



# VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission  
Announcement No: OS-2011-02A\*\*

**\*\*Amends vacancy announcement to add Desirable Qualifications and to extend the closing date from 05/04/2011\*\***

Opening Date: April 20, 2011

Closing Date: May 18, 2011

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

Position Title, Series, And Grade Level: Administrative Law Judge  
AL-0935-03

Type of Appointment: Permanent, Full-Time

Salary Range: \$129,065 to \$165,300 annually (includes locality)

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

Number of Vacancies: Three

Relocation Expenses: **Relocation or other expenses will not be paid**

## **Duties and Responsibilities:**

As an Administrative Law Judge (ALJ) the incumbent conducts proceedings in accordance with the Administrative Procedure Act (5 U.S.C. 556-7) for alleged violations, which arise under the Occupational Safety and Health Act of 1970. The ALJ will rule on preliminary motions, conduct pre-hearing conferences to settle issues or stipulate fact, and issue subpoenas and orders for pre-hearing discovery of evidence. The ALJ administers oaths and presides at hearings, which may include written and/or oral testimony, cross-examination and exhibits, questioning witnesses and, determining credibility. The ALJ prepares and issues decisions with findings of fact and conclusions of law based upon the record and supported by reliable, probative, and substantial evidence.

**Qualifications:**

**MANDATORY QUALIFICATIONS:** Candidates must be serving as a federal ALJ at the AL-3 level or higher, or be eligible for reinstatement to an ALJ position based on prior experience as an ALJ.

**Desirable Qualifications:**

Experience in safety and health and/or labor law is desirable;  
Experience using technology to effectively manage cases;  
Mediation or Settlement Judge experience; and  
Experience promoting civility and collegiality in the adjudication process.

**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](mailto:oshrcvacancy@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, 9<sup>th</sup> Floor  
Washington, DC 20036-3457  
Telephone Number: (202) 606-5393

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, reinstatement eligibility, highest Federal civilian grade held. Please provide a copy of your most recent SF-50, Notification of Personnel Action, if 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.]

- A writing sample must be submitted and written solely by the applicant

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:**

- U.S. Citizenship is required.
- **Relocation or other expenses will not be paid.**
- Background and/or Security Investigation are required.
- All employees are required to participate in Direct Deposit/Electronic Fund Transfer for salary payments.
- Travel is frequently required.
- 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.
- 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.