



VACANCY ANNOUNCEMENT

U. S. Occupational Safety and Health Review Commission Announcement No: OS-2009-07

Opening Date: April 6, 2009

Closing Date: May 4, 2009

Area of Consideration: All Sources - Nationwide

Position Title, Series,
And Grade Level: Supervisory Attorney-Advisor
GS-0905-15

Type of Appointment: Permanent

Number of Positions: One

Salary Range: \$120,830 to \$153,200 Annually

Duty Station: One Lafayette Centre
1120 20th Street, NW – 9th Floor
Washington, D.C. 20036-3457

Duties and Responsibilities: This position serves as Supervisory Attorney-Advisor for the Office of the General Counsel (OGC), U.S. Occupational Safety and Health Review Commission (OSHRC). The primary purpose is to provide leadership and supervision regarding matters that involve legal research, drafting positions, opinions, memoranda and advice to OSHRC in a variety of legal areas including: the Occupational Safety and Health Act, the Freedom of Information Act, ethics, privacy, procurement, the Administrative Procedure Act, Equal Employment Opportunity, etc.

Duties and responsibilities include:

- 1) Supervising, reviewing, coaching, coordinating, facilitating and planning assignments and activities of all subordinate Attorney-Advisors in OGC;
- 2) Communicating and enforcing OGC and OSHRC missions, objectives, assignments, problem resolutions, and deadlines to assigned staff;
- 3) Working closely with General Counsel to provide guidance and instruction to all assigned staff, including development of performance standards;
- 4) Ensuring timely completion of all staff assignments;
- 5) Analyzing and improving Attorney-Advisor efficiency and effectiveness through regular feedback and performance evaluations; and
- 6) Ensuring that subordinate attorneys provide legal advice to the General Counsel and/or Chairman on regarding questions and issues concerning administrative laws and procedures

impacting the OSHRC's administrative operations and employees to include such areas as: employment law, procurement/contracting law, Equal Employment Opportunity law and Equal Employment Opportunity Commission procedures, budget and reporting laws, U.S. Merit Systems Protection Board procedures, and other administrative law.

Qualification Requirements:

Applicants must be a graduate from a full course of study in a School of Law accredited by the American Bar Association and be an active member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

The Review Commission seeks applicants with at least *five* years of experience working with laws and regulations governing Federal agencies including the Administrative Procedure Act, the Freedom of Information Act, and/or other generally applicable federal laws. As this is a managerial position, prior experience managing a legal team or office or serving as a first-line supervisor is required. Prior experience with occupational safety and health law, and/or labor and employment law is also desirable.

Applicants must have demonstrated the ability to communicate effectively orally and in writing, and to identify and resolve complex legal issues. Applicants must also demonstrate the ability to prioritize and manage large projects independently, to work as a member of a team, and as team leader, to assimilate large amounts of material quickly, and to balance a diverse workload with competing priorities.

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.

Required Knowledge, Skills, and Abilities:

1. Skill in managing a law program that involves significant human and fiscal resources. Experience includes planning, directing, budgeting for, staffing, and evaluating such programs as well as effectively managing equal employment opportunity initiatives.
2. Ability to explain and express facts and ideas in a convincing manner, and to negotiate with individuals and groups internally and, to the extent appropriate, externally.
3. Demonstrated skill in effective decision-making as well as the ability to solve problems of substantial impact, sensitivity, and complexity.
4. Knowledge of or experience in one or more of the following: Occupational Safety and Health Law, labor/employment law, appropriations law, procurement law, personnel law, information disclosure law, ethics and conflict of interest, and interagency agreements.

In order to be considered for this position, you must include with your application a supplemental statement describing your experience, training, and education with respect to each of the required Knowledge, Skills, and Abilities.

How to Apply: You may send your application by mail, deliver it by hand, or e-mail it to oshrcvacancy@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 the OF-612 are available at http://www.opm.gov/forms/pdf_fill/of612.pdf]. Regardless of the form you decide to submit, 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, highest Federal civilian grade held. Please provide a copy of your most recent SF-50, Notification of Personnel Action, if applicable.
- Education: Colleges or Universities attended city and state, majors and type and years of any degrees.
- 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.
- Bar membership: State the jurisdiction(s) and date(s) of admission.
- Supplemental statement: On a separate sheet of paper, a statement describing your experience, training, education, knowledge, and/or awards as related to the above required Knowledge, Skills, and Abilities.
- Performance appraisal: A copy of your latest performance appraisal or, if unavailable, an explanation as to why it is unavailable.
- Writing sample: A writing sample (no more than 15 pages).

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.
- This position is in the excepted service. New excepted service employees are required to complete a one-year trial period.
- 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.

The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the U.S. The appointee will be required to complete Form I-9, Employment Eligibility Verification, and provide acceptable proof of employment authorization and identity.

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.