



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-019

Opening Date: August 21, 2006

Closing Date: August 25, 2006

Area of Consideration: OSHRC Employees Only

Position Title, Series,
And Grade Level: Deputy Director of Administration
GS-0301-15

Type of Appointment: Temporary Appointment Not-to-Exceed 120 Days

Salary Range: \$107,521 to \$139,774 Annually

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

Duties:

Duties and responsibilities include but are not limited to the following:

1. Conducting comprehensive studies of problem areas of administrative management that are targeted for improvement;
2. Overseeing the Commission's contracting and procurement functions;
3. Overseeing the Commission's human resources program;
4. Serving as financial advisor to the Chairman and overseeing budgeting and financial management tasks. This includes budget formulation, justification, and execution; financial management; and financial reporting;
5. Participating in meetings or other policy-making sessions concerning the general overall management of operating programs by contributing financial data and financial management advice and recommendations;
6. Overseeing the Commission's information technology program; and
7. Initiating, formulating and recommending for the Chairman's approval, administrative policies to be followed by OSHRC employees.

Qualifications:

Qualifying experience for the GS-15 level includes one year of specialized experience at least equivalent to the GS-14 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Required Knowledge, Skills, and Abilities: 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 described in the following quality ranking factors. Each applicant must provide with their application a written statement specifically addressing the following knowledge, skills, and abilities:

1. Education, training, experience, and skills sufficient to organize, plan, and supervise an administrative operations program. Managerial experience in administrative management and related fields (personnel management, budget/finance, contracting/procurement).
2. Ability to express ideas clearly both orally and in writing, and to explain situations tactfully.
3. Ability to develop, train, supervise, and direct the activities of support staff, to develop a cohesive work group and ability to deal effectively with staff members in the planning and execution of projects.
4. Knowledge of laws applicable to this assignment, e.g., Executive Orders, budget circulars and bulletins, GAO guidelines, records management, human resources management, procurement, OPM issuances, and other areas of responsibility.

APPLICATION REQUIREMENTS:

Your application must include:

- Vacancy Announcement Number, title, and grade of position for which 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.
- 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.

HOW APPLY:

Interested applicants must submit a completed Optional Application for Federal Employment Form (OF-612); resume; or Personnel Qualifications Statement (SF-171); or any other written format of their choice, and a statement written specifically addressing the required following knowledge, skills, and abilities. All documents are to be sent to:

Jeanne Garrett, HR Specialist
U. S. Occupational Safety and Health Review Commission
1120 20th Street, NW, 9th Floor
Washington, DC 20036-3457

Your application must be received by close of business on Friday, August 25, 2006.

We will not accept late, incomplete, or illegible applications.

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.