



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2010-02

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| <u>Opening Date:</u> | April 26, 2010 |
| <u>Closing Date:</u> | May 10, 2010 |
| <u>Area of Consideration:</u> | Students must be currently enrolled and accepted for enrollment in the fall, seeking a degree and taking at least a half-time academic course load in an accredited 4 year college or university, graduate or professional school |
| <u>Position Title, Series, And Grade Level:</u> | Information Technology Specialist GS-2210-5/7 |
| <u>Type of Appointment:</u> | Full time temporary position not to exceed September 30, 2010 |
| <u>Number of Positions:</u> | One |
| <u>Salary Range:</u> | \$38,403 to \$59,638 Annually |
| <u>Duty Station:</u> | One Lafayette Centre 1120 20th Street, NW – Suite 900 Washington, D.C. 20036-3457 |

About OSHRC: The U.S. Occupational Safety and Health Review Commission is an independent, adjudicatory agency created by the Occupational Safety and Health Act of 1970. Its sole statutory mandate is to serve as an administrative court providing just and expeditious resolution of disputes involving OSHA, employers charged with violations of Federal safety and health standards, and employees and/or their representatives. For additional information, please refer to the following website: <http://www.oshrc.gov/>

Student Temporary Employment Program: The Student Temporary Employment Program provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited technical, vocational, 2 or 4 year college or university, graduate or professional school.

Major Duties: This position is located in the Office of the Executive Director. The incumbent works directly with the senior information technology specialist and is responsible for providing technical assistance to staff on utilization of the agency's automated information systems. The incumbent is responsible for performing the following duties:

- 1) Serving as an information technology intern and performing a variety of computer related tasks involving databases and internet based applications;
- 2) Providing assistance to senior staff involved in the application of information technology. This involves administering office automation activities for OSHRC, including the Local Area Network (LAN) system, and as such, providing day-to-day user support and systems maintenance: upgrading and updating system software, inserting LAN interface cards, and making repairs;
- 3) Providing input on the processing/acquisition of equipment, software and services; the disposition of equipment and maintenance and reconciliation of hardware and software inventories; and
- 4) Participating in research and evaluation of software applicable to the operations improvement efforts in the agency

Qualifications: Applicants must meet the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions. These standards are available in any Federal Personnel Office for review and on OPM's website: <http://www.opm.gov/qualifications/index.asp>

GS-05 Level: Applicants must have a bachelor's degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or a degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks **OR** *Specialized Experience*: Must possess at least one (1) year of specialized experience equivalent to the next lower grade level, which is information technology related demonstrating each of the following four competencies: attention to detail; customer service; oral communication; and problem solving.

GS-07 Level: Applicants must have one full year of graduate level education in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or a degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of application, systems or networks **OR** *Specialized Experience*: Must possess at least one (1) year of specialized experience equivalent to the GS-05 level, which is information technology related demonstrating each of the following four competencies: attention to detail; customer service; oral communication; and problem solving: **OR** Superior Academic Achievement (see below).

Specialized experience: Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Experience must have been related to the work of the position. Specialized experience for this information technology specialist position includes knowledge of computer hardware and software programs; experience working with computer data bases, spreadsheets and internet systems; experience working with systems structure, program documentation, system processing problems and approaches to solutions.

To qualify based on education, you must submit a legible copy of transcripts with credit hours, major(s), and grade-point average or class ranking. **If transcripts are not included education will not be credited.**

Superior academic achievement: This recognizes students who have achieved superior academic standing as evidenced by one of the three methods described below. In order to be creditable under this provision, superior academic achievement must have been gained in a curriculum that is qualifying for the position to be filled. Superior academic achievement is based on (1) class standing, (2) grade-point average, or (3) honor society membership.

1) *Class standing* -- Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses; 2) *Grade-point average (G.P.A.)* -- Applicants must have a grade-point average of: - **3.0 or higher out of a possible 4.0 ('B' or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or - **3.5 or higher out of a possible 4.0 ('B+' or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum; or 3) *Election to membership in a national scholastic honor society* -- Applicants can be considered eligible based on membership in one of the national scholastic honor societies listed below. These honor societies are listed by the Association of College Honor Societies. Agencies considering eligibility based on any society not included in the following list must ensure that the honor society meets the minimum requirements of the Association of College Honor Societies. Membership in a freshman honor society cannot be used to meet the requirements of this provision.

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 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, 9th Floor
Washington, DC 20036-3457
Telephone Number: (202) 606-5393
E-mail: oshrcvacancy@oshrc.gov

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

- Optional Application for Federal Employment, OF-612, or a Resume. [Note: An electronic version of the OF-612 is 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:
- 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.
- 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.
- Information that describes your experience, training, education, knowledge, and/or awards as related to the above required Knowledge, Skills, and Abilities.

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 Expect Next: Once your complete application is received we will conduct an evaluation of your qualifications. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 to 90 days of the closing date of this announcement.

General Information:

- This position is in the excepted service. It is excluded from provisions of the career transition assistance program.
- Applicants must be 18 years old and at least part-time students.
- This is a full-time position and will not exceed September 30, 2010.
- 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.
- Male applicants born after December 31, 1959, are required to complete a Certification Statement for Selective Service Registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

Reasonable Accommodation: The U.S. Occupational Safety and Health 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.