

Delegated Examining Announcement

Vacancy Announcement Number: CSB-DE-08-006

Opening Date: 08-04-08

Closing Date: 09-04-08

Position: Chemical Incident Investigator
GS-1801-11/12/13/14
Multiple Positions
Permanent

Salary: GS-11: \$58,206 – \$75,669
GS-12: \$69,764 - \$90,698
GS-13: \$82,961 - \$107,854
GS-14: \$98,033 - \$127,442

Promotion Potential: GS-14

Duty Location: Denver, CO

Applications will be accepted from:

Open to all qualified persons. Previous Federal service is not required. Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

About the Chemical Safety and Hazard Investigation Board: The U.S. Chemical Safety and Hazard Investigation Board is an independent, non-regulatory scientific agency. The mission of the Board is to enhance the health and safety of workers and the public, and to protect the environment by uncovering the underlying causes of accidental chemical releases and using these findings and supporting research to promote preventive actions by both the private and public sectors. The mission of the Office of Investigations and Safety Programs is to conduct state-of-the-art investigations of carefully selected major incidents involving the accidental release of hazardous materials; produce high-quality, easy-to-read, and timely investigation reports that identify the root and contributing causes of these incidents; conduct hazard, safety and data studies designed to complement the Board's investigation report and recommendation activities; develop and recommend to Board members well-reasoned and precisely targeted recommendations; and conduct effective advocacy for these recommendations.

The CSB is an Equal Opportunity Employer. Selection for positions is made solely on the basis of merit, fitness, and qualifications without regard to race, gender, age, color, religion, national origin, disability, marital status, sexual orientation, or any other non-merit factors.

Major Duties: If you are selected for this position, you will serve as a Chemical Incident Investigator working in multiple functional areas (e.g., industrial chemical safety/operations, training and procedures, human factors, mechanical integrity, equipment engineering and design analysis, process safety auditing, etc.) during the complete life cycle of the investigation under the direction of the Investigator-in-Charge. Collects and records factual incident data. Interviews witnesses, collects physical evidence, and arranges for testing and/or examination of physical evidence, machinery and/or equipment. Analyzes evidence gathered. Reconstructs incident dynamics and sequence of events (e.g., the events before, during, and after the incident) by applying the principles of logic, root cause analysis, statistics, and other field related to interactions of humans, materials and machines, and the environment. Writes outlines, factual and analytical reports and prepares exhibits, tables, charts, graphs, etc., ensuring applicable safety issues are identified and addressed. Conducts safety studies relating to investigation issues. Monitors and analyzes new developments, and trends affecting industrial chemical safety. Researches, reviews, analyzes and studies regulations issued by the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), and other federal agencies. Conducts safety advocacy activities, representing the Board at meetings with public and private organizations. Performs other duties as assigned.

Qualifications Required:

All qualification requirements, including time-in-grade restrictions and/or selective factors, must be met by the closing date of the announcement.

GS-11:

One year of specialized experience equivalent in level of difficulty and responsibility to at least the GS-9 level. Such specialized experience is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization **OR**

Three full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree.

GS-12:

One year of specialized experience equivalent in knowledge of chemical production operations OR chemical safety programs OR hazardous chemical safety OR federal laws and regulations, OR consensus standards related to chemical safety to analyze the findings of industrial accident investigations at least the GS-11 level. Such specialized experience is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

There is no education substitution at the GS-12 level.

GS-13:

One year of specialized experience equivalent in knowledge of chemical production operations OR chemical safety programs OR hazardous chemical safety OR federal laws and regulations, OR consensus standards related to chemical safety to analyze the findings of industrial accident investigations at least the GS-12 level. Such specialized experience is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

There is no education substitution at the GS-13 level.

GS-14:

One year of specialized experience equivalent in knowledge of chemical production operations OR chemical safety programs OR hazardous chemical safety OR federal laws and regulations, OR consensus standards related to chemical safety to analyze the findings of industrial accident investigations at least the GS-13 level. Such specialized experience is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

There is no education substitution at the GS-14 level.

These qualification requirements are condensed from the Office of Personnel Management (OPM) Operating Manual "Qualification Standards for General Schedule Positions" which is available in Federal Human Resources offices for review. More information regarding OPM qualification requirements can be found at <http://www.opm.gov>

Knowledges, Skills, and Abilities (KSA's) Required:

Applicants who meet the basic eligibility and qualification requirements for this position will be rated and ranked relative to the following knowledges, skills and abilities (KSA's) required in this position.

1. Knowledge of chemical production operations OR chemical safety programs OR hazardous chemical safety OR federal laws regulations, and consensus standards related to chemical safety to analyze the findings of industrial accident investigations.
2. Analyzing and evaluating data to determine causes of an event.
3. Synthesizing large volumes of information and research to write major reports, prepare and deliver formal oral presentation or complete major projects.

4. Operating effectively in teams by encouraging cooperation, trust, and consensus building; resolving conflicts; and collaborating with others using team problem solving methodologies and tools.

Applicants must submit a narrative statement containing specific responses and examples for each of these KSA's. In preparing the statement consider what in your background indicates you possess each KSA. Provide clear, concise examples for each KSA. Describe your experience relative to the position for which you are applying and the KSA's. Provide examples which show the depth of knowledge, level of skill, or degree of ability you possess.

Basis of Rating:

The information contained in your application will be reviewed to determine the degree to which you meet the basic qualification requirements, and possess the knowledge, skills, and abilities (KSA's) that are essential for successful job performance. Credit may be given for paid experience or volunteer work such as community, cultural, social service and professional association activities, education, training, awards, hobbies, or any other job related activities.

Qualified candidates will be rated on a scale of 70-100, plus veterans' preference points if applicable.

Pay, Benefits and Work Schedule:

CSB offers competitive salaries which include locality rates and annual pay adjustments, and excellent benefits including life insurance, a wide variety of health insurance plans, a retirement plan, a thrift savings plan (similar to 401K) which includes employer-matched contributions, annual (vacation) and sick leave, and training opportunities. The CSB supports a family friendly workplace by offering flexible work schedules, employee assistance programs, child and elder care information, job sharing, work at home, and other programs. Not all programs are available in all locations.

This position will be filled as full-time.

Conditions of Employment:

This position requires approximately 1-5 nights of travel per month.

Selection will require completion of a 1-year probationary period.

This position is designated as low-risk and will require a National Agency Check & Inquiries (NACI).

If selected, you must arrange for direct deposit of your pay to a financial institution in accordance with the Debt Collection Improvement Act of 1996.

If selected, you will be required to submit an OF-306, Declaration for Federal Employment, prior to entrance on duty.

Travel, transportation, and relocation expenses for this position will be paid by the Chemical Safety Board.

PHYSICAL REQUIREMENTS:

Individuals conditionally selected for this position must pass a pre-appointment physical examination. In addition, they must meet certain physical requirements for the position as required by CSB. Performance of the duties of this position requires the ability to wear and operate a range of personal protective equipment, including respirators. This position also requires the ability to engage in moderate to strenuous levels of physical exertion involving walking and standing, climbing ladders, working in and moving through confined spaces and working at high elevations for the purpose of documenting and gathering evidence. The ability to maintain these levels and types of physical exertion for extended periods of time in range of weather conditions and while wearing personal protective equipment is required. Manual dexterity with range of motion of finger, wrist, elbows, shoulder, hip and knee joints sufficient to allow successful performance of the essential functions of the position is also required. Arms, hands, legs and feet must be sufficiently functional to allow satisfactory performance of the essential functions of the position. Vision and hearing must be sufficiently acute. Any physical condition that would cause the individual to pose a significant risk of substantial harm to himself/herself or another is disqualifying.

Other Information:

If selection is made at below the full performance level, promotion up to the full performance level may be made without further competition. However, promotion(s) will depend on the performance of the incumbent and are not guaranteed.

This vacancy announcement may be used to fill similar positions within 90 days.

Chemical Safety Board (CSB) Career Transition Assistance Plan (CTAP) procedures apply in filling this vacancy. 5 CFR 330, Career Transition Assistance for Surplus and Displaced Federal Employees requires the following order of selection for this position: a) At agency option, personnel actions listed in 5 CFR 330.606(d); b) The selection of an employee from within a agency and the same Local Commuting Area (LCA) after eligible Special Selection Priority (SSP) applicants from within that agency and LCA have been given selection priority; c) Any well-qualified SSP candidate who applies within the LCA (surplus and displaced employees will be given equal consideration); d) At agency option, personnel actions not subject to Reemployment Priority List (RPL); e) Qualified RPL candidates in the LCA; f) At agency discretion, any former displaced well-qualified CSB employee, e.g. a well-qualified RPL candidate who applies from outside the LCA; g) Well-qualified Interagency Career Transition Assistance Program (ICTAP) applicants in the LCA; h) Other outside applicants (other agencies, nonstatus, etc.)

CTAP or ICTAP applicants must be determined to be well-qualified for this position in order to receive special selection priority. To be well-qualified, a CTAP or ICTAP applicant must meet the following: OPM qualification requirements for the position, all selective factors, where applicable; special OPM approved qualifying conditions for the position; is physically qualified with reasonable accommodation, where appropriate, to satisfactorily perform the duties of the position upon entry; and receives a rating of at least "good" (3) on all KSAs listed in this announcement.

How to Apply:

ALL APPLICATION DOCUMENTS SUBMITTED MUST BE: 1) RECEIVED IN THE HUMAN RESOURCES OFFICE NO LATER THAN CLOSE OF BUSINESS ON THE CLOSING DATE; OR 2) POSTMARKED NO LATER THAN THE CLOSING DATE OF THE ANNOUNCEMENT AND RECEIVED IN THE HUMAN RESOURCES OFFICE NO LATER THAN 5 WORKING DAYS AFTER THE CLOSING DATE OF THE ANNOUNCEMENT. REQUESTS FOR EXTENSIONS WILL NOT BE ACCEPTED.

Application/Resume: You must submit a resume, OF-612, Optional Application for Federal Employment, or any other written application form. The OF-612 is available in Federal Human Resource offices or on the OPM website at www.opm.gov/forms. If your application or resume does not provide all of the information and forms requested, you may lose consideration for the position.

1. Vacancy announcement number and position title and grade(s) applied for;
2. Full name; social security number; mailing address; day and evening telephone numbers; country of citizenship;
3. Veterans' preference claimed;
4. High school name, city, and state; college or university name(s), city and state; majors and type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
5. Current and previous job titles; duties; salary; employer's names and addresses; starting and ending dates (month, day and year); hours worked per week; supervisor's names and phone numbers and whether or not we may contact current supervisor; job related training courses completed; certificates, licenses, honors and awards received; and any other special job related accomplishments completed, and
6. If applicable, reinstatement eligibility and highest permanent Federal civilian grade held.

In addition:

Transcript(s): Applicants substituting education for experience, or if the position has an education requirement, **MUST** furnish a copy of college transcript(s) for work completed.

DD-214 & SF-15: Applicants claiming 5-point veterans' preference **MUST** submit the appropriate DD-214. Applicants claiming 10-point veterans' preference must submit an SF-15 (Application for 10-Point Veterans' Preference) along with the required proof. The SF-15 is available in Federal Human Resources offices or on the OPM website at www.opm.gov/forms. Veterans' preference will not be awarded without proof. (Please note: An SF-50, Notification of Personnel Action, showing veterans' preference will not be accepted as proof of entitlement.) Additional information regarding veterans' preference is available in the Vet's Guide available at <http://www.opm.gov/veterans/html/vetguide.hmt>

CTAP/ICTAP: Applicants applying under CTAP or ICTAP **MUST** submit proof of eligibility under 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent performance rating, and a copy of their most recent SF-50 (Notification of Personnel Action) showing your position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

KSA Statement: A narrative statement specifically addressing and providing examples for each of the KSA's identified in this announcement. Failure to submit a narrative response to the KSA's may negatively affect your rating for this position.

Current or most recent Performance Appraisal.

The following forms are optional:

DI-1935: The Applicant Background Survey, included with this vacancy announcement. This form is used to collect and analyze data about the race, sex and national origin of applicants. If submitted, this form will not be used in any part of the evaluation or selection process and will not be maintained with the merit promotion file or in any Official Personnel Folder. It may be obtained from a Federal Human Resource or Equal Employment Opportunity Office.

Application materials will not be returned. Do not submit original documents that may be needed in the future.

You may mail your application to:

Human Resources Cross Services Division
Attention: Anthony Richardson
1849 C Street NW
Room 2731
Washington, DC 20240

Note: It is against the law to use Government franked envelopes to submit applications (18 USC 1719).

You may hand deliver your application to:

Human Resources Cross Services Division
Attention: Anthony Richardson
1849 C Street NW
Room 2731
Washington, DC 20240

Please note: The Human Resources Office closes at 4:00 p.m.

You may fax your application to:

202-513-7648

Note: A hard copy application does not have to be submitted as follow-up to a faxed application.

For additional information about this position please contact:

Human Resources Office
202-208-5356

All qualified applicants will receive consideration without regard to race, age, religion, color, national origin, sex, sexual orientation, disability, political affiliations or any other non-merit factor.