



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2011-01

Opening Date: January 24, 2011

Closing Date: February 07, 2011

Area of Consideration: Applications will only be accepted from current OSHRC Federal Administrative Law Judges who meet applicable requirements under 5 CFR Part 930, Subpart B.

Position Title, Series, And Grade Level: Chief Administrative Law Judge
AL-0935-02

Type of Appointment: Permanent, Full-Time

Salary Range: \$165,300 annually (includes locality pay)

Duty Station: U.S. Occupational Safety and Health Review Commission
1120 20th Street, NW - 9th Floor
Washington, DC 20036

Duties and Responsibilities:

The incumbent serves as the Chief Administrative Law Judge ("CALJ") and works under the general direction of the Chairman who is, by statute, responsible for the administrative operations of the agency. As Chief Judge, the incumbent is responsible for the management and general administrative supervision of the administrative law judges in the National Office as well as the two regional offices. Incumbent maintains liaison with other chief judges throughout the Government, the judges' professional organizations and the Office of Personnel Management. The CALJ also conducts adjudicatory hearing proceedings under the Administrative Procedure Act (5 U.S.C. §§ 556, 557) and issues initial decisions and orders, which become final decisions of the Review Commission unless directed for review by the Commission.

Specific responsibilities of the CALJ include but are not limited to:

- Pursuant to the Administrative Procedure Act, assigning cases in rotation so far as practicable, to the Administrative Law Judges (ALJs) of the Review Commission;
- Monitoring, in consultation with the ALJs on a regular basis and through utilization of case management reports, the status of pending cases and recommending

- appropriate action regarding quality, output, and general performance to assure the timely and expeditious processing of those cases; and utilizing available technology to effectively identify and manage caseload trends;
- Assessing the needs of the ALJs assigned to the National and regional offices (Denver, CO and Atlanta, GA) as to copies of statutes, case law, regulations, agency policy statements and agency rules of practice, etc. which they are required to apply in the conduct of hearings;
 - Approving travel and itineraries for all travel related to the hearing process;
 - Carrying out applicable personnel management regulations and procedures governing responsibilities as delegated such as staffing, employment, retention, disciplinary actions, labor-management relations and equal employment opportunity;
 - Initiating any investigations into allegations of improper conduct on the part of any CALJ National and regional office employees, including ALJs, who may be in violation of any law, statute, regulation, and agency operating regulation and/or procedure;
 - Maintaining a calendar of cases assigned for hearing proceedings; maintaining a control system to monitor status of those cases; and periodic statistical reports on the status of those cases;
 - Assuring that hearing proceedings are conducted in accordance with procedural requirements of the Administrative Procedure Act and specialized agency rules of practice published at 29 C.F.R., Part 2200; and
 - Employing innovative court administration procedures, as appropriate, including utilizing appropriate alternative dispute resolution techniques.

Qualifications:

MANDATORY QUALIFICATIONS: Candidates must have served at least one year as a federal ALJ at the AL-3 level in order to be eligible.

Desirable Qualifications:

Experience in safety and health and/or labor law;

Experience providing managerial leadership including the effective use of human, budgetary, and technological resources to achieve mission critical goals, including experience with, and proficiency in, information technology and its use in case processing and management;

Experience analyzing and deciding difficult and complex technical, legal and organizational issues;

Experience managing large and complex caseloads;

Demonstrated knowledge of presiding at difficult and controversial proceedings; and

Thorough familiarity with the Commission's Rules of Procedure, including those involving Settlement Part and Simplified Proceedings.

How You Will Be Evaluated:

All applicants will be evaluated on the Mandatory Qualifications requirements and the Desirable Qualifications for the position described above. Qualifications and suitability will be determined from review of the application and interview (if held).

How to Apply: You may send your application by mail, deliver it by hand, or e-mail it to oshrcvacancy@oshrc.gov.

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

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

- 1) Optional Application for Federal Employment, OF-612, or a Resume. [Note: Electronic versions of OF-612 are 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:
- 2) Vacancy Announcement Number, and title and grade of the position for which the application is being made.
- 3) Personal information: full name, mailing address with zip code, day and evening phone numbers, social security number, country of citizenship, reinstatement eligibility, highest Federal civilian grade held. Please provide a copy of your most recent SF-50, Notification of Personnel Action, if applicable.
- 4) 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.]
- 5) A writing sample must be submitted.

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:

- 1) U.S. Citizenship is required.
- 2) Background and/or Security Investigation are required.
- 3) All employees are required to participate in Direct Deposit/Electronic Fund Transfer for salary payments.
- 4) Travel is frequently required.
- 5) Selectee will be required to submit an Executive Personnel Public Financial Disclosure report, SF-278, in accordance with the Ethics in Government Act of 1978, prior to effective date of appointment and annually thereafter. Please go to <http://www.usoge.gov> for additional information.
- 6) Applications will not be accepted in postage paid Government envelopes.

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. Applications will be considered without discrimination for any non-merit reason such as: race, color, religion, sex, national origin, age, sexual orientation, disability, and in retaliation for prior involvement in Equal Employment Opportunity protected activity.