



# U. S. Occupational Safety and Health Review Commission

## *SENIOR EXECUTIVE SERVICE* **VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT NUMBER: SES-2007-01**

**OPENS: 11/19/07**

**CLOSES: 12/3/07**

**POSITION:**

**Director, Office of Administration**

**PAY PLAN, SERIES:**

**ES-0301**

**SALARY:**

**\$111,676 - \$154,600 per annum**

**AREA OF CONSIDERATION:**

**All Qualified Persons within the Federal Civil Service**

**DUTY STATION**

**U. S. Occupational Safety and Health Review Commission  
1120 20th Street NW, 9th Floor  
Washington, DC 20036-3457  
(Metro Red Line – Farragut North or DuPont Circle)**

**NOTE:** Persons newly appointed to an SES position must have their managerial qualifications approved by the Office of Personnel Management (OPM), and will be required to serve a one-year probationary period. Additionally, the individual selected will be subject to the necessary security investigation for a non-critical sensitive position and reporting requirements of the Ethics in Government Act of 1978.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Under the general direction of the Chairman of the Review Commission, the Director of Administration is responsible for the broad management, direction and coordination of the administrative management programs of the agency and is directly responsible for the planning, direction, and accomplishment of management functions of the U. S. Occupational Safety and Health Review Commission.

Duties and responsibilities include but are not limited to the following:

1. Establishing policies and procedures for the Commission's administrative management functions, which includes strategic planning and budgeting; accounting and finance; human resources management; procurement and contracting; information technology management; and internal audit and evaluation. Providing broad management guidance, direction, and coordination to the operations program of the Commission; and

2. Serving as the principal technical and policy advisor to the Commission on all administrative management activities. Formulating and implementing overall executive and administrative policies; and
3. Supervising the implementation of Commission policies and programs in the program offices and coordinates program activities among the offices; and
4. Reviewing operating and administrative programs to assure that the Commission's broad policies are implemented and goals are achieved. Identifying potential and existing problems in meeting goals and taking corrective action. Assuring that all administrative support activities comply with governing statutes and regulations, and support the effective and efficient accomplishment of the Commission's mission; and
5. Coordinating and directing on a Commission-wide basis the establishment of short and long-range program goals. Planning for both short and long-range change in Commission programs, and assuring that all necessary systems are in place to accomplish the changes; and
6. Consulting with and advising staff offices on general management and operating practices or problems as they affect or have impact on their substantive program areas, and making decisions on solutions or recommending solutions to the Commission as appropriate; and
7. Representing the Commission in all of its external relationships with OMB, OPM, Congress, GAO, Treasury, etc. in matters concerning strategic plans, budget, finance, staffing levels, space and property management.

### **QUALIFICATIONS:**

Eligibility for this position will be based on a clear showing that the applicant has had experience of the scope and quality sufficient to carry out the assignments of the position. Incumbent must have a broad understanding and appreciation of independent agency operations, government organization, procedure and administrative abilities to conduct and supervise the work of the Review Commission staff. Duties of this position require the highest degree of judgment, initiative, and objectivity. Applicants must have substantive general experience which provides a good basic or general knowledge of the principles of organization, management and administration; and substantive specialized (operating administrative or managerial) experience in a type of work or a combination of functions directly related to this position. In order to qualify, applicants must possess the skills, knowledge and abilities in paragraph A and B below.

Executive Core Qualifications: If you are applying for an initial SES career appointment, you must also clearly demonstrate that you possess the broad executive core qualifications needed to succeed in the SES by providing a written summary of each of the five required qualifications: (1) Leading Change; (2) Leading People; (3) Results Drive; (4) Business Acumen; and (5) Building Coalitions/Communication.

**NOTE:** SES members and candidates who have been OPM/QRB certified are not required to provide information on the Mandatory Executive Core Qualifications.

### **COMPETITIVE REQUIREMENTS:**

## **A. Mandatory Professional/Technical Qualifications**

1. Demonstrated knowledge of the federal statutes, regulations and policies governing the following: personnel and human resources management; strategic planning and program performance evaluation; budget preparation, justification, presentation, and execution; contract administration and small purchasing; information technology management; and space and property management.
2. Skill in managing independent agency administrative management programs.
3. Ability to deal effectively with political appointees, congressional and executive staff as well as the ability to foster effective working relationships with all levels of management and staff of other agencies.

## **B. OPM Executive Core Qualifications**

### **1. Leading Change**

This core qualification encompasses the ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

Leadership Competencies: Creativity & Innovation, Continual Learning, External Awareness, Flexibility Resilience, Service Motivation, Strategic Thinking and Vision.

### **II. Leading People**

This core qualification involves the ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

Leadership Competencies: Conflict Management, Leveraging Diversity, Integrity/Honesty and Team Building.

### **III. Results Driven**

This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving and Technical Credibility.

### **IV. Business Acumen**

The core qualifications involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

Leadership Competencies: Financial Management, Program Management, Technology Management and

Human Resources Management.

## **V. Building Coalitions/Communication**

This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy and Written Communication.

### **Evaluation Method**

All candidates will be evaluated to determine whether they meet the mandatory professional/technical qualification requirements and the mandatory managerial/executive qualifications described above. Those who meet the mandatory qualifications will be further evaluated on the extent to which they exceed the mandatory managerial/executive qualifications. Candidates who fail to meet the mandatory professional/technical qualification requirements and the OPM executive core qualifications will not receive further consideration. The OSHRC Executive Resources Board (ERB) will consider related experience, education, training, awards, assessments and appraisals, and professional references and will refer the top applicants for selection to the selecting official. In most cases, an individual's executive qualifications must also be certified by the OPM Qualifications Review Board (QRB) as a prerequisite to final selection.

Applicants must provide detailed evidence that they possess the required experience, knowledge, skill, ability and other personal characteristics and must show how and when they were used. This evidence must include clear, concise examples that show level of accomplishment and degree of responsibility. Qualification determinations will be based on the information provided. Qualified candidates will be grouped into broad categories of best qualified, highly qualified, and minimally qualified. The best-qualified candidates will be referred to the recommending official, along with written documentation supporting their evaluation.

**HOW TO APPLY:** To receive consideration for this position, send the following forms to:

**U. S. OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION**  
**1120 20th Street NW, 9th Floor**  
**Washington, DC 20036-3457**  
 ATTN: Linda Beard

TELEPHONE: (202) 606-5393

**OR**

*Email resumes to [lbeard@oshrc.gov](mailto:lbeard@oshrc.gov)*

1. Applicants must submit a resume, the optional Application for Federal Employment (OF-612), OR any other written format of your choice. Please make sure that your application includes at least the following:

Job Information:

- Announcement Number, title and grade(s) for which you are applying.

## Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.
- Highest Federal civilian grade held, job series, and dates of employment in grade.

## Education:

- High school name, city, state and zip code, date of diploma or GED.
- Colleges and /or Universities attended city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.
- If you are claiming qualifications based on a degree, you must submit your college transcripts with your application.

Work experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employers name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.
- A copy of SF-50 Notification of Personnel Action showing career status (if applicable).

## Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.).
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)

Do not send copies of documents unless specifically requested.

2. A current supervisory appraisal, if available, or at least two (2) current letters of reference dated within the last 24 months. Please note that federal agencies are prohibited from accepting and considering political recommendations from Members of Congress, Congressional employees, elected State or local government officials, and political party officials in support of your application for employment.

3. A separate *Narrative Statement* that describes the applicant's qualifications as they relate to each of the Mandatory Professional/Technical Qualifications Factors is required for this position.

4. A separate *Narrative Statement* that describes the applicant's qualifications as they relate to each of the OPM Executive Core Qualifications that are listed for this position is required.

**APPLICATIONS SUBMITTED WITHOUT ITEMS 2-4 ABOVE WILL NOT BE CONSIDERED**

***APPLICATIONS AND SUPPORTING MATERIALS MUST BE RECEIVED BY THE CLOSING DATE  
Due to mail delays, you are highly encouraged to file electronically or in person.***

In accordance with U.S. Code 18 (1719), applications received in a postage-paid government envelope will not be considered.

Faxed copies of applications will not be accepted.

Male applicants who were born after December 31, 1959, are required to complete a Certification Statement for Selective Service Registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

Selection for the position will be made without discrimination as to race, color, religion, national origin, sex, age, marital status, lawful political affiliation, physical handicap, or other non-merit considerations.

United States citizenship is required.

Relocation expenses will not be paid.

Appointment is subject to successful completion of a background investigation. Selectee must be able to obtain and maintain a ***SECRET*** security clearance.

Selectee will be required to file an annual financial disclosure statement in accordance with the Ethics in Government Act of 1978.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency.

Applicants will be required to submit to drug testing. Failure to successfully pass a screening will be grounds for immediate removal.

***Visit our website at [www.oshrc.gov](http://www.oshrc.gov)***

**THE U. S. OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION  
IS AN EQUAL OPPORTUNITY EMPLOYER**