



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2008-03

Opening Date: March 5, 2008

Closing Date: April 7, 2008

Area of Consideration: Status Candidates

Position Title, Series,
And Grade Level: Budget and Finance Officer
GS-0501-14

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$98,033 to \$127,442 Annually

Duty Station: 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 and reports to the Director and Deputy Director of Administration. The incumbent serves as Budget and Finance Officer with responsibility for the management of the Commission's budgetary/financial resources to include responsibility for formulation, presentation, execution, and review of the operating budget; development of financial reports and internal controls; and oversight of the Commission's accounting system. Duties and responsibilities include the following:

- Providing authoritative advice and guidance to the Chairman, OSHRC management, Congressional committee staff members, Office of Management and Budget, and other federal agency officials on complex budgetary and fiscal issues;
- Developing and formulating the Commission's budget request for the coming fiscal year(s) with assistance from appropriate Commission staff and offices;
- Developing proposed budgetary policy and procedural guidance (e.g., format for budget estimates) for issuance to operating and staff offices at headquarters and the regions;

- Interacting with and coordinating with the Bureau of Public Debt (BPD) to assure that the financial data entered into the system is accurate and timely;
- Working with the Chairman and OSHRC management, providing authoritative assistance in the development of the Commission's Performance Plan and Performance Report to ensure integration with the Commission's performance budget;
- Serving as the appointed certifying officer, verifying expenditures and certifying payment;
- Performing in-depth, rigorous analysis of budget requests by employing techniques such as cost-benefit analysis, program trade-off, and exploring alternate methods of funding;
- Writing and/or editing statements justifying and supporting the funding requests submitted by Commission managers for approval by the Chairman;
- Monitoring the use and rate of expenditures of the Commission's total budget;
- Assuring that budgetary submissions to the Congress, OMB, and other Federal agencies are made on a timely basis;
- Reviewing, analyzing, and interpreting legislation, appropriations language, Office of Management and Budget directives, and Treasury Department guidelines pertaining to the Commission's budget; and
- Providing day-to-day guidance to a lower graded budget/financial specialist by guiding him/her in the development and preparation of budget and financial data/reports/plans for management review; the review, examination of vouchers; generation of travel authorization and advances, preparation of travel audit reports, monitoring and tracking travel, etc; financial data/reports/plans prepared by the lower graded employee.

Qualification Requirements:

Applicants must meet the minimum qualification requirements as contained in the Office of Personnel Management's Qualification Operating Manual. These are available on line at www.opm.gov. The manual states that one year of specialized experience equivalent to the next lower grade in the Federal service is required. Specialize experience must demonstrate knowledge of and experience in managing a budget process, including responsibility for formulation, justification, presentation, execution and review of the operating budget; development of financial reports and internal controls; responsibility for oversight and administration of a budgeting system, including preparation of annual operating plans and budget; reviewing internal budget proposals; and preparing supporting material for testimony of management before OMB and Congress.

Applicants meeting the basic qualifications outlined in this Vacancy Announcement will be rated and ranked on the following Knowledge, Skills, & Abilities (KSA's). Applicants must submit a separate written statement addressing each KSA. Failure to address each KSA separately will result in the applicant receiving no further consideration.

Required Knowledge, Skills, and Abilities:

1. Demonstrated abilities relative to the Federal budget process, including the Congressional budget process, and knowledge of OMB policies, directives and regulations, together with knowledge of fiscal operations and regulations and accounting systems and procedures.
2. Knowledge of analytical methods, research tools, and techniques to provide financial advice and assistance to program managers on budgeting, regulatory requirements, policies, program improvements and resolution to problems.
3. Ability to effectively communicate orally and in writing.
4. Ability to develop, change, and to interpret policies and programs.
5. Knowledge of financial principles, practices, laws and regulation governing financial programs.
6. Ability to provide guidance to budget/finance staff member(s).

How You Will Be Evaluated: Applicants will be considered on the basis of their education, knowledge, skills, abilities and other characteristics for this position.

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

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.

Submit: Interested applicants must submit a completed Optional Application for Federal Employment Form (OF-612); resume; or any other written format of their choice. Regardless of the document chosen, it must contain the following information: full name, address, day and evening phone numbers, social security number, country of citizenship, reinstatement eligibility, highest Federal civilian grade held, education, work experience, and other job related information which are specified in Applying for a Federal Job (OF-510). A writing sample (no

more than 10 pages) must be submitted. Also, if the applicant is a current government employee, a current dated and signed performance appraisal is required.

General Information:

- Relocation expenses will not be paid.
- 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.

A pre-appointment certification statement of Selective Service registration must be completed and submitted by all **male** applicants born after 12/3/59, who are not currently serving on a permanent appointment in the Executive Branch of the Federal government.

Veterans Preference: If claiming Veteran's Preference - Proof of Military Discharge (DD-214), and current verification of service-connected disability (if applicable). Note that 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 the 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

Displaced employees eligible for ICTAP (Interagency Career Transition Assistance Plan) may apply. Applicants may obtain detailed information on eligibility and documentation requirements for ICTAP by visiting the Office of Personnel Management's Employee Guide to Career Transition at http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap. To receive selection priority, applicants must be well qualified for this position. Well qualified is defined as possessing knowledge, skills and abilities which clearly exceed the minimum qualification requirements outlined in this vacancy announcement.

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.