VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission
Announcement No: OS-2010-03

Opening Date:	August 16, 2010
Closing Date:	August 30, 2010
Position Title, Series, And Grade Level:	Information Technology Specialist GS-2210-09/11 (Promotion potential to the GS-12 level)
Type of Appointment:	Full Time Permanent
Salary Range:	$51, 630 to $81, 204 Annually
Area of Consideration:	Applications will be accepted from US Citizens, from current and And former competitive competitive service Federal employees and people eligible under special hiring authorities.
Duty Station:	1 vacancy – Washington, DC

Duties and Responsibilities:

This position is located in the Office of the Executive Director and reports to the Deputy Executive Director. The incumbent works directly with the Review Commission's senior Information Technology Specialist. The Office of the Executive Director 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 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:
EXPERIENCE AND EDUCATION REQUIREMENTS: (OPM Operating Manual, Qualification Standards for Administrative and Management Positions, GS-2210).

GS-11: 1 year of specialized experience equivalent to the GS-9 grade level OR Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

GS-09: 1 year of specialized experience equivalent to the GS-7 grade level OR master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and is typically in or related to the position to be filled. 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. These examples are not all inclusive (refer to the summary of duties for specialized experience).

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 who meet the basic qualifications will be evaluated further based on a determination of the extent to which their experience, education, training, awards, and performance indicates they possess the knowledge, skills, and abilities as described below.

Knowledge, Skills, and Abilities:

1) Knowledge of information technology concepts, principles, methods and practices.

2) Ability to install, configure, troubleshoot and maintain hardware and software on servers, hubs, switches, routers and personal computers.

3) Ability to explain, advocate, and negotiate with individuals and groups internally and externally.

4) Ability to apply project management principles, methods, tools, and techniques for planning and managing support to automated information systems.

5) 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: oshrcvacancy@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 copy of your latest performance appraisal or, if unavailable, an explanation as to why it is unavailable.

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:

- 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.
- 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.

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.

Veterans Preference: If you are claiming Veteran's Preference, Proof of Military Discharge (DD-214) and current verification of service-connected disability (if applicable) is required. 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 that form. The SF-15 can be found on the internet at www.opm.forms.html.

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.

Applicants applying under the Veterans Employment Opportunities Act (VEOA) will only be referred if determined to be among the group of best qualified candidates under merit promotion procedures.

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.