



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2008-01

Opening Date: January 14, 2008

Closing Date: January 28, 2008

Area of Consideration: Applications will be accepted from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Position Title, Series, And Grade Level: Human Resources Specialist
GS-0201-13/14
(May be filled at either grade level)

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$82,961 to \$127,442 Annually

Duty Station: One Lafayette Centre
1120 20th Street, NW – Suite 900
Washington, D.C. 20036-3457

Duties and Responsibilities:

This position is located in the Office of Administration and reports to the Director, Office of Administration. The incumbent serves as the Review Commission's Human Resources Officer and is responsible for the full range of work in various human resource specialties (classification, compensation, recruitment and placement, employee benefits, employee development, performance management, and employee relations).

Duties and responsibilities include:

- Providing continuing position classification service for all OSHRC positions. Positions covered include administrative, professional, and technical occupations. Performing desk audits during classification reviews, obtaining information necessary to classify positions, and briefing supervisor(s) and, or office directors upon completion of reviews;
- Providing continuing staffing service for all OSHRC positions and assisting in filling positions in the Senior Executive Service. Reviewing and processing all requests for

personnel recruitment actions. Advising directors and office heads of various recruitment methods, preparing vacancy announcements, rating applications for qualification requirements, and assisting managers in preparing crediting plans;

- Managing the agency's staffing plan and position management evaluation functions. Administering the agency's Performance Management and Incentive Awards Programs;
- Providing guidance to lower level HR Specialist responsible for maintaining a variety of personnel service records in accordance with appropriate guidelines, including official personnel folders, CPDF, individual retirement records, length of service, health benefits and thrift savings plan registrations, etc.;
- Developing and implementing the Review Commission's orientation for new employees and refresher seminars for continuing employees, including providing guidance to new employees in completing necessary forms for entering on duty, arranging for fingerprinting, collecting information for orientation packages, etc.;
- Coordinating the implementation of special employment programs; conducting organizational studies and preparing charts and functional support materials for reorganizations. Reviewing and approving all personnel and pay actions;
- Serving as agency Training Officer. Counseling staff and management on employee development matters. Assisting in identifying training resources. Managing the agency's internal training program;
- Serving as agency Work life Programs and Drug-Free Workplace Coordinator. Maintaining current information on all services available to employees;
- Serving as agency Security Officer. Reviewing position descriptions to determine program placement factors, position risk factors, and position placement for required security investigations;
- Providing employee relations services, which include adverse actions in matters of conduct and performance;
- Preparing and modifying agency directives that affect human resources; and
- Coordinating the implementation of special employment programs; conducting human capital studies and preparing charts and functional support materials for reorganizations.

Qualification Requirements:

GS-13: You qualify at the GS-13 grade level if you possess one (1) year of specialized experience that equips you with the skills needed to perform the duties of the position. This experience must be equivalent to at least the GS-12 grade level. Examples include advising, identifying, and analyzing problems in the following areas: 1) staffing and recruitment; 2) employee relations (such as: discipline, adverse actions, grievances, performance management,

recognition or compensation, etc); 3) position classification and position management; and 4) employee benefits.

GS-14: You qualify at the GS-14 grade level if you possess one (1) year of specialized experience that equips you with the skills needed to perform the duties of the position. This experience must be equivalent to at least the GS-13 grade level. Examples include providing a mastery of concepts, principles, practices, laws, and regulations of the human resources specialty in the following areas: 1) staffing and recruitment; 2) employee relations (such as: discipline, adverse actions, grievances, performance management, recognition or compensation, etc); 3) position classification and position management; 4) employee benefits; and 5) human resource development. The incumbent must have the ability to provide authoritative management services that includes researching, analyzing and evaluating human resource issues, recommending innovative methods and strategies to resolve complex human resource problems, and identifying the most effective approach. Effective oral and written communications skills are a must.

All qualification requirements must be met by the closing date of this announcement. Additional information on the qualification requirements is outlined in the Office of Personnel Management's (OPM) Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications>.

How You Will Be Evaluated: Applicants will be considered on the basis of their knowledge, skills, abilities and other characteristics for this position. You will be evaluated to determine if you meet the minimum qualifications required and on the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position as defined below. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

Required Knowledge, Skills, and Abilities:

- 1) In-depth knowledge of Federal personnel laws, rules and regulations concerning employment, classification, and pay administration. Knowledge of other areas of human resources including employee relations, training, performance management, etc.
- 2) Skill in identifying problems impacting HR programs and operations in order to develop effective recommendations and solutions.
- 3) Ability to communicate effectively, both orally and in writing as well as the ability to establish effective working relationships with senior staff and other high ranking officials. Skill in developing written materials (to include reports, agency directives, evaluation statements, crediting plans, vacancy announcements, job analysis, etc.).
- 4) Knowledge of payroll/personnel processing (includes knowledge of reviewing and processing personnel actions, automated personnel and payroll systems, etc.).

How to Apply: You may send your application by mail or deliver it by hand. Because transmission quality varies, we do not accept applications sent by facsimile (Fax).

Mail to: Linda Beard, Human Resources Specialist
U. S. Occupational Safety and Health Review Commission
1120 20th Street, NW, 9th Floor
Washington, DC 20036-3457
Telephone Number: (202) 606-5393
E-mail: lbeard@oshrc.gov

To receive consideration, you must submit all of the following:

- Optional Application for Federal Employment, OF-612, or a Resume. [Note: Electronic versions of OF-612 re available at http://www.opm.gov/forms/pdf_fill/of612.pdf]. If you decide to submit a resume, rather than the OF-612, you must include the following information:
- Vacancy Announcement Number, and title and grade of the position for which the application is being made.
- Personal information: full name, mailing address with zip code, day and evening phone numbers, social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held. Please provide a copy of your most recent SF-50, Notification of Personnel Action, if applicable.
- Education: High school name, city and state; colleges or universities attended, city and state, majors and type and years of any degrees (if degree not attained, total credit earned in semester or quarter hours, as applicable).
- Work experience: Job title, duties, accomplishments, employer name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary, and whether or not your current supervisor may be contacted. [Please prepare a separate entry for each position held.]
- Other qualifications: job-related training courses (title and year), job-related skills, job-related certificates and licenses, job-related honors, awards, and special accomplishments.
- A supplemental statement describing experience, training, education, knowledge, and/or awards as related to the above required Knowledge, Skills, and Abilities.
- A copy of your latest performance appraisal or, if unavailable, an explanation as to why it is unavailable.
- Proof of Veterans Preference, if claimed. Submit a copy of your DD-214 if you are claiming 5-point preference or if you are claiming 10 point preference, an SF-15 with supporting documentation.

All application materials must be received by the closing date of this announcement. Failure to provide complete information will result in the applicant not receiving consideration for this position. Please do not submit additional, unsolicited materials or original documents that you

may need in the future. Applications will become part of the staffing case file and will not be returned.

General Information:

- Relocation expenses will not be paid.
- All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.
- A security background check is required for this position.
- United States Citizenship is required.
- Applications will not be accepted in postage paid Government envelopes.

Veterans Preference: If you are claiming Veteran's Preference, Proof of Military Discharge (DD-214) and current verification of service-connected disability (if applicable) is required. Note that a recent change in legislation has expanded the eligibility for veteran's preference. To insure consideration, be sure to provide DD-214s to document all active duty time periods. To claim preference as a result of a service-connected disability, please provide a Standard Form 15 (Application for 10-Point Veteran Preference) and the documentation specified on the back of that form. You **MUST** provide documentation dated within the past 12 months which verifies the current status of your "service-connected disability" or other entitlement to the 10-point preference. If such up-to-date documentation is not provided, the 10-point preference cannot be given. The SF-15 can be found on the internet at www.opm.forms.html

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection rights over other applicants for this position. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Department of Defense or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Applicants applying under the Veterans Employment Opportunities Act (VEOA) will only be referred if determined to be among the group of best qualified candidates under merit promotion procedures.

The Review Commission provides reasonable accommodation to applicants with disabilities when appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Applications will be considered without discrimination for any non-merit reason such as: race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, and membership or non-membership in an employee organization.