



Department: **Department Of Energy**
 Agency: **Energy, Department Of**

Vacancy Announcement Number: DOE-HQ-04-ES-038

Vacancy Announcement

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U.S. DEPARTMENT OF ENERGY
 Senior Executive Service Employment Opportunity

ANNOUNCEMENT NUMBER: DOE-HQ-04-ES-038.

OPENS: 02/11/04.

CLOSES: 03/12/04.

TITLE, SERIES: Manager, Carlsbad Field Office, ES-340.

ORGANIZATION: Office of the Assistant Secretary for Environmental Management, Carlsbad Field Office.

SALARY RANGE: \$103,700-\$144,600 per annum.

GEOGRAPHIC LOCATION: Carlsbad, New Mexico.

AREA OF CONSIDERATION: All Qualified Applicants.

ABOUT DOE: The Department of Energy's (DOE) overarching mission is enhancing national security. Responsibility for accomplishing this mission is shared between four principle program lines -- National Defense; Energy; Science; and Environment. Operating nuclear production facilities, science laboratories, power marketing administrations, and environmental clean-up sites in 35 states, the Department is responsible for many key accomplishments in fields that include alternate fuel vehicles, biological and environmental research, energy efficiency, clean power and industrial technologies, medical technologies, gene research, and computers and microelectronics. DOE is the nation's top sponsor of research and development and has won more R&D awards than any private sector organization and twice as many as all other federal agencies combined. DOE's national defense programs are responsible for insuring the integrity and safety of the country's nuclear weapons; promotion of international nuclear safety and non-proliferation; and administering the Naval Nuclear Propulsion Program for the U.S. Navy. To learn more about the Department, please visit our website at: <http://www.energy.gov/aboutus/history/mission.html>.

ABOUT THE OFFICE OF ENVIRONMENTAL MANAGEMENT (EM): The EM program is responsible for cleaning up the environmental legacy of the nation's nuclear weapons program and government-sponsored nuclear energy research. The mission of the Office of Environmental Management (EM) is the accelerated risk reduction and cleanup of the environmental legacy of the nation's nuclear weapons program and government-sponsored nuclear energy research. The program is one of the largest, most diverse and technically complex environmental cleanup programs in the world and includes responsibility for the cleanup of 114 sites across the country. EM is a major program in excess of a projected life cycle cost of \$250 billion, with a current operating budget of \$7 billion per year.

Excellent Benefits are available including comprehensive health and life insurance plans; the Thrift Savings Program (401k) for which the agency matches...

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employees' contributions up to 5%; annual (vacation) and paid sick leave; family friendly leave policies; 10 paid holidays per year; transit benefits; fitness and health facilities; and coverage under the Federal Employees Retirement System.

DUTIES: The Office of Environmental Management is looking for a seasoned executive to serve as the Manager of the Carlsbad Field Office (CBFO). The Manager reports to the Assistant Secretary of Environmental Management and directs the operations of the CBFO. The Manager performs the following duties:

- Oversees and directs the internal organization, staffing, policies and authorities required to carry out the responsibilities of the Waste Isolation Pilot Project (WIPP) program and the CBFO including contracting and procurement activities.
- Directs WIPP program management support including development and configuration of work breakdown structures and resource loaded schedules, integration and management of support contracts and the Management and Operating contract, integrated monthly reporting, action item tracking, and issuance of programmatic budget guidance.
- Coordinates and ensure that all transuranic (TRU) mixed waste accepted at CBFO is in compliance with all Federal, State, and local laws and regulations, and meets the criteria of the TRU Waste Characterization and Certification Program for stored and buried waste.
- Provides support to the EM Programmatic Environmental Impact Statement in assessing transuranic waste inventories, characteristics, systems studies, and engineering and treatment alternative analysis, as well as provides transuranic waste systems National Environmental Policy Act (NEPA) planning.
- Directs and implements HQ policy; directs planning and oversees TRU waste storage activities, evaluation of plans for project management, quality assurance, environmental protection, siting, designing, construction, operations, permitting, and licensing application by the selected contractor or contractors for storage facilities.
- Develops criteria and sets priorities for all TRU waste management planning, budget control, financial, and forecasting methodologies as agreed with DOE EM. Assure effective interface and integration of all assigned areas, other interim or permanent waste storage facilities, generator sites, and contractors. Directs the development support of TRU waste minimization programs.

QUALIFICATION REQUIREMENTS: Managerial Requirements: The Office of Personnel Management (OPM) is required by law to review the executive qualifications of each new career appointee to the Senior Executive Service prior to appointment. To be considered for this position, applicants must submit a written statement addressing the five (5) Executive Core Qualifications (ECQs) listed below. Current/Former SES Career Appointees and SES Candidate Development graduates (with OPM QRB certification) do not need to readdress their ECQs; however, all other applicants must address the ECQs to be eligible for consideration. Your ECQ statement **MUST NOT EXCEED 10 PAGES** and should focus on accomplishments which support possession of each of the five ECQs. A definition of each of the five ECQs and samples of ECQ statements can be found on the Office of Personnel Management's website at: <http://www.opm.gov/ses/ecq.html>

ECQs: (1) Leading Change; (2) Leading People; (3) Results Driven; (4) Business Acumen; (5) Building Coalitions/Communication.

Technical Requirements: In addition to the ECQs, qualified applicants will possess the following technical qualifications which represent the experience required to perform the duties of this position. Possession of these technical

qualifications must be clearly documented in your application package and should be addressed separately.

- 1) Knowledge of Federal and state laws, regulations, and policies associated with radiological and hazardous materials packaging, transportation, waste disposal, safety and storage.
- 2) Knowledge of the environmental and regulatory compliance processes to include knowledge of environmental audits, policy development, U.S. Department of Transportation/(DOT)/Nuclear Regulatory Commission (NRC) requirements, safety management, compliance analysis and working with Federal/state/local authorities and communities related to radiological and hazardous materials, operations and transportation.
- 3) Knowledge of and experience in leading and managing an organization that includes administration of Federal contracts agreements in principle, and grants, Federal budget and financial management controls, and human resource management.
- 4) Knowledge of the principles and practices of engineering and the physical sciences to establish policy and procedures for the direction and administration of a national waste disposal program.

HOW TO APPLY: TO BE CONSIDERED FOR THIS POSITION, FOLLOW THE DIRECTIONS BELOW:

Mail OR hand deliver AN ORIGINAL AND 2 STAPLED COPIES of your application package, including a resume in any written format of your choice, ECQ statement and technical qualification statement to the address listed below. Please Include in your resume: full name; address; home and work phone numbers; e-mail address; Social Security Number; country of citizenship; education & work experience; salary history; highest federal civilian grade held and reinstatement eligibility, if applicable. Please do not place application materials inside report covers or folders, or submit documents not specifically requested, as they will not be used in the evaluation process. Faxed or emailed applications cannot be accepted.

Applicants will be rated and ranked by an agency Merit Staffing Panel using only the information submitted for consideration. **APPLICANTS WHO DO NOT SEPARATELY ADDRESS THE ECQs LISTED ABOVE, AND DOCUMENT THEIR DEMONSTRATED EXPERIENCE, TRAINING AND/OR EDUCATION IN SUPPORT OF THE TECHNICAL QUALIFICATIONS LISTED ON THIS ANNOUNCEMENT, WILL BE INELIGIBLE FOR FURTHER CONSIDERATION.** The Merit Staffing Panel will rate and rank each applicant based on the qualification requirements and refer the top candidates to the selecting official.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE ON THIS ANNOUNCEMENT. To ensure that your application is received in a timely manner, the use of express mail is highly recommended. Please be advised that applications submitted via first class postage with the U.S. Postal Service may not be received in a timely manner to be considered.

Mail/deliver applications to: U.S. Department of Energy; ME-532; Room 4E-084; 1000 Independence Avenue, SW.; Washington, D.C. 20585-0735; ATTN: DOE-HQ-04-ES-038.

ADDITIONAL INFORMATION:

- Current SES Career Appointees, SES Reinstatement Eligibles, and Certified Graduates of an OPM approved SES Candidate Development Program are not required to submit ECQ statements.
- This position may require U.S. Citizenship.
- Veteran's preference does not apply to the Senior Executive Service.

- New SES members are required to serve a one-year probationary period.
- All positions are subject to the Department of Energy's Drug Free Workplace Program.
- Some positions will require successful completion of a background investigation for a security clearance as a condition of employment.
- Travel and/or Relocation expenses may be paid in accordance with Department of Energy policy and Federal regulation.
- This position is not included in the bargaining unit.

Applications contain information subject to the Privacy Act (P.L. 93 579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5, USC, Section 3302 and 3361.

For further information regarding this employment opportunity, please contact Gwen Brown at 202-586-6715.

The Department of Energy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, religion, color, sex, age, national origin, lawful political affiliation, marital status, union membership, or other non-qualifying physical or mental handicaps. 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.



Send Mail

Send Mail to:
Department Of Energy
Office of Human Resources1000
Independence Ave., SW
Washington, DC 20585



Questions?

For questions about this job:
Gwen Brown
Phone: 2025866715
Internet: gwen.brown@hq.doe.

USAJOBS Control Number: 187814

