



# VACANCY ANNOUNCEMENT

## U. S. Occupational Safety and Health Review Commission Announcement No: OS-2008-05

Opening Date: April 28, 2008

Closing Date: June 2, 2008

Area of Consideration: Applications will only be accepted from current and former Federal Administrative Law Judges who meet applicable requirements under 5 CFR 930.201 et seq.

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

Type of Appointment: Permanent, Full-Time

Salary Range: \$120,425 to \$158,500 Annually

Duty Station: 1244 North Speer Boulevard  
Room 250  
Denver, Colorado 80204-9582

### **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 prehearing conferences to settle issues or stipulate fact, and issue subpoenas and orders for prehearing 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.

**Specialized Experience:** Experience in safety and health and/or labor law is desirable.

**Condition of Employment:**

ALJs must be held to a high standard of conduct to maintain the integrity and independence of the administrative judiciary. As a condition of employment, all ALJs must be licensed and authorized to practice law under the laws of a State, the District of Columbia, the Commonwealth of Puerto Rico, or any territorial court established under the United States Constitution. Incumbent ALJs must continue to meet this condition throughout the duration of their employment. This requirement also applies to former ALJs who are reinstated or reemployed as Senior ALJs. Judicial status is acceptable in lieu of "active" status in States that prohibit sitting judges from maintaining "active" status to practice law. Being in "good standing" is acceptable in lieu of "active" status in States where the licensing authority considers "good standing" as having a current license to practice law.

**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: 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.

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. 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.