



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission
Announcement No: OS-017

Opening Date: June 26, 2006

Closing Date: July 10, 2006

Area of Consideration: All Sources

Position Title, Series,
And Grade Level: Support Services Specialist
GS-0342-11/12
(May be filled at either grade level)

Salary Range: \$54,272 to \$84,559 Annually

Type of Appointment: Permanent

Number of Positions: One

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. The primary purpose is to provide authoritative advice and expertise to management and support staff on a variety of administrative services in such areas as procurement and contracting, supply management, space management, property management and building maintenance, reproduction services, inventory, office security, and workplace health and safety issues.

Duties and responsibilities include:

1. Providing direct support to senior level staff responsible for the Review Commission's procurement and contracting program, handling all day-to-day micro purchases. Maintaining and updating the Federal Procurement Data System. Preparing requisitions, purchase orders and contracts. Requesting and analyzing quotations/proposal information. Performing invoice reconciliation and working with vendors/contractors to resolve invoice discrepancies;
2. Responsibility for acquisition, utilization, accountability and disposal of all agency property and equipment, including lost or stolen property;
3. Administering and managing the Occupancy Agreements with the General Services Administration (GSA) at the headquarters and regional levels. Interacting with the GSA in the development of occupancy agreements Interacts with OSHRC Chairman, Director of Administration, General Counsel, and GSA representatives in the implementation of

- new occupancy agreements. Conducting extensive research on related issues e. g., square footage, market place comparability, determinations, tenant improvement allowances;
4. Participating in the development and recommending options for the Continuity of Operations and Occupant Emergency plans; identifying and coordinating awareness training for Commission employees with the Federal protective Services, Department of Homeland Security, GSA, and other small agencies; keeping employees informed of emergency and evacuation procedures and managing the building security card program;
 5. Developing, recommending, and disseminating the policies and procedural guidelines for assigned administrative services;
 6. Serving as the primary point of contact for information regarding reporting requirements, administrative procedures and regulatory compliance as they relate to property management, supply management, telecommunications, workplace security and safety, facilities, conference management, and support services administration;
 7. Continually monitoring and analyzing federal administrative rules and regulations in relation to Commission administrative services activities, plans, operations and issues; and
 8. Providing guidance to lower level administrative services assistant(s).

Qualifications: To qualify based on experience, applicants must have at least one year of specialized experience at the next lower grade level that equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of this position.

For the GS-11, applicants must have one year specialized experience equivalent to the GS-9 level. At this level, specialized experience includes having extensive knowledge of administrative programs (procurement and contracting, supply management, space management, property management and building maintenance, reproduction services, inventory, office security, and workplace health and safety). To qualify based on education, you must have earned a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree. You can also qualify based on a combination of specialized experience and graduate level education that will give you the equivalent level of knowledge and expertise.

For the GS-12, applicants must have one year specialized experience equivalent to the GS-11 level. At this level, specialized experience includes providing authoritative advice and expertise on a variety of administrative services in such areas as procurement and contracting, supply management, space management, property management and building maintenance, reproduction services, inventory, office security, and workplace health and safety; working with and providing advice and expertise to management and support staff regarding these administrative areas.

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, not in excess of four typed pages, specifically addressing the following quality ranking factors:

1. Knowledge of federal procurement regulations and contracting principles.
2. Knowledge of the rules and regulations pertaining to the following administrative support service areas: supply management, space management, property management and building maintenance, reproduction services, inventory, office security, and workplace health and safety issues.
3. Ability to plan and administer a variety of administrative services (lost and found and security card programs).
4. Ability to effectively communicate both orally and in writing.

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: U. S. Occupational Safety and Health Review Commission
Jeanne Garrett, Human Resources Specialist
1120 20th Street, NW, 9th Floor
Washington, DC 20036-3457
Telephone Number: (202) 606-5100 Extension 220

Submit: Interested applicants must submit a completed Optional Application for Federal Employment Form (OF-612); resume; or any other written format of their choice. Regardless of the document chosen, it must contain the following information: full name, address, day and evening phone numbers, social security number, country of citizenship, reinstatement eligibility, highest Federal civilian grade held, education, work experience, and other job related information which are specified in Applying for a Federal Job (OF-510). Current Federal employees must also submit a copy of their most recent performance evaluation.

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.

If you are a current status candidate and 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.

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.

- If you are a male born after December 31, 1959, you must be registered under the Military Selective Service Act. If you are not registered, you are not eligible for appointment.
- The incumbent of this position is required to maintain a contracting warrant.

Veteran's Preference: If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability.

To claim 5-point preference, attach a copy of your DD-214, Certificate of Release or discharge from Active duty, or other proof of eligibility.

To claim 10-point preference, attach an SF-15, Application for 10-point Veterans Preference, plus proof required by that form. To claim 30% compensable disabled status, your proof of service-connected disability must be issued within one year from the Department of Veterans Affairs.

More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at www.opm.gov. Or, you may call OPM at 912-757-3000 and, in response to the menu, select "Federal Employment Topics" and then "Veterans."

ICTAP Candidates: If you are a present Federal service employee applying under provisions of the Interagency Career Transition Assistance Program (ICTAP) who meets the Quality Ranking Factors and are determined to be well qualified, you will receive priority selection consideration. In order to be well qualified, you must have at least one year of directly related experience in providing assistance in the areas of procurement, space and property, contracting, and general administration. A typing proficiency is also required. If you are eligible for ICTAP consideration, you must submit a copy of your specific Reduction-in-Force separation notice, Certification of Expected Separation, or other equivalent agency certification reflecting the promotion potential of your most recent Federal position.

This position has no known promotion potential beyond GS-12. This position may be filled at the GS-11 or GS-12 level. If selection is made at the GS-11 level, promotion to the GS-12 may occur without further competition.

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.

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