

**Vacancy Information**

**Announcement Number:** OE-2010-0001

**Vacancy Description:** Safety Culture Specialist

**Open Period:** Wed Oct 14 00:00:00 EDT 2009 - Wed Nov 11 00:00:00 EST 2009

**Series/Grade:** GG-0301-14/14

**Salary:** \$102,721.00 TO \$133,543.00

**Promotion Potential:** 14

**Duty Locations:** 1 vacancy in Rockville

**Additional Information**

Who May Apply:

Applications will be accepted from United States citizens.

Job Summary:

The U.S. Nuclear Regulatory Commission (NRC) is proud to be ranked as the BEST Place to Work in the Federal Government. We've earned our top ratings by creating a work environment rich in opportunity, diversity, leadership training, teamwork, and work life balance. Help guide our nation into the next generation of nuclear safety! Begin a challenging career with the U.S. Nuclear Regulatory Commission where you can be part of a select group of professionals who protect people and the environment with the peaceful use of nuclear materials in medicine, industry and research. To find out more about the NRC, we invite you to visit us on the web at [www.nrc.gov](http://www.nrc.gov).

This position is located in the Office of Enforcement  
The Supervisor is: David Solorio, Branch Chief, Concerns Resolution Branch. This position is Non Bargaining Unit. Applicants for this vacancy may also be considered for similar vacancies (i.e., those having comparable duties, same grade level, and same Full Performance Level) that arise within the Office of Enforcement. Minimal travel is required. The NRC is a zero tolerance agency with respect to illegal drug use. Individuals selected for this position will be subject to pre-appointment drug testing unless currently in a NRC position subject to random drug testing AND will be subject to random drug testing upon appointment to the NRC. Expenses

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associated with interview and/or relocation may be paid to eligible selectees.

Key Requirements:

- \* Background investigation leading to a clearance is required for new hires.
- \* This is a Drug Testing position.
- \* U.S. Citizenship Required

Position Information:

Full Time

Permanent

Major Duties:

As a Safety Culture Specialist (SCS), you will serve as an agency resource for external safety culture activities. The SCS works with staff across the agency to support, coordinate and lead efforts to develop programs, implement strategies and maintain policies to foster a positive safety culture in the daily activities of licensees regulated by the agency. The SCS also functions as an advocate for external safety culture activities by facilitating knowledge transfer and conducting and coordinating significant activities to monitor and strengthen the integration of safety culture concepts into agency oversight operations.

Qualifications and Evaluations:

You must meet the qualifications for this position by no later than 30 calendar days after the closing date of this announcement and before placement in the position.

Candidates may meet the basic qualifications required by having at least one year's experience at the next lower grade level in the occupational series listed above or a related series performing similar or like duties.

In order to qualify for this position, you must have at least one year of specialized experience at the next lower grade level in the Federal service or equivalent experience in the private or public sector.

Specialized experience includes experience that demonstrates a broad knowledge and understanding of the characteristics of safety culture concepts and the range of factors that can affect organizational effectiveness and safety culture.

**How You Will Be Evaluated:**

When the application process is complete, your application will be reviewed to determine if you meet the job requirements. If you meet the minimum requirements your application will be referred to a rating official or panel. You will be rated based on the information provided in your resume and vacancy responses to determine your level of knowledge, skill and ability related to the job requirements. If you are among the best qualified for this position, your application will be referred to the selecting official.

**How to Apply:**

Your application (resume and responses to the vacancy questions) for this vacancy must be received online via the USAJOBS application system BEFORE midnight Eastern Time on the closing date of this announcement. If you fail to submit a complete online resume, including responding to the vacancy questions, you will not be considered for this position. Paper applications will not be accepted unless hardship circumstances can be demonstrated and requests for extensions Will not be granted. If applying online poses a hardship to any applicant, the Human Resources Specialist listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants must Contact the Human Resources Specialist BEFORE the closing date to speak to someone who can provide assistance for online submission.

You must answer the job specific vacancy questions. You will be rated based on your responses to the vacancy questions and information provided in your resume. Breadth, recency, and length of experience in the field;

training, awards, and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each of the vacancy questions to determine your level of knowledge, skill or ability for this position. Abbreviated responses to the vacancy questions, such as "significant experience" or "see resume" do not provide enough information and should not be used. You will not be considered for this position if you leave any of the vacancy questions unanswered.

SUPPLEMENTAL DOCUMENTATION:

If you are an NRC employee you must submit four copies of your most recent rating of record (or a statement that one is not available).

If you are a current/reinstatement eligible Federal employee with status (Tenure Group 1 or 2), you will be considered under our merit promotion procedures and must submit a copy of your most recent SF-50 (Notification of Personnel Action) to verify competitive status or reinstatement eligibility. If you have status but wish to be considered under both merit promotion and competitive procedures you must e-mail the Servicing Human Resources Specialist for this vacancy by the closing date of the announcement.

If you are a Veteran claiming 5-point Veterans' Preference, you must submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If you are a Veteran claiming 10-point Veterans' Preference, you must submit a SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form. You can find additional information about Veterans' Preference at <http://www.opm.gov/veterans/html/vetguide.htm>.

All supplemental material must be submitted by the closing date of this announcement and should include your name and the vacancy announcement

number. See required documents below.

Required Documents:

Send the supplemental information via fax, e-mail or regular mail to:

U.S. Nuclear Regulatory Commission  
ATTN: Jacque Graham, MS: CSB 2-C07M  
Washington, DC 20555  
Fax Number: 301-251-7427  
E-mail Address: jacque.graham@nrc.gov

List of supplemental material that may be applicable:

--SF-50, "Notification of Personnel Action"  
--DD-214, "Certificate of Release or Discharge from Active Duty"  
--SF-15, "Application for 10-point Veterans' Preference", plus the proof required by that form.  
--Transcripts  
--(NRC employees must submit their most recent Performance Appraisal)

What to Expect Next:

The Human Resources Specialist will contact you by e-mail about the status of your application and selection process.

Benefits:

As an NRC employee you will enjoy excellent Federal Benefits, including: comprehensive health and life insurance plans; Flexible Spending Account Program for health and dependent care; Long Term Care Insurance; Dental and Vision Insurance; retirement savings and investment plan similar to 401(k) (Thrift Savings Plan); annual (vacation) and paid sick leave; family friendly leave policies; 10 paid holidays per year; transit benefits. This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

Additional Information:

The NRC provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any

part of the application and hiring process, please notify the Disability Program Coordinator at (301) 415-2294. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Selection for this position will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, non-disqualifying physical or mental handicap, age, membership, or non membership in an employee organization, personal favoritism or other non-merit factors.

Selectees will be required to complete a "Declaration of Federal Employment", (OF-306), prior to being appointed to determine their suitability for Federal employment and to authorize a background investigation. False statements or responses on your resume or questionnaire can jeopardize your employment opportunity and subject you to disciplinary action, including removal from Federal service,

A transferable security clearance from another agency or a background investigation leading to a clearance is required for all new hires. To begin work at the NRC without a security clearance, you must be granted a temporary waiver of the required clearance, referred to as a 145 (b) waiver. To be eligible for a 145 (b) waiver you need favorable education verification, and reference, credit, and criminal history checks. If a waiver is granted, the successful completion of a background investigation and favorable adjudication are required for continued employment. If you have resided outside the U.S. for an extended period of time, the agency may not be able to (1) grant the 145(b) waiver where the required investigation cannot be completed in a timely manner, or (2) achieve timely completion of the background investigation required for a security clearance.

**VACANCY QUESTIONS**

\* Please indicate the grades for which you wish to be considered.

Grade: 14

Please circle all that apply

\* Please indicate the locations for which you wish to be considered.

Rockville

**Assessment Questions**

**All Grades**

1. <B> [14120] </B>(Note: This question is double weighted.) Knowledge of the principles, theory, practices, as well as, the application of, and experience and training in the area of organizational effectiveness. (Please answer this question completely, as it is double weighted.)<B>(Maximum 8000 Characters)</B>

<B>[13871] </B>Example: Describe work experience, training, or other activities that demonstrates your ability to apply organizational effectiveness knowledge to foster a strong safety culture in a large federal or corporate sector organization.

2. <B> [10296] </B>(F0517) Ability to identify issues and problems to determine relative priorities, and to propose to management the need for changes in policies, procedures, or requirements. (See examples below)<B>(Maximum 8000 Characters)</B>

<B>[14121] </B>Example: Describe work experiences, training, or other activities that demonstrates your ability to analyze and evaluate policy issues, procedures and requirements. Describe two or three complex or controversial problems you had to resolve and how you approached them in order to resolve them effectively. Describe experiences developing alternative solutions, assessing implications, and recommending acceptable courses of action in order to accomplish management goals and objectives. Describe professional experience with problem identification and resolution

and give instances where your problem solving specifically contributed to success.

3. **[12973]** Demonstrated ability to communicate clearly and effectively, both orally and in writing. (Maximum 8000 Characters)

Describe specific experiences, training, and developmental assignments which demonstrate your abilities to deal with others by personal contact, telephone, and correspondence requiring tact, logic and persuasion. Describe your experiences, training and accomplishments that demonstrate your ability to: lead complex and/or significant discussions and to explain complicated programmatic and policy issues to colleagues, management and various audiences. Make presentations on particular projects of interest; develop clear, concise, balanced and well-founded technical or policy positions and recommendations based on complex and diverse opinions and facts.

4. **[11161]** (X0256) Demonstrated ability to assess performance and to develop and implement successful approaches to problem solving and conflict resolution. (Maximum 8000 Characters)

Describe instances (both internal and external) that required you to use tact, diplomacy, and negotiation skills to achieve cooperation and develop consensus, and techniques you used to develop effective working relationships. Describe experiences or education that demonstrates or supports your ability to represent the agency effectively in dealing with outside organizations and professionally representing the positions of your organization. Describe how your specific ability to communicate in a concise and proficient manner would contribute to the program management and analysis of a major multi-disciplinary organizations such as NRC.

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application forms, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you

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begin work.

Please make sure that you have attached your resume. You will be disqualified from consideration if your resume has not been submitted before this vacancy closes.

Please remember to send all supporting documentation to the HR office for proper consideration.

Thank you for your interest in working for US Nuclear Regulatory Commission

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Applicant's Signature

Date Application Completed

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Applicant's Name Printed