



# VACANCY ANNOUNCEMENT

## U. S. Occupational Safety and Health Review Commission Announcement No: OS-2007-04

Opening Date: March 29, 2007

Closing Date: April 6, 2007

Area of Consideration: Applications will be accepted from current and former competitive service Federal employees.

Position Title, Series, And Grade Level: Human Resources Specialist  
GS-0201-9  
(Promotion potential to the GS-11 level)

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$46,041 to \$59,852 Annually

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

**Duties and Responsibilities:** The incumbent works with the Review Commission's senior Human Resources Specialist and is responsible for the full range of work in several human resources specialties, which include classification (for positions at the GS-11 level and below); employee benefits; compensation (which includes serving as OSHRC's expert on personnel/payroll processing using the National Finance Center's (NFC's) computerized system); as well as recruitment and placement. The incumbent advises employees, managers, and supervisors on a variety of human resources matters, in the national office located in Washington, DC, and in the regional offices located in Denver, CO and Atlanta, GA.

Duties and responsibilities include:

- 1) Performing recruitment services using merit promotion and competitive procedures for a range of positions; advising management officials on merit promotion procedures and policies contained in OSHRC's merit promotion plan and in Title 5 of the Code of Federal Regulations;
- 2) Performing job analyses to identify rating criteria to be used and develops vacancy

announcements, and crediting plans; uploading vacancy announcements into USA Jobs website; monitoring open announcements, determining applicant eligibility, competitive and merit promotion actions, and checking for eligibility under special hiring authorities, such as the Veterans Employment Opportunities Act, Veterans Recruitment Authority, etc.; performing qualifications analyses from viewing applications, and preparing ineligible letters, cancellation letters, selection letters, and merit promotion, non-competitive, and reinstatement eligibility certificates; coordinating arrangements for summer hiring, upward mobility, and other special programs;

- 3) Responsibility for the receipt, evaluation and disposition of applications for employment; maintaining current files on qualified applicants, and when called upon, providing interested parties with applications of available candidates;
- 4) Orienting new appointees, providing guidance to separating employees and answering questions from current employees in areas of conversion to career tenure, health and life insurance benefits, retirement eligibility, severance pay, leave, time and attendance and salary matters;
- 5) Assisting in carrying out daily payroll and other personnel action processing activities and in troubleshooting payroll/personnel problems. Applying a comprehensive body of Human Resources rules, procedures, and technical methods necessary for employee payroll administration. Providing advice and assistance to employees regarding payroll problems and issues. Researching, identifying, and explaining complicated, in-depth employee pay-related issues;
- 6) Accessing a variety of remote entry systems through the NFC such EPIC, IRIS, PMSO, etc. Reviewing and processing a full range of automated personnel/pay actions for permanent and temporary employees. Serving as a technical expert in the areas of personnel and pay administration;
- 7) Serving as expert source of information and guidance on T&A matters, ensuring T&A accuracy and conformance with applicable regulations. Providing training and technical guidance to other timekeepers on all phases of timekeeping, and acting as a reference point for the most complex cases and questions;
- 8) Working with the senior Human Resources Specialist to conduct the annual review and evaluation of the OSHRC performance appraisal plan and recommends needed improvements;
- 9) Assuring that positions (GS-11 level and below) are properly classified and documented according to the Office of Personnel Management's classification standards. Conducting audits of positions and preparing evaluation statements as required; and
- 10) Preparing and/or updating OSHRC's organizational charts. Maintaining employee Official Personnel Folders (OPFs), employee payroll files, performance files, as well as employee training files; and integrating several types of software, such as spreadsheet, database, word processing, to generate specific working documents, reports, and forms.

**Qualification Requirements:**

Applicants must have one year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal service. This experience is typically in or related to the work of the position to be filled. Examples of specialized experience include work applying and interpreting principles, practices and techniques of recruitment, selection and placement; position classification; providing management advisory service functions related to recruitment, retention, formulating recommendations and providing staffing options to customers; pay administration; conducting qualification evaluations; developing job analysis and crediting plans.

For more information on OPM Qualifications, visit <http://www.opm.gov/qualifications/>

**In addition to the qualification requirements listed above, applicants must address (on a separate sheet of paper) the following knowledge, skills, and abilities:**

1. Knowledge of Federal personnel laws, regulations, principles and practices in the functional areas of recruitment, benefits, classification and pay administration.
2. Ability to research, interpret and apply rules and regulatory guidelines to a specific problem in order to arrive at a justifiable conclusion.
3. Knowledge of payroll/personnel processing (includes knowledge of processing personnel actions, automated personnel and payroll systems, etc.).
4. Ability to communicate effectively both orally and in writing, with individuals, supervisors, and management.

**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 or deliver it by hand. Because transmission quality varies, we do not accept applications sent by facsimile (Fax).

Mail to:           Jeanne Garrett, 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) 606-5390

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.

**What to 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). 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.

**Veterans Preference:** If claiming Veteran's Preference - Proof of Military Discharge (DD-214), and current verification of service-connected disability (if applicable). 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 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](http://www.opm.forms.html)

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.