



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2008-03R

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

Opening Date: April 28, 2008

Closing Date: May 23, 2008

Area of Consideration: Status Candidates

Position Title, Series,
And Grade Level: Budget and Finance Officer
GS-0501-14

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$98,033 to \$127,442 Annually

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

Major Duties:

This position is located in the Office of Administration and reports to the Director and Deputy Director of Administration. The incumbent serves as Budget and Finance Officer with responsibility for the management of the Commission's budgetary/financial resources to include responsibility for formulation, presentation, execution, and review of the operating budget; development of financial reports and internal controls; and oversight of the Commission's accounting system. Duties and responsibilities include the following:

- Providing authoritative advice and guidance to the Chairman, OSHRC management, Congressional committee staff members, Office of Management and Budget, and other federal agency officials on complex budgetary and fiscal issues;
- Developing and formulating the Commission's budget request for the coming fiscal year(s) with assistance from appropriate Commission staff and offices;
- Developing proposed budgetary policy and procedural guidance (e.g., format for budget estimates) for issuance to operating and staff offices at headquarters and the regions;

- Interacting with and coordinating with the Bureau of Public Debt (BPD) to assure that the financial data entered into the system is accurate and timely;
- Working with the Chairman and OSHRC management, providing authoritative assistance in the development of the Commission's Performance Plan and Performance Report to ensure integration with the Commission's performance budget;
- Serving as the appointed certifying officer, verifying expenditures and certifying payment;
- Performing in-depth, rigorous analysis of budget requests by employing techniques such as cost-benefit analysis, program trade-off, and exploring alternate methods of funding;
- Writing and/or editing statements justifying and supporting the funding requests submitted by Commission managers for approval by the Chairman;
- Monitoring the use and rate of expenditures of the Commission's total budget;
- Assuring that budgetary submissions to the Congress, OMB, and other Federal agencies are made on a timely basis;
- Reviewing, analyzing, and interpreting legislation, appropriations language, Office of Management and Budget directives, and Treasury Department guidelines pertaining to the Commission's budget; and
- Providing day-to-day guidance to a lower graded budget/financial specialist by guiding him/her in the development and preparation of budget and financial data/reports/plans for management review; the review, examination of vouchers; generation of travel authorization and advances, preparation of travel audit reports, monitoring and tracking travel, etc; financial data/reports/plans prepared by the lower graded employee.

Qualification Requirements:

Applicants must meet the minimum qualification requirements as contained in the Office of Personnel Management's Qualification Operating Manual. These are available on line at www.opm.gov. The manual states that one year of specialized experience equivalent to the next lower grade in the Federal service is required. Specialize experience must demonstrate knowledge of and experience in managing a budget process, including responsibility for formulation, justification, presentation, execution and review of the operating budget; development of financial reports and internal controls; responsibility for oversight and administration of a budgeting system, including preparation of annual operating plans and budget; reviewing internal budget proposals; and preparing supporting material for testimony of management before OMB and Congress.

Applicants meeting the basic qualifications outlined in this Vacancy Announcement will be rated and ranked on the following Knowledge, Skills, & Abilities (KSA's). Applicants must submit a

separate written statement addressing each KSA. Failure to address each KSA separately will result in the applicant receiving no further consideration.

Required Knowledge, Skills, and Abilities:

1. Demonstrated abilities relative to the Federal budget process, including the Congressional budget process, and knowledge of OMB policies, directives and regulations, together with knowledge of fiscal operations and regulations and accounting systems and procedures.
2. Knowledge of analytical methods, research tools, and techniques to provide financial advice and assistance to program managers on budgeting, regulatory requirements, policies, program improvements and resolution to problems.
3. Ability to effectively communicate orally and in writing.
4. Ability to develop, change, and to interpret policies and programs.
5. Knowledge of financial principles, practices, laws and regulation governing financial programs.
6. Ability to provide guidance to budget/finance staff member(s).

How You Will Be Evaluated: Applicants will be considered on the basis of their education, knowledge, skills, abilities and other characteristics for this position.

How to Apply: You may send your application by mail, deliver it by hand, or e-mail it to lbeard@oshrc.gov. 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

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 Knowledge, Skills, and Abilities.
- 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 and 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.

Veterans Preference: If claiming Veteran's Preference - Proof of Military Discharge (DD-214), and current verification of service-connected disability (if applicable). Note that recent change in legislation has expanded the eligibility for veteran's preference. To insure consideration, be sure to provide DD-214s to document all active duty time periods. 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 the form. You MUST provide documentation dated within the past 12 months which verifies the current status of your “service-connected disability” or other entitlement to the 10-point preference. If such up-to-date documentation is not provided, the 10-point preference cannot be given. 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.

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.