



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2007-06R*

This is a re-advertisement. Previous applicants who wish to be considered must re-apply.

Opening Date: July 26, 2007

Closing Date: August 2, 2007

Area of Consideration: All Sources - Nationwide

Position Title, Series,
And Grade Level: Information Technology Specialist
GS-2210-09
(Promotion potential to the GS-12 level)

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$50,471 to \$65,611 Annually

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

Duties and Responsibilities:

This position is located in the Office of Administration and reports to the Director, Office of Administration. The incumbent works directly with the Review Commission's senior Information Technology Specialist. The Office of Administration is responsible for the development, maintenance, and enhancement of computer operations in the agency. The incumbent provides a breadth of technical assistance to the staff on utilization of the agency's automated information systems.

Duties and responsibilities include:

- Administering office automation activities for OSHRC, including the Local Area Network (LAN) system, and providing day-to-day user support and systems maintenance; upgrading and updating system software, inserting LAN interface cards, and making repairs; providing assistance to staff in the advanced use of microcomputer and appropriate software;

- Technical planning, analysis, design, development, testing, configuration, integration, installation, implementation, quality assurance, maintenance, and management of network systems used for the transmission of information in voice, data and/or video modes;
- Conducting informal/formal training sessions and providing day-to-day assistance to agency staff, instructing them in the use of the hardware and software applications;
- Providing input on the processing/acquisition of equipment, software and services; and the disposition of equipment, and maintenance and reconciliation of hardware and software inventories;
- Participating in the research and evaluation of hardware and software applicable to the operations improvement efforts in the agency; gathering and analysis of data, and preparation of project synopses;
- Participating in the allocation and reallocation of ADP resources within the agency;
- Integrating micro-computers with other hardware components of the agency LAN/WAN; and developing and maintaining an extensive knowledge base of microcomputer hardware and software;
- Investigating system problems;
- Maintaining software libraries, monitoring disc space utilization and allocation of available space;
- Managing access to host computer systems, including issuing user access codes and establishing user profiles;
- Participating in studies of resource requirements, analyzing responses and recommending procurement actions; and
- Maintaining effective liaison with users through regular visits, meetings, discussions and conferences, both in the national and regional offices.

Qualification Requirements:

One year of specialized experience equivalent to the GS-7 grade level is required. Specialized experience which demonstrates knowledge of computer requirements and techniques in carrying out project assignments consisting of several related tasks, such as typically is the case in development of minor modifications to parts of a system on the basis of detailed specifications provided. The assignments must have shown completion of the following, or the equivalent: (1) Knowledge of a wide range of information technology concepts, principles, or practices and in-depth knowledge of information systems to accomplish work through the use of information

technology devices, methods, services, and facilities and to review, analyze, and resolve difficult and complex systems problems; and 2) Knowledge of a broad range of information systems operating techniques, information hardware and software, digital and analog communications requirements, local and wide area networking, and procedures; **OR**

Educational Substitution: Two full years of progressively higher level graduate education or master's or equivalent graduate degree. Major field of study must have been computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field; **OR**

Combination of Education and Experience: You can meet the qualifications requirements for this job by combining specialized experience and appropriate education according to the following formula: (a) your total months of full time specialized experience as a percentage of a 12 month total; PLUS (b) your total number of qualifying graduate semester or quarter hours as a percentage of two years of graduate study leading to a Masters or equivalent degree. The total of the two percentages must equal at least 100 percent.

How You Will Be Evaluated: Applicants will be considered on the basis of their education, knowledge, skills, abilities and other characteristics for this position. You will be evaluated to determine if you meet the minimum qualifications required and on the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position as defined below. When describing your knowledge, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

Required Knowledge, Skills, and Abilities:

1. Knowledge of information technology concepts, principles, methods and practices.
2. Knowledge of computer hardware technologies.
3. Ability to install, configure, troubleshoot and maintain hardware and software on servers, hubs, switches, routers and personal computers.
4. Ability to explain, advocate, and negotiate with individuals and groups internally and externally.
5. Ability to apply project management principles, methods, tools, and techniques for planning and managing support to automated information systems.
6. Ability to communicate, orally and in writing, detailed technical information in a clear and concise manner.

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: 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: 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]. 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 (if degree not attained, total credit earned in semester or quarter hours, as 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.]
- Other qualifications: job-related training courses (title and year), job-related skills, job-related certificates and licenses, job-related honors, awards, and special accomplishments.
- A supplemental statement describing experience, training, education, knowledge, and/or awards as related to the above required KSAs. Failure to provide a supplemental statement describing the KSAs will result in non-consideration for this position.
- A copy of your latest performance appraisal or, if unavailable, an explanation as to why it is unavailable.
- Proof of Veterans Preference, if claimed. Submit a copy of your DD-214 if you are claiming 5-point preference or if you are claiming 10 point preference, an SF-15 with supporting documentation.

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:

- 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.
- This position has promotion potential to the GS-12 level.

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.

This position is open to all US Citizens and also open to Merit Promotion eligibles. You may apply under both merit promotion and open-competitive procedures, however; you must meet the requirements for one of the following categories to apply as a Merit Promotion eligible.

1. A current permanent competitive service employee; former Federal employee who achieved career status in the competitive service; or former Federal employee who served on a career conditional appointment without achieving career status in the competitive service who was separated less than three years ago. You must submit your most recent performance evaluation and SF-50 to be considered.
2. A Veteran applying for a Veterans' Recruitment Appointment (VRA), you must submit a copy of your DD-214 showing that you were honorably discharged to be considered. Eligibility for VRA appointments includes Disabled veterans; Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized; Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded; and Veterans separated from active duty within the past 3 years.
3. A Veteran applying under the Veterans Employment Opportunity Act (VEOA), you must submit a copy of your DD-214 showing that you were honorably discharged to be considered. To be eligible for a VEOA appointment, a veteran must be honorably separated and either a preference eligible or have substantially completed 3 or more years of active service. ("Active Service" under this law means active duty in a uniformed service and includes full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned.) A veteran who is released under honorable conditions shortly before completing a 3-year tour is also eligible.
4. A 30% or more Disabled Veteran. You must submit your DD214, SF-15 and letter from the VA dated 1991 or later as proof to be considered.

If you are a current status candidate but would like to be considered under competitive procedures, you must submit **two** applications, indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If you do not submit an

application for both merit promotion and competitive procedures, you will be considered only under merit staffing promotion procedures.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection rights over other applicants for this position. Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Department of Defense or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

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.