



# VACANCY ANNOUNCEMENT

## U. S. Occupational Safety and Health Review Commission Announcement No: OS-2008-02

Opening Date: February 22, 2008

Closing Date: March 7, 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: Deputy Director of Administration  
GS-0301-15

Type of Appointment: Permanent, Full-Time

Salary Range: \$115,317 to \$149,000 Annually

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

### **Duties and Responsibilities:**

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

The incumbent serves as the Review Commission's Deputy Director of Administration, and responsible for assisting the Director with all commission administrative operations.

1. Serving as Deputy to the Director of Administration, with full authority and responsibility for all functions of the Office of Administration in the absence of the Director;
2. Serving as first-line supervisor for all Office of Administration employees;
3. Overseeing the Commission's human resources program;
4. Conducting comprehensive studies of problem areas of administrative management that are targeted for improvement;
5. Serving as advisor to the Director of Administration and the Chairman of the Review Commission with respect to all administrative management functions of the Commission. This includes, in addition to human resources, budget, financial management; procurement and contracting; and general services;

6. Participating in meetings or other policy-making sessions concerning the general overall management of operating programs; and
7. Initiating, formulating and recommending for the Director of Administration and/or the Chairman's approval, administrative policies to be followed by OSHRC employees.

**Qualifications:**

Qualifying experience for the GS-15 level includes one year of specialized experience at least equivalent to the GS-14 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**Required Knowledge, Skills, and Abilities:** Applicants who meet the basic qualifications will be evaluated further based on a determination of the extent to which their experience, education, training, awards, and performance indicates they possess the knowledge, skills, and abilities described in the following quality ranking factors. Each applicant must provide with their application a written statement specifically addressing the following knowledge, skills, and abilities:

1. Education, training, experience, and skills sufficient to organize, plan, and supervise an administrative operations program. Experience in administrative management, with an emphasis on human resources is preferred.
2. Ability to express ideas clearly both orally and in writing, and to explain situations tactfully.
3. Ability to develop, train, supervise, and direct the activities of a professional and support staff, to develop a cohesive work group and ability to deal effectively with staff members in the planning and execution of projects.
4. Knowledge of laws applicable to this assignment, e.g., statutes (especially Title 5 requirements), Executive Orders, Office of Personnel Management regulations and other guidance applicable to human resources and administrative management.

**HOW 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, 9<sup>th</sup> Floor  
 Washington, DC 20036-3457  
 Telephone Number: (202)-606-5393  
 E-mail: [lbeard@oshrc.gov](mailto: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](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.

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.

If you are an eligible Career Transition Assistance Program (CTAP) 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) 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 eligible 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.

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.