

**Chemical Safety and Hazard Investigation Board, Federal Career Intern Program  
Vacancy Announcement**

**Recommendations Specialist - Job Announcement Number: CSB-003-09**

**Salary Range : Per Year**

**GS-7 or 9** \$41,210 to \$65,531

**Series & Grade: GS-0301– 7/9**

**Open Period: Open until Filled**

**1 Vacancy**

**Position Information:** Excepted Service – Federal  
Intern Position

**Relocation Expenses Paid:** No

**Duty Location:** Washington, DC

The U.S Chemical Safety and Hazard Investigation Board (CSB) has an entry level professional opportunity for a recent college or grad school graduate. Through the federal career internship program, the CSB is offering an individual the opportunity to be appointed to a 2-year internship. Upon successful completion of the internship, the individual may be eligible for permanent placement within the agency. This is a paid internship and you would be eligible to participate in the federal government benefit programs. This internship will allow the individual to contribute to the prevention of chemical incidents and releases, as well as to develop personal and professional skills.

**MAJOR DUTIES:** This position is located in the U.S. Chemical Safety and Hazard Investigation Board (CSB), Office of Recommendations. The incumbent will:

- Form part of a team whose primary task is to facilitate and advocate the successful implementation of safety recommendations arising from incident investigations and special studies conducted by the agency. This will include assuming responsibility for following up and facilitating closure of recommendations from specific cases.
- Support investigative teams in developing recommendations, typically by assisting with research on safety, regulatory, policy and other related topics as necessary.
- Analyze and evaluate responses from safety recommendation recipients and evaluate them for Board actions.
- Communicate orally and in writing with recommendation recipients in the pursuit of successful implementation of recommendations;
- Function as one of the persons responsible for maintaining and improving a database that tracks the progress of the agency's recommendations, including the efforts by staff to facilitate them, responses by recipients, and other relevant information and records.
- Analyze recommendation, incident and related historical data from existing and future internal databases and other sources to help evaluate performance of the department and the agency, and for related strategic purposes.
- Write letters, reports, exhibits, tables, charts, graphs and similar forms of communication in pursuit of closure of recommendations as well as in support of other tasks; and,

- Participate in the development, management and conduct of special hazard studies and similar activities on behalf of the Board, including supervision of outside contractors

To be successful in this position, the employee will have:

- Excellent records management and organization skills, including related computer skills;
- The ability to communicate effectively, both orally and in writing, with recommendation recipients, including representatives of industry, labor, government agencies and trade, professional and scientific organizations;
- The ability to plan, research, and write reports on safety and/or policy related matters, often in collaboration with other members of teams with scientific and engineering backgrounds.
- The ability to work with members of the Recommendations team, as well as members of other teams, in a sometimes fast-paced team environment.

You will be working at the U.S. Chemical Safety and Hazard Investigation Board, Office of Recommendations, Washington, DC

**WHAT IS THE CSB?:** The CSB is an independent safety investigation 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 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 activity for these recommendations. For more information about the CSB, please visit our website at <http://www.csb.gov>.

**WHY WORK FOR US:** You will have the opportunity to contribute to a challenging and rewarding mission. In addition to contributing to the mission, you will be entitled to a wide array of benefits. 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 leave share program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year.

## **QUALIFICATION REQUIREMENTS:**

U.S. citizenship is required.

All applicants must meet the basic educational requirement of having at least a Bachelor's degree.

College students who expect to complete their degree requirements by May, 2009, or recent graduates with a Bachelor's, Master's, or Doctoral degree are encouraged to apply.

### **Education/Experience Requirements:**

#### **GS – 7 grade level:**

One full year of graduate level education;

OR

Superior Academic Achievement, which is based on (1) class standing, (2) grade point average, or (3) honor society membership.

A) Class standing--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.

B) Grade-point average (G.P.A.)--Applicants must have a grade-point average of:

i) **3.0 or higher out of a possible 4.0 ("B" or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or

ii) **3.5 or higher out of a possible 4.0 ("B+" or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.

C) Election to membership in a national scholastic honor society--Applicants can be considered eligible based on membership in a national scholastic honor society. These honor societies are listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird's Manual of American College Fraternities (1991).

#### **GS-9 grade level (\$44,856 – \$58,318/year), you need:**

A master's degree or equivalent graduate degree from an accredited college or university.

### **Knowledge, Skills, and Abilities (KSA) Requirements:**

To be considered for this position, your cover letter must describe concisely, but specifically, the Knowledge, Skills, and Abilities (KSA's) you possess in the following areas:

1. Ability to assume primary responsibility for maintaining and improving systems to electronically track information related to the Agency's recommendation activities.
2. Ability to effectively communicate orally and in writing with a very diverse group of stakeholders.
3. Ability to write clear, accurate and concise reports, memoranda, letters and similar documents

Also highly desirable would be one or more of the following:

1. Skill and ability in research and analysis that could be applied to safety-related and public policy issues.
2. Exposure to, and general understanding of, occupational and environmental health and safety issues, including the roles of principal actors in the public and private sectors.
3. The ability and interest to feel reasonably at ease with, and become acquainted with technical and scientific subject matter related to CSB investigations and studies to the extent that would permit working effectively with subject matter experts both within and outside the CSB (especially engineers and scientists).

### **How You Will Be Evaluated**

Your application will be evaluated based upon the following factors: description of KSA's in your cover letter, grade point average, writing ability, research and analytical abilities, relevant course work, demonstrated interest in public service, ability to interact with others tactfully and professionally, and, if applicable, previous work or intern experience, related to the knowledge, skills, and abilities required for this position.

### **PHYSICAL REQUIREMENTS:**

The incumbent's work is primarily sedentary.

### **APPLICATION PROCEDURES:**

Your application must include (1) a resume listing all relevant work experience, (2) transcripts showing all academic courses and grades, (3) a writing sample not longer than 5 pages, and (4) a cover letter describing how you meet the KSA's listed above. A copy of college and, if applicable, graduate school transcripts **MUST** be sent with your application package.

All application packages must be sent via one of the following methods.

**U.S. Mail:**

CSB  
2175 K Street, NW  
Suite 400  
Washington, DC 20037

**Fax:**

202-974-7609

**Email**

careers@csb.gov

**GENERAL INFORMATION FOR THE APPLICANT:**

Applicants are NOT required to submit a Social Security Number (SSN) to be considered for the position. You should delete or obscure your SSN if it appears on any documents (e.g., transcripts) you plan to submit with your application.

If selected, you will be required to complete a Declaration for Federal Employment to determine your suitability for Federal employment and to authorize a background investigation. The CSB will also ask you to sign and certify the accuracy of all the information on your application. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

If you are selected for this position, you must submit to a background investigation and receive a favorable adjudication of suitability as a condition of being appointed to the position. At the discretion of the CSB, appointment may occur prior to completion of a background investigation and favorable determination of suitability. However, if the background investigation and a favorable adjudication of suitability are not completed prior to employment, continued employment at the CSB will be contingent upon the completion of the required background investigation and a favorable adjudication of suitability.

Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur within 90 days of the closing date of the announcement.

Use of postage paid government agency envelopes to submit job applications is a violation of Federal law and regulations.

The Hatch Act Reform Amendments of 1993 (Public Law 103-94) prohibit individuals from requesting, making, transmitting, accepting, or considering political recommendations (as defined in 5 U.S.C. 2202) in effecting personnel actions.

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.

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 CSB at 202-261-7600. The decision on granting reasonable accommodation will be on a case-by-case basis.

Male applicants born after December 31, 1959, will be required to complete a pre-employment certification statement for selective service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment or dismissal after employment.

**Veterans' Preference:** A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-Point Veterans' Preference, plus proof required by that form. If claiming 5 percent preference, you must attach a copy of your DD-214 or other proof of eligibility. The agency will use a system of reviewing applications based on preference categories. (Candidates will be referred without ranking and the agency will note preference as ``CP" for preference eligibles under 5 U.S.C. 2108(3)(C), as ``XP" for preference eligibles under 5 U.S.C. 2108(3) (D) through (G), and as ``TP" for all other preference eligibles).

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide.