

NASA  
OFFICE OF INSPECTOR GENERAL  
300 E STREET, SW  
WASHINGTON, DC 20546  
**VACANCY ANNOUNCEMENT**

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**POSITION:** Safety and Occupational Health Manager  
GS-018-13

**ANNOUNCEMENT NO:** DEU-IG-01-12

**LOCATION:** Office of Inspector General  
Jet Propulsion Laboratory  
Pasadena, CA

**Opening Date:** 02/13/01  
**Closing Date:** 02/27/01

**AREA OF CONSIDERATION:** All Sources

**Promotion Potential:** GS-13

**Up to 25% travel may be required.**

**Permanent Change of Station Costs (PCS) will not be paid.**

**DUTIES:** The incumbent serves as the principal safety and occupational health analyst for the NASA Office of Inspector General (OIG). Plans, organizes, and leads inspections, assessments, and reviews of NASA safety, occupational health, and related programs covering the full scope of activities throughout the Agency. Reviews and comments on proposed and draft legislation, policies, regulations, and guidelines applicable to the broad variety of safety, occupational health, and related topics. Consults with and provides technical expertise to OIG colleagues, including auditors, inspectors, and investigators. Plans and conducts education and outreach efforts related to and based on NASA OIG activities involving safety, occupational health, and related issues areas. Analyzes accident, safety, mishap, occupational health, and environmental statistics and inquiries to compare incident rates among NASA installations and between NASA and other organizations; evaluates economic loss due to damaged property, severity of injuries sustained and environmental conditions surrounding incidents; and identifies areas for review, audit, inspection, and/or investigation. Conducts or assists in administrative investigations involving issues of safety, occupational health, etc.

**QUALIFICATIONS:** Candidates must meet the qualifications as stated in OPM Qualification Requirements Standards Handbook. Copies of these standards are located in local personnel offices. Candidates must have one year of specialized experience equivalent to the next lower grade in the Federal service.

The following are basic qualification requirements for the position:

Major study-safety or occupational health fields (safety, occupational health, industrial hygiene), or degree in other related fields that included or was supplemented by at least 24 semester hours of study from among the following (or closely related) disciplines: safety, occupational health, industrial hygiene, occupational medicine, toxicology, public health, mathematics, physics, chemistry, biological sciences, engineering, and industrial psychology.

**OR**

Certification as a certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or Certified Health Physicist (CHP), or similar certification that included successful completion of a written examination.

**OR**

Experience in scientific or technical work that provided an understanding of the basic principles and concepts of the safety and occupational health field. Creditable general experience must have demonstrated the achievement of knowledge equivalent to the education described above.

**SPECIALIZED EXPERIENCE:** Experience which is in or directly related to the duties of the position and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples of qualifying specialized experience include: managing safety or occupational health program elements; developing/recommending safety and occupational health policy to higher levels of management; applying safety and occupational health laws, regulations, principles, theories, practices, and procedures to advise on or resolve technical matters dealing with occupational safety and health requirements; developing safety and occupational health standards, regulations, practices, and procedures to eliminate or control potential hazards; developing or implementing programs to reduce the frequency, severity, and cost of accidents and occupational illnesses; analyzing or evaluating new and existing jobs, processes, products, or other systems to determine the existence, severity, probability, and outcome of hazards; designing or modifying workplaces, processes, products, or other systems to control or eliminate hazards; inspecting or surveying workplaces, processes, products, or other systems for compliance with established safety and occupational health policies or standards and to identify potential new hazards; training workers, supervisors, managers, or other safety and occupational health personnel in safety or occupational health subjects; or work in occupational fields such as industrial hygienist, safety engineer, fire prevention engineer, health physicist, and occupational health nurse.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

**CONDITIONS OF EMPLOYMENT: INCUMBENT MUST BE WILLING TO TRAVEL AND RELOCATE AS NECESSARY. EXECUTION OF A MOBILITY AGREEMENT IS REQUIRED.** Candidates appointed to professional positions in the Office of Inspector General are expected to be willing to travel, be mobile, and may be reassigned to different duty locations throughout the U.S. dependent upon Office of Inspector General program needs.

**PRIORITY CONSIDERATION:** Priority consideration will be given to surplus and displaced Federal employees as set forth in the Office of Personnel Management guidelines, 5 CFR part 330, Career Transition Assistance for Surplus and Displaced Federal Employees.

**POSITION SENSITIVITY:** This position has been designated Non-Critical Sensitive. The selectee will be subject to pre-appointment security investigation.

**DUAL CONSIDERATION:**

**All status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered for the merit promotion announcement only.**

**BASIS OF RATING:** Applicants will be rated on knowledge, skills, abilities, and other characteristics and supervisory appraisals, and potential as evidenced by supervisory assessment of potential, awards, and self development efforts.

**KSAOC'S (KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS):\***

1. Knowledge of the legal and regulatory framework, theories, principles, and practices associated with safety, occupational health, and related activities impacting NASA's organization, mission, programs, and projects.
2. In-depth knowledge of practical engineering methods and techniques, space and aeronautics systems safety, research and development program safety, and occupational safety and health review methods, practical identification and control techniques used by kindred occupations (e.g., industrial hygiene professionals, security practitioners, fire prevention engineers, and environmental management specialists), and related computer-assisted techniques.
3. Knowledge of methods and techniques used by industrial hygienists, security professionals, fire prevention engineers, industrial engineers, environmental management professionals, and others.
4. Skill in communicating orally and in writing to present complex or controversial findings and recommendations in clear, concise, and logical terms, and to represent the Office of Inspector General in technical forums to receive and convey positions, professional opinions, and new developments.

**APPLICANTS ARE ENCOURAGED TO SUBMIT A SUPPLEMENTAL STATEMENT ADDRESSING THESE FACTORS.**

**DEU-IG-00-21**

**HOW TO APPLY:**

Applicants may submit "Optional Application for Federal Employment (OF-612), a resume or other type of application.

**HOWEVER, ALL APPLICATIONS MUST CONTAIN THE INFORMATION LISTED BELOW. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN LOSS OF CONSIDERATION FOR THE VACANCY. NO ATTEMPTS WILL BE MADE BY THE PERSONNEL OFFICE TO OBTAIN ANY MISSING DOCUMENTS OR INFORMATION.**

- (1) The announcement number, title and grade of the job for which you are applying
- (2) Social Security Number
- (3) Country of citizenship
- (4) Veterans' preference (to claim 5-point veterans' 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 veterans' preference, attach an SF-15, Application of 10-point Veterans' Preference, plus the proof required by that form. If proof of 10-point preference is not received, the application will be processed with credit given for 5-point preference if appropriate.)
- (5) Reinstatement eligibility (Attach a copy of your most recent SF-50)
- (6) Highest Federal civilian grade held (including job series and dates held)
- (7) High school (date of diploma or GED)
- (8) Colleges and universities (majors and types of degrees received)
- (9) Work experience, training, skills, certificates/licenses and awards related to the position for which you are applying. Include series and grade if work experience was with the Federal government. Also, for each position listed, provide your duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours worked per week and salary. Please indicate if we may contact your current supervisor. Applicants are requested to submit the following additional documentation. While it is not mandatory, your qualifications may not be clearly represented unless you provide this supplementary information:
  - (A) A copy of your most recent performance appraisal
  - (B) Your personal description of how you meet the Quality Ranking Factors

Separate applications and supporting documentation must be submitted for each position for which you are applying. These documents will not be returned.

**Address Applications to:**

NASA Office of Inspector General  
Code W (RM8V69)  
300 E Street SW.  
Washington, DC 20546

**For further information contact:**

Lek Terrell  
202/358-2584

## **Information to Applicants:**

Selecting Officials have the right to select from all appropriate sources including: reinstatement eligible; noncompetitive lateral reassignments; nonstatus candidates within reach on an OPM certificate of eligible; veterans readjustment appointment eligible; qualified, noncompetitive status applicants with handicapping conditions who are eligible for appointment under Schedule A, Section 213.3102(t) or (u); and noncompetitive applicants who are 30 percent or more disabled veterans who have been certified as such by the Veterans Administration or state vocational rehabilitation office.

Eligibles will be rated based on documentation supporting their possession of the qualification rating factors listed above, as well as the most recent performance appraisal and applicable training and awards.

A complete description of Office of Personnel Management Qualification Requirements Standards Handbook for General Schedule positions is available in any Federal Personnel Office.

Applicants who do not meet the time-in-grade, qualifications, or time-after-competitive-appointment requirements, may be considered if they meet the particular requirement within 30 days of the closing date of the Vacancy Announcement.

Applicants are assured of equal consideration regardless of race, sex, age, religion, national origin, political affiliation, physical handicap, marital status, or membership or non-membership in an employee organization.

OPM considers the filing of job applications to be a personal matter, not official government business. Such personal mail is therefore subject to the payment of postage by the applicant, and use of official postage paid envelopes for this purpose is a violation of OPM and postal regulations and 5 U.S.C. 735.205; 39 U.S.C. and 18 U.S.C. Applications submitted in official government postage paid envelopes will not receive consideration. Envelopes with postage due cannot be accepted and will be returned to sender.

All statements on employment forms are subject to investigation including a check of fingerprints, police records, and former employers.

If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must, subject to certain exemptions, be registered in the Selective Service System.

### **CAREER TRANSITION ASSISTANCE PLAN (CTAP) AND INTERAGENCY CAREER TRANSITION**

**ASSISTANCE PLAN (ICTAP):** Priority consideration will be given to surplus and displaced Federal employees as set forth in the Office of Personnel Management guidelines, 5 CFR part 330, Career Transition Assistance for Surplus and Displaced Federal Employees. To receive this special selection priority, applicants must be within the local commuting area of the vacancy, have a current (or last) performance rating of at least fully successful or equivalent and submit the following with their application:

#### **CTAP:**

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area; or
- (2) Certificate of expected separation or other official notice from the agency indicating that the applicant is surplus or eligible for discontinued service retirement; or
- (3) Other official agency certification identifying the applicant as being in a surplus organization or occupation.

#### **ICTAP:**

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; or
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that the applicant was separated as a result of a RIF, or for declining a transfer of function or directed reassignment to another commuting area; or

- (3) Official certification from an agency stating that it cannot place the applicant whose injury compensation has been or is being terminated; or
- (4) Official notification from OPM that the applicant's disability annuity has been or is being terminated; or
- (5) Official notification from a Military Department or National Guard Bureau that the applicant has retired under 5 U.S.C. 8337(h) or 8456.

**In addition applicants must be determined to be well-qualified: (1) have a score of at least 85 or equivalent when ranked against the applicable knowledge, skills and abilities (KSA's); (2) meet all KSA's at least one level above fully satisfactory or equivalent; or (3) meet an equivalent standard as defined in writing and consistently applied that supports the level of well-qualified.**

**ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**