qualification General Policies Website

www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=app

All qualification requirements must be met by the closing date of the announcement.

Education

If you are claiming education as any part of your qualifications for this position, you must submit an official transcript, unofficial transcript, or a list including courses, grades earned, completion dates, and quarter and semester hours earned.

This position requires specific coursework and/or a degree to meet the basic education requirement. You must submit an official transcript, unofficial transcript, or a list including courses, grades earned, completion dates, and quarter and semester hours earned. Your transcript(s) must clearly demonstrate the course(s) listed in the qualification requirement section. If the transcript(s) does not clearly demonstrate this you must submit a copy of the course description and/or other documentation demonstrating that the courses are equivalent.

Application Instructions

<https://www.usajobs.gov/job/656108500>

Additional Information

INCENTIVES

Incentives may be authorized; however, this is contingent upon multiple factors, including funds availability. If authorized, certain incentives may require you to sign a service agreement to remain in the Federal government for a period of up to 3 years. Note: This statement does not imply nor guarantee an incentive will be offered and paid. Incentives may include the following: moving expenses, recruitment or relocation incentive; student loan repayment, superior qualifications appointment, creditable service for annual leave for prior non-federal work

experience or prior uniformed military service, etc.

In accordance with Executive Order 12564 of September 14, 1986, The Department of Health and Human Services (HHS) is A Drug-Free Federal Workplace. The use of illegal drugs, on or off duty, by Federal employees is inconsistent not only with the law-abiding behavior expected of all citizens, but also with the special trust placed in such employees as servants of the public.

Veterans' Preference - <https://www.fedshirevets.gov/job/vetpref/index.aspx>

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please see Agency Contact Information for whom to contact for more info. The decision on granting reasonable accommodation will be made on a case-by-case basis. You must contact the HR contact on the vacancy announcement at least three business days before the closing date of this announcement to receive assistance. For more information on disability employment, please visit <https://www.opm.gov/policy-data-oversight/disability-employment/>

Interagency Career Transition Assistance Program (ICTAP): For information on how to apply as an ICTAP eligible see http://opm.gov/rif/employee_guides/career_transition.asp#ictap. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85.0 or above on the rating criteria for this position.

Political appointment: Beginning January 1, 2010, agencies must seek prior approval from 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.

NOTE: During the COVID-19 pandemic you may be authorized to telework remotely. The Federal government will begin a phased transition to normal operations in line with the national guidelines to Open Up America Again. HHS will make operating decisions based on State or locality of duty stations and other factors.

[Close](#)

- Benefits

Downloaded from Early Childhood Job Board on July 6, 2025
Source URL: <https://earlychildhoodny.org/cdsc/job.php?job=3867>