Direct Hiring Authority Application Guide
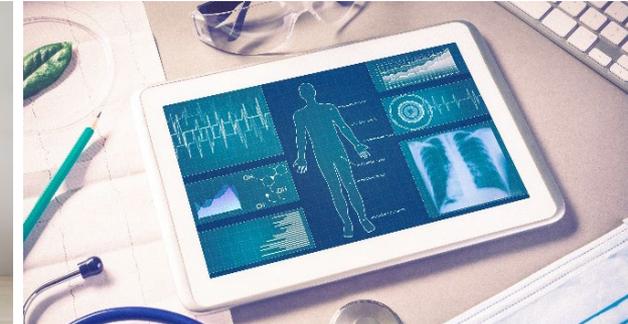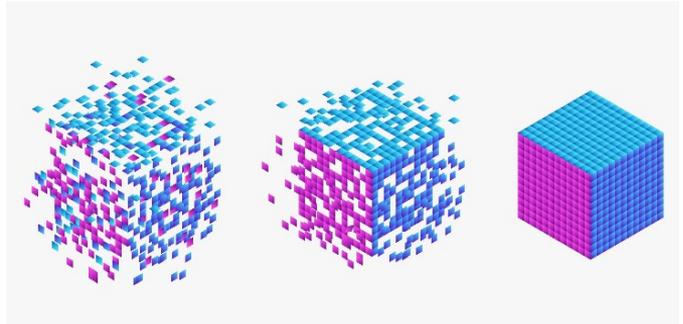
2023-2024

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](#)

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

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
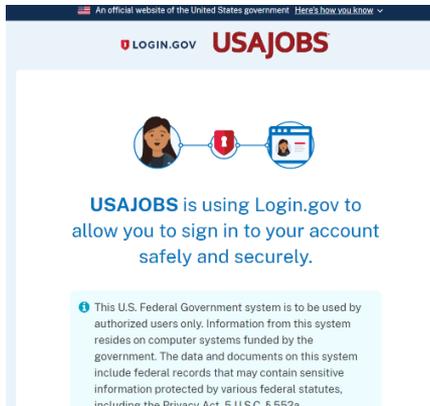
Step 3: Select or Upload Resume

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**

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
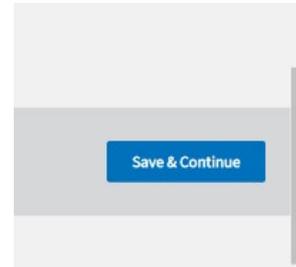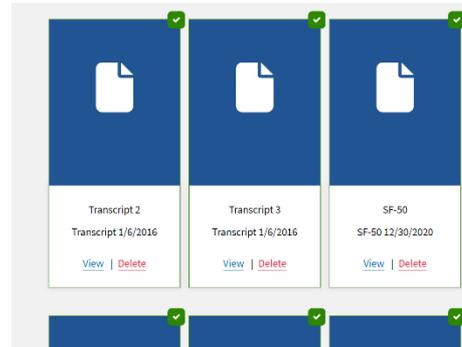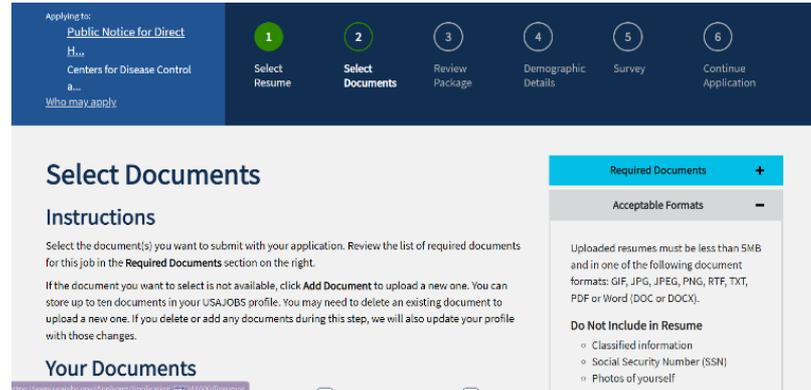
Step 4: Review Package and Complete Demographic Details and Survey

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
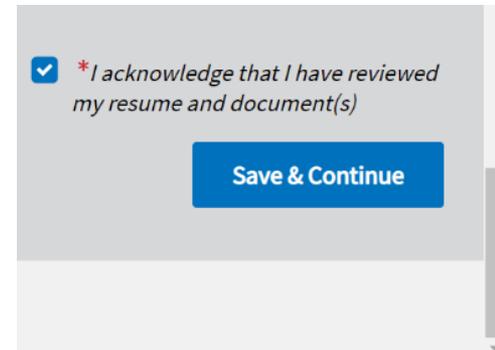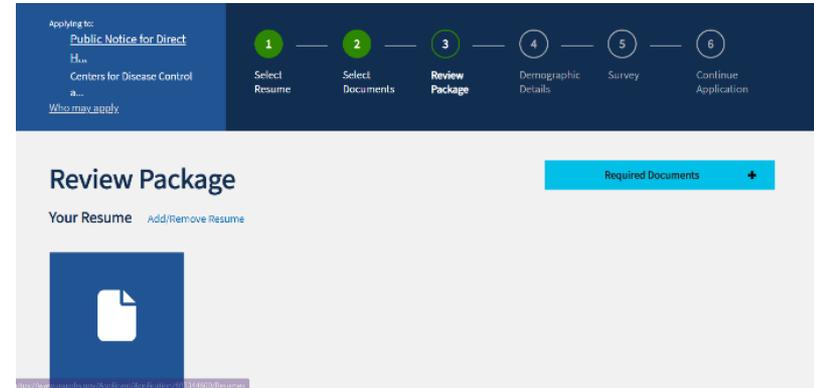
Complete Demographic Details and Surveys

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

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

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. Newark, NJ

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).

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

Upload Application Documents

- Upload application documents
  - There is a grey "Upload" 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

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

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
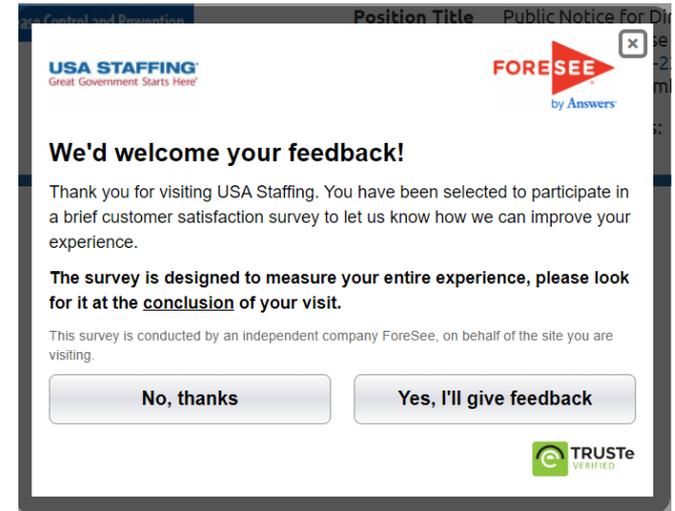
Application Package Status: Application Submitted

Thank you for submitting your application.

🖶 View / Print Application

Return to USAJOBS

Please contact us at hrcs@cdc.gov.

CDC 24/7

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.