



**BPA VACANCY
ANNOUNCEMENT
(#002798-05-A1-BPA*)
Career Enhancement
And Development Program
Position**

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Safety and Occupational Health Manager, GS-0018-12/13*, Vancouver, WA

**OPENING DATE
10/28/2004**

**CLOSING DATE
11/10/2004**

**ANNUAL PAY RATE:
GS-12 \$60,670 - \$78,868**

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration only.

POSITION LOCATION: Bonneville Power Administration, Employee and Business Resources and Safety, Vancouver, WA C-CF

NOTES:

This position is being advertised concurrently under announcement 002797-05-BPA for applicants that meet the specialized experience requirements of the position. Please read both announcements carefully to determine which announcement to apply for.

***This announcement has been amended to add recruitment at the GS-13 level. All other information remains the same.**

This position may be filled at the GS-12 or GS-13 level. **You must indicate on your application the grade level(s) for which you are applying.** Candidates hired at less than full-performance level may be promoted without further competition when assigned higher-level duties and meeting all qualification requirements.

The full performance level of this position is GS-13.

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 accommodation will be on a case-by-case basis.

CONDITIONS OF EMPLOYMENT:

1-5 nights of travel may be required per month

CAREER ENHANCEMENT AND DEVELOPMENT PROGRAM (Personnel Letter 335-5)

- The Career Enhancement and Development Program provides for a waiver of OPM Qualifications Standards.
- Applicants selected must be competitively reassigned or changed to a lower grade.
- Hourly employees are encouraged to apply (but may not be promoted into the position. See statement below).
- **Applicants selected may not be promoted into this position.** (Note: If an hourly journeyman worker is selected for this position, the Nature of Action is considered a "promotion" for personnel actions processing purposes. However, since the annualized pay exceeds the representative rate of GS-12 on the 2004 General Schedule Salary Table (without locality), it is **not** considered a promotion with regard to the prohibition on promoting an employee into a trainee position under this Agreement. If you have questions regarding your eligibility to apply please contact Ben Stevenson, TBL Business Partner at 360-418-8764).
- Time-in-grade and time after competitive appointment requirements must be satisfied. (Note: Time-in-grade restrictions do not apply to employees currently in hourly positions).

- An Individual Development Plan (IDP), tailored to the selectee's background, will be established to allow the selectee to gain the experience and knowledge necessary to become fully qualified. (If the selectee requires one year of experience to become fully qualified, training time must be at least six months to meet the qualifications for the GS-12 grade level.)
- You will be in training for a *minimum* of 6 months. *After completing the training period*, you must serve 1 full year before being eligible for promotion. (Example: You are hired at the GS-12 level for a position with a full performance level of GS-13. You are in training for 6 months and complete your training requirements. You must then serve one full year at the GS-12 level. You will have served a total of 18 months at the GS-12 level before being promoted to the GS-13 level).

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE

PROGRAM (ICTAP): Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. 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 receive consideration for special priority selection. Well qualified for merit promotion (status applicants) means an applicant who possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position, including being evaluated at the "3" or equivalent rating level on all quality ranking factors. Well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference points, if applicable. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 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 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. For additional information, please refer to <http://www.opm.gov/> or to <http://www.jobs.bpa.gov/>.

MAJOR DUTIES: The incumbent serves as a Safety and Occupational Health Manager within the Safety Office and reports to the BPA Safety Manager for direction in executing safety and occupational health programs within their jurisdiction. The incumbent is directly involved in risk management, identification and mitigation of employee safety and health concerns, legislative and regulatory requirements and problem resolutions. Represents the BPA Safety Office in the administration of safety and health programs. Compiles, analyzes and interprets accident and safety data including charts, tables and reports for the purpose of developing or enhancing prevention and recommending remedial measures. Serves as a trained accident investigator and determines cause of accidents and methods of mitigation. Provides consultation and advice to other Federal agencies, state agencies, utilities and other organizations involved in the power industry, both nationally and internationally, with high-risk occupations. Counsels Regional Managers, Managers, Supervisors and their subordinates in all matters regarding occupational safety and health in order to successfully mitigate safety hazards inherent in the construction, operation, and maintenance of the electrical power system. Manages resolution of serious safety and health problems or concerns through workplace appraisals, inspections, job observations and other means. Reviews safety and health plans and site specific safety plans submitted by contractors for the safe accomplishment of projects occurring on the BPA system. As a subject matter expert, provides technical expertise in developing needed criteria where none exists within safety and health management issues, which encompass unique systems, equipment conditions and requirements. Performs workplace procedural surveys to assure there are adequate hazard controls during performance of all work activities or functions.

QUALIFICATION REQUIREMENTS: Qualification requirements for selection are waived under the provisions of PL-335-5, Attachment 4, dated 9/21/98. However, candidates must possess an overall background of sufficient level and quality to clearly indicate that they have the potential ability to perform successfully in the target position.

BASIS OF RATING: Candidates selected for training under this agreement must possess an overall background of sufficient level and quality to clearly indicate that they have the potential ability to perform successfully in the target position. Factors to be considered in the evaluation and selection of applicants are past performance, knowledge, skill, ability, interest, aptitude, and achievement. The knowledge, skills and abilities (KSA's) for the position are listed below. It is recommended that applicants provide a narrative response to these KSA's in order to assist the selecting official in the evaluation process.

1. Ability to develop, implement, direct, and evaluate a comprehensive accident prevention program sufficient to ensure compliance with Federal, State, and industry regulations. *(Describe your experience with the safety and occupational health field. Provide examples of experience with safety/accident prevention programs and training courses.)*

2. Knowledge of safety standards and techniques used in the prevention and control of accidents associated with a high voltage electrical transmission system. *(Describe your experience working with high voltage electrical transmission systems and include your knowledge of associated safety standards and techniques.)*

3. Knowledge of the functions and activities of a high voltage electrical transmission system. *(Describe your experience working with high voltage electrical transmission systems (e.g. substation operations, transmission line maintenance, substation maintenance or construction, etc.).*

4. Knowledge of accident investigation and reporting techniques sufficient to serve as an accident investigator.

(Describe your experience determining the cause of accidents in the areas of electrical, mechanical, motor vehicle, and fire arenas.)

5. Ability to communicate effectively both orally and in writing sufficient to develop and deliver briefings, project papers, status/staff reports, and correspondence to managers to foster understanding and acceptance of findings and recommendations.

(Describe situations in which you communicated orally and in writing, including the purpose and result of that communication. For example, describe specific instances in which you communicated to influence, persuade, or motivate others; to plan, coordinate, or advise on work efforts; and/or to obtain, clarify, or provide facts or information.)

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.

REQUIRED INFORMATION ON RESUMES*

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

***Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha Street, Construction Services Building, Vancouver, WA 98663; or 905 NE 11th Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center at 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight Pacific Standard Time (PST) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PST.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

www.va.gov	http://www.jobs.bpa.gov/	www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management
