



VACANCY ANNOUNCEMENT

Federal Career Intern Program (FCIP)

U. S. Occupational Safety and Health Review Commission

Announcement No: OS-2009-02

Opening Date: January 21, 2009

Closing Date: February 20, 2009

Executive Order 13162 authorized the establishment of the Federal Career Intern Program (FCIP). This program is designed to help agencies recruit and attract exceptional individuals into a variety of occupations. This authority allows Federal agencies to make certain "excepted service" appointments without regard to the traditional competitive process of the Federal competitive service employment system. Individuals may be appointed to the executive service at the GS-5/7/9 grade levels and are required to serve a two-year internship before they can be converted to the competitive service.

Individuals participating in this program will be eligible for promotion to the next higher grade level after serving a period of 52 weeks, provided the intern's performance is at least fully successful and the intern has successfully completed all training requirements for the promotion and has the recommendation of their supervisor.

The FCIP appointment will expire at the end of the two-year internship period. Interns who successfully complete their internship and meet all citizenship, suitability, qualification, and performance requirements may be non-competitively converted to the competitive service (5 CFR 315.712). Interns who do not successfully complete the internship must be appropriately removed from the FCIP appointment.

<u>Position Title, Series, And Grade Level:</u>	Budget and Finance Specialist GS-0501-7/9 (may be filled at either grade level)
<u>Promotion Potential:</u>	GS-12
<u>Salary Range:</u>	\$41,210 - \$65, 531 Annually
<u>Type of Appointment:</u>	Full Time Federal Career Intern
<u>Number of Positions:</u>	One
<u>Area of Consideration:</u>	All Sources – Nationwide (must be a US citizen and meet all required qualifications)
<u>Duty Station:</u>	One Lafayette Centre 1120 20th Street, NW – Suite 900 Washington, D.C. 20036-3457

Major Duties: This position is located in the Office of Administration. The incumbent assists the agency's senior Budget and Finance Specialist with performing a variety of administrative management functions such as budget preparation, justification, presentation, execution, cost and fund accounting, financial management, invoice processing, data entry into OMB's Max A-11 system, processing travel vouchers in government e-travel system, administering agency's purchase and travel credit card programs, and general administration.

Qualification Requirements: The qualification standards are found in the Qualifications Standards Handbook Operating Manual that is published by the U.S. Office of Personnel Management. You may review this operating manual in its entirety online at <http://www.opm.gov/qualifications/index.asp>.

For GS-7: Applicants must have a four-year bachelor's degree in a field of study directly related to the occupation, with superior academic achievement, or one year of specialized experience relating to the specific career field (i.e., budget preparation, justification, presentation, execution, cost and fund accounting, financial management), or one year of graduate study related to the career field, or a combination of specialized experience and graduate study.

If you are claiming superior academic achievement, you **must** submit documentation showing you have successfully completed all of the requirements for a bachelor's degree **AND** meet one of the following requirements:

- Class standing in upper third of the graduating class in the college, university, or major subdivision; **OR**
- GPA of 3.0 or higher out of 4.0 based on 4 years of education, or based on courses completed during the final 2 years of the curriculum; **OR**
- GPA of 3.5 or higher based on the average of all the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum; **OR**
- Election to membership in a national scholastic honor society that meets the minimum requirements of the Association of College Honor Societies (except for freshman honor societies).

If you are claiming one full year of related graduate course work, you **must** provide proof that you have successfully completed 18 semester hours or 27 quarter hours of full time graduate study.

For GS-9: Applicants must have two full years of progressively higher level graduate education or Master's degree or equivalent graduate level.

How you will be Evaluated: Applicants will be rated on the extent and quality of experience, education, and training relevant to the requirements of the Federal Career Intern Program.

Benefits: FCIP employees are eligible for health benefits, life insurance, and federal retirement creditable service. They can also earn annual and sick leave and will be eligible for paid federal holidays.

How to Apply: You may send your application by e-mail or regular mail. 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 Résumé. [Note: An electronic version of the OF-612 is available at http://www.opm.gov/forms/pdf_fill/of612.pdf]. If you decide to submit a résumé, 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.
- 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).
- A current college transcript (student copy is acceptable for the application process).
- 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.

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:

- This position is in the excepted service.
- The individual selected for this position will be required to sign a formal training agreement.
- All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.
- A preliminary security background check is required for this position.
- United States Citizenship is required.
- Applications will not be accepted in postage paid Government envelopes.
- Male applicants 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.

Reasonable Accommodation: 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.

Equal Employment Opportunity: The U. S. Occupational Safety and Health Review Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for selection without regard to race, religion, color, national origin, gender, political affiliation, handicap, or any other non-merit factor.