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Chemical Safety And Hazard Investigation Board

Job Title: Board Affairs Specialist
Agency: Chemical Safety and Hazard Investigation Board
Job Announcement Number: WHRMO1528776MM

SALARY RANGE: \$76,378.00 to \$99,296.00 / Per Year
OPEN PERIOD: Monday, October 12, 2015 to Monday, October 19, 2015
SERIES & GRADE: GS-0301-12
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 14
DUTY LOCATIONS: 1 vacancy in the following location:
 Washington DC, DC [View Map](#)
WHO MAY APPLY: United States Citizens
SECURITY CLEARANCE: Public Trust - Background Investigation
SUPERVISORY STATUS: No
JOB SUMMARY:

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Agency Contact Info

Job Announcement Number: WHRMO1528776MM
Control Number: 418336700

The Chemical Safety and Hazard Investigation Board is an independent safety investigation agency. The mission of the CSB 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. For more information about the CSB, please visit our website at <http://www.csb.gov>.

TRAVEL REQUIRED

- Occasional Travel
- Up to 3 nights per month.

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- US Citizenship is required.
- Background investigation, fingerprints, and credit check may be required.
- Direct Deposit is required.
- Selective Service registration required for male applicants, unless exempt.

DUTIES:

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- Researches projects and prepares outlines, summaries, factual and analytical reports, background and briefing materials, document collections, and exhibits to support the Members' programmatic activities. Manages other special projects in support of programmatic activities. These may require interaction and coordination with internal and external organizations. The results may require oral and/or written presentations to agency management officials.
- Works with Board Members in preparing for various types of public presentations by reviewing, assembling, and finalizing speeches, papers, electronic presentations, handouts, and similar materials. Edits materials for grammar, punctuation, and basic elements of style. Formats materials for clarity and visual appeal in word processing or electronic presentation software. For off-site or out-of-town presentations, coordinates

with appropriate external parties to ensure that all necessary materials are delivered to event site.

- Develops background and briefing materials, takes notes of proceedings, and tracks action items. Provides follow-up on action items and other tasks resulting from meetings held by or attended by Members. Coordinates scheduling of meetings with Board Assistant. Assists with preparation for and documentation of Board quorum assemblies where requested.
- Plans, develops and carries out contacts with key external parties, such as high-level executive and legislative branch officials in federal, state, and local governments; corporate executives and leaders of industry associations; and leaders of other national and international stakeholder groups. Interacts with such contacts to collect and disseminate information, respond to and coordinate invitations for Board Member participation in external events, and set meetings and appointments. Researches and creates background materials on stakeholders/Congressional staff prior to meetings. Engages with stakeholders to obtain additional guidance or agency items in preparation for meetings.
- Communicates effectively, both orally and in writing, with internal and external professionals, including representatives of industry, labor, government agencies, trade, professional and scientific organizations.

QUALIFICATIONS REQUIRED:

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Applicants for the GS-12 grade level must possess one year of specialized experience that is comparable in level of difficulty and responsibility to that of the next lower grade level (GS-11) in the Federal service.

Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the position to be filled. Specialized experience for this position includes but is not limited to researching and preparing various documents for the support of high level programmatic activities which will require oral and/or written presentations to agency management officials. You must have specific experience researching and creating background materials for stakeholders/Congressional staff prior to meetings, including engaging with stakeholders/Congress to obtain additional guidance or agency items in preparation of meetings. Your experience must also demonstrate working with high level management in preparing various types of public presentations in reviewing, assembling, and finalizing speeches, papers, electronic presentations, handouts, and similar materials for grammar, punctuation, and basic elements of style. This experience must clearly be demonstrated in your resume.

Education:

Education cannot be substituted for Specialized Experience at the GS-12 grade level.

All requirements must be met by the closing date of the announcement.

Competencies:

The information contained in your resume and supporting documentation will be compared to your responses to the assessment questionnaire to determine the degree to which you meet the following competencies (previously referred to as, knowledge, skills, and abilities) required of this position:

Management and Program Analysis: Researches, analyzes, evaluates and advises management on the effectiveness of an organization and its mission, programs, functions, policies, objectives, management principles and processes.

Administrative Operations: Plans, coordinates, and executes business functions in support of administrative and management activities to facilitate organizational operations such as scheduling, office communication, document generation, resource management, procurement and/or financial management within an organization.

Oral Communication: Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Written Communication: Recognizing or using correct English grammar, punctuation, and spelling; communicating information (for example, facts, ideas, or messages) in a succinct and organized manner; producing written information, which may include technical material, which is appropriate for the intended audience.

HOW YOU WILL BE EVALUATED:

Please ensure you answer all questions accurately. Your responses are subject to verification. In support of your responses provided in the Assessment Questionnaire, your resume should include verbiage that describes your experience relative to the position for which you are applying and provide examples that show the depth of knowledge, level of skill, or degree of ability you possess. If your application does not support your responses to the questionnaire or your application is not complete, it may affect your evaluation or result in your name being removed from further consideration.

To preview the assessment questionnaire and determine if your experience matches the competencies, knowledge, skills and abilities required for this position, click the following link: [View Assessment Questions](#)

Qualified applicants will be rated using category rating, which groups candidates in categories according to their self-assessed rating, plus veterans' preference if applicable. The categories for this announcement are defined as: Best-Qualified, Highly-Qualified, Well-Qualified, and Qualified.

BENEFITS:

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The Federal Employees Health Benefits Program has many plans to choose from all at very reasonable rates, which can be paid from pre-tax income. The Federal Employee Retirement System is one of the premier retirement programs in the nation. The program features three components: a retirement pension; the Thrift Savings Plan (an employee controlled investment program); and Social Security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents. The leave program offers exceptional time off benefits including annual leave, sick leave, an employee emergency leave donation program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year. For general information on major benefits offered to most Federal employees, visit https://help.usajobs.gov/index.php/Pay_and_Benefits

Conditions of Employment:

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

Relocation Expenses:

Travel, transportation, and relocation expenses for this position will not be paid.

OTHER INFORMATION:

Miscellaneous:

CSB uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit <http://www.uscis.gov/e-verify>.

This position is being advertised concurrently with vacancy announcement # WHRMO1529208 using Merit Promotion procedures. If interested, refer to that announcement to determine if you meet merit promotion requirements and can apply to that announcement. NOTE: You must apply separately to each announcement in order to be considered under both.

If selection is made 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.

Interagency Career Transition Assistance Program (ICTAP) :

ICTAP provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if: 1) this vacancy is within your ICTAP eligibility; 2) you apply under the instructions in this announcement; and 3) you are found well-qualified for this vacancy. To be well-qualified you 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 85 on the questionnaire. You must provide proof of eligibility with your application to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility, or a copy of your separation personnel action form. Additional information regarding ICTAP eligibility is available from OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

Career Transition Assistance Plan (CTAP):

CTAP provides eligible surplus and displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if: 1) this vacancy is within your CTAP eligibility; 2) you apply under the instructions in this announcement; and 3) you are found well-qualified for this vacancy. To be well-qualified you 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 85 on the questionnaire. You must provide a copy of your written notification of CTAP eligibility with your application. Additional information regarding CTAP eligibility is available from OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

HOW TO APPLY:

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To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Monday, October 19, 2015 to receive consideration.

- To begin, click **Apply Online** to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.

- Click the **Submit My Answers** button to submit your application package.

- It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.

- To verify your application is complete, log into your USAJOBS account,

<https://my.usajobs.gov/Account/Login>, select the **Application Status** link and then select the **more information** link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

- To return to an incomplete application, log into your USAJOBS account and click **Update Application** in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

If you need assistance in applying on-line, please contact the HR Office representative listed in the "Agency Contact Info" section of this vacancy announcement.

REQUIRED DOCUMENTS:

You MUST submit the following documents for this vacancy announcement. Failure to submit all required documents will result in loss of consideration for this position.

- Resume

- Miscellaneous Documents:

-- Transcript(s): You may submit a copy of your transcript(s) with your application package. Please note that education does not substitute for experience at the GS-12 grade level.

-- CTAP/ICTAP Documentation: If you are applying under CTAP or ICTAP, you MUST submit proof of eligibility under 5 CFR 330.602(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of your most recent performance rating, and a copy of your 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.

-- Veteran's Preference Documentation (DD-214 and SF-15): If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your resume. Your veterans' preference entitlement will be verified by the employing agency. For 5-point veterans' preference, you MUST provide your DD-214 (Certificate of Release or Discharge from Active Duty), official statement of service from your command if you are currently on active duty, or other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions. For 10-point veterans' preference, you MUST submit a Standard Form (SF) 15, Application for 10-Point Veteran Preference, DD-214, and the required documentation as specified on the SF-15. (Please note: An SF-50, Notification of Personnel Action, showing veterans' preference will not be accepted as proof of entitlement.)

- The following documents are optional. You MAY submit the following documents for this vacancy announcement:

-- Current or most recent performance appraisal.

Note: We do not accept hard copies of application materials. If you submit more than one application package for this vacancy, only the last one submitted will be considered. If you re-submit a package, **all** application package documents must be re-submitted in order to be considered for the position.

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

NOTE: If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

If you completed the occupational questionnaire online and are unable to upload supporting document(s):

1. To fax your documents, you must use the following cover page <http://staffing.opm.gov/pdf/usascover.pdf> and provide the required information. The Vacancy ID is **1528776**.
2. **Fax your cover page and documents to OFFICE OF PERSONNEL MANAGEMENT at 1-478-757-3144. (Do not fax your cover page, resume, or supporting documents to the Interior Business Center.) Faxed documents submitted with missing information will not be processed.**

If you cannot complete the Application Package online, you may fax all of your materials. The complete application package must be submitted by 11:59 PM (EST) on **Monday, October 19, 2015** to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.

To complete the occupational questionnaire and submit via fax:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#).
2. Print the 1203FX form, follow the instructions and provide your responses to the occupational questionnaire items <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>.
3. Fax all six pages of the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

Note: If you submit more than one application package for this vacancy, only the last one submitted will be considered. If you re-submit a package, **all** application package documents must be re-submitted in order to be considered for the position.

AGENCY CONTACT INFO:

Melanie McAllister
Phone: (303)969-5135
Email: MELANIE_MCALLISTER@IBC.DOI.GOV

Agency Information:
Interior Business Center
7301 W Mansfield Avenue
D-4810
Lakewood, CO
80235
USA

WHAT TO EXPECT NEXT:

After all application packages have been received, we will review your resume and other application documentation to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the Assessment Questionnaire and may interview the best-qualified applicants. For status updates on your application, please follow the directions listed above in the How to Apply section. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within several weeks after the closing date of the vacancy announcement.

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