
VACANCY ANNOUNCEMENT

Defense Nuclear Facilities Safety Board

Senior Executive Service Vacancy Announcement Number: #08-008

Opening Date: August 11, 2008
Closing Date: September 12, 2008

Position Title: GROUP LEAD, NUCLEAR PROGRAMS AND ANALYSIS
Pay Plan, Series, Grade: ES-0801
Position Information: 1 vacancy; career reserved position in the Senior Executive Service

Salary Range: \$114,468-\$158,500

WHO CAN APPLY

Applications will be accepted from U.S. citizens and nationals.

ORGANIZATION AND PLACE OF WORK

The position is located in the Office of the Technical Director at the Defense Nuclear Facilities Safety Board (DNFSB). The incumbent serves as Group Lead for Nuclear Programs and Analysis, a career reserved position in the Senior Executive Service (SES). The DNFSB is a small independent executive branch agency; it is not part of the Department of Defense

SUMMARY OF DUTIES

The incumbent works closely with the Technical Director and Deputy Technical Director to identify Department of Energy (DOE) facilities, activities, and programs for review and evaluation. The incumbent is responsible for supervising and managing the efforts of multi-disciplined engineers tasked with analyzing and evaluating the safety and technical adequacy of complex processes and systems of DOE's defense nuclear facilities to ensure public and worker health and safety. In addition, the incumbent provides expert technical advice and guidance to the Technical Director, Deputy Technical Director, and Board Members on complex issues relative to assigned technical programs.

MANDATORY QUALIFICATIONS

Narrative Statement: Give specific examples of your education, experience, training, and awards that are applicable to each of the **mandatory EXECUTIVE CORE QUALIFICATIONS** and **TECHNICAL QUALIFICATIONS**. Please provide this information in the order the elements are presented below.

Applicants serving in SES career appointments, eligible for reinstatement to the SES, or who have successfully completed an SES candidate development program may omit the **EXECUTIVE CORE QUALIFICATIONS**, but must attach a copy of Standard Form 50, Notification of Personnel Action, documenting SES career appointment. Graduates of Office of Personnel Management-approved candidate development programs must provide proof of OPM Qualifications Review Board certification.

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1. EXECUTIVE CORE QUALIFICATIONS (ECQs)--MANDATORY

- a. **ECQ 1--LEADING CHANGE:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this qualification is the ability to establish an organizational vision and implement it in a continuously changing environment.
- b. **ECQ 2--LEADING PEOPLE:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this qualification is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- c. **ECQ 3--RESULTS DRIVEN:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this qualification is the ability to make decisions that produce high quality results by applying technical knowledge, analyzing problems, and calculating risks.
- d. **ECQ 4--BUSINESS ACUMEN:** This core qualification involves the ability to manage human, financial, and information resources strategically.
- e. **ECQ 5--BUILDING COALITIONS/COMMUNICATION:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

2. TECHNICAL QUALIFICATIONS--MANDATORY

- a. Expert technical knowledge and broad experience in several engineering disciplines.
- b. Expert knowledge of safety-related nuclear programs (e.g., integrated safety management, quality assurance, configuration management, training and qualification, hazard and accident analysis).
- c. Demonstrated experience assessing the adequacy of nuclear safety standards and requirements.
- d. Demonstrated experience in the technical management and supervision of senior scientific and engineering personnel engaged in reviews and field assessments of nuclear facilities and programs during design, construction, operation, and decommissioning to identify potential health and safety issues.

Additional information on developing the Narrative Statement for the Executive Core Qualifications can be found at: <http://opm.gov/ses/recruitment/qualify.asp>.

HOW YOU WILL BE EVALUATED

Applicants will be screened for basic eligibility according to the mandatory ECQs and Technical Qualifications, and will be rated and ranked by a panel using only the information submitted for consideration. Failure to document demonstrated experience, training, or education in support of

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the mandatory ECQ's and Technical Qualifications will adversely affect an applicant's chances for further consideration. The best qualified applicants will be referred to the selecting official. The selecting official will consider the applicants referred based on the information provided and/or personal interview.

HOW TO APPLY FOR THIS JOB

To receive full consideration, applicants must submit ALL of the required information. The following information is required:

- (1) A written job application. You may use a resume, OF-612, Optional Application for Federal Employment, SF-171, or other appropriate written format as long as it includes the information listed below:
 - Vacancy number and job title
 - Full name, mailing address, day and evening phone numbers with area codes
 - Social Security Number
 - Citizenship status
 - Highest Federal civilian grade held (also give job series and dates held)
 - Work experience. Give the following information for your paid and non-paid work experience related to the position for which you are applying: job titles, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), salary and hours per week, and whether your current supervisor may be contacted.
 - Name and location of colleges and universities you attended, major field of study, type and year of any degrees received
 - Other job-related qualifications or training, e.g., honors, awards, special accomplishments, publications, memberships in professional societies, etc.
- (2) A copy of your most recent supervisory performance appraisal or equivalent.
- (3) A Narrative Statement addressing addresses each of the five mandatory Executive Core Qualifications and each of the mandatory Technical Qualifications.

CANDIDATES WHO DO NOT SUBMIT COMPLETED APPLICATION PACKAGES WILL BE ELIMINATED FROM CONSIDERATION. Applicants will be notified as to the status of their application.

All materials submitted with your application become the property of the U.S. Government and will not be returned.

FILING YOUR APPLICATION

1. Mailed application materials must be postmarked by September 12, 2008, the closing date of this vacancy announcement. Applications postmarked after September 12, 2008, will not be considered. E-mailed and personally submitted application materials must be received by the closing date. ***FAXED APPLICATIONS WILL NOT BE ACCEPTED.***

Applications mailed using Government postage and or internal Federal Government mail systems are in violation of agency and postal regulations and will not be accepted.

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2. Mail or personally submit your completed application package to:

Defense Nuclear Facilities Safety Board
Division of Human Resources
ATTN: D. Everett
625 Indiana Avenue, NW, Suite 700
Washington, DC 20004

You may also E-mail your completed application package to: jobs@dnfsb.gov.

For questions about this vacancy, contact D. Everett at 202-694-7021 or delorese@dnfsb.gov.

OTHER INFORMATION

U.S. citizenship is required.

Veterans' preference does not apply to the Senior Executive Service.

This is a Career Reserved position in the Senior Executive Service (SES). As a condition of employment, the candidate selected will be required to enter the SES if not already a member and have his or her managerial qualifications approved by the Office of Personnel Management. New career appointees to the SES will be required to serve a 1-year probationary period. Upon completing the required probationary period, the appointment will become permanent.

Selectee must file an Executive Branch Personnel Financial Disclosure Report, SF-278, upon entering the position and each year thereafter.

Security/Suitability. The selectee will occupy a Critical Sensitive position requiring a background investigation leading to the granting of a "Q" level security clearance. Applicants are required to attain and maintain a "Q" level security clearance. Prior to appointment, applicants are required to undergo screening for illegal drug use. After employment, individuals are subject to random drug testing.

Some travel is required.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law, as a condition of employment.

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

The DNFSB is an Equal Employment Opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

For information about the DNFSB, visit our web site at www.dnfsb.gov