

## Defense Nuclear Facilities Safety Board

**Job Title:** General Manager

**Agency:** Defense Nuclear Facilities Safety Board

**Job Announcement Number:** 13-007

**SALARY RANGE:** \$119,554.00 to \$165,300.00 / Per Year  
**OPEN PERIOD:** Monday, August 26, 2013 to Monday, September 23, 2013  
**SERIES & GRADE:** ES-0340-00  
**POSITION INFORMATION:** Full Time - Senior Executive Service (SES)  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
Washington DC, DC United States  
**WHO MAY APPLY:** United States Citizens

### JOB SUMMARY:

Come join the Defense Nuclear Facilities Safety Board, one of the top five Best Places to Work in the Federal Government (<http://bestplacestowork.org>) in 2011!

The Defense Nuclear Facilities Safety Board (Board) is an independent agency in the executive branch chartered with the responsibility of providing recommendations and advice to the President and the Secretary of Energy regarding public health and safety issues at Department of Energy (DOE) defense nuclear facilities. The Board reviews and evaluates the content and implementation of health and safety standards, as well as other requirements, relating to the design, construction, operation, and decommissioning of DOE's defense nuclear facilities to ensure that these activities are carried out in a manner that protects the public, workers, and the environment.

As General Manager, you will serve as the Chief Operating Officer and will be responsible for planning, directing, and evaluating the Board's executive and administrative operations in support of its health and safety mission. As a senior member of the Board's executive staff, you will contribute directly to the formulation and implementation of the Board's strategic plan and the broad policies governing its diverse programs. In addition, the General Manager directly supervises the Deputy General Manager and three OGM divisions (Human Resources, Acquisition and Finance, and Information Technology and Security) and serves as the Board's Director of Equal Employment Opportunity (EEO).

**Applicants who are members of the Senior Executive Service will retain their current rate of basic pay, if higher than \$165,300, if selected for the position.**

For additional information about the Board, visit our web site at [www.dnfsb.gov](http://www.dnfsb.gov).

### KEY REQUIREMENTS

- You must be a U.S. Citizen.
- You must be able to obtain and maintain a Top Secret security clearance.
- Pre-employment drug testing is required.
- Allowable relocation expenses will be paid.
- Must complete a 1-year SES probationary period, if not previously completed

### DUTIES:

- Manages the Board's strategic planning efforts. In conjunction with the Board and other senior managers, develops, publishes, and regularly assesses the Board's short-term and long-term strategic goals and objectives.
- Provides executive leadership in planning, implementing, and managing the Board's financial and administrative programs. Monitors and evaluates each program's effectiveness to ensure accountable, results-oriented quality services. Directly manages and supervises OGM operations that include, but are not limited to: human resources; acquisition and procurement; physical, personal, and document security; facilities and equipment; IT security and services; and, records/knowledge management. Advises the Board and top agency officials on administrative policies, regulations, practices, and their effect on the Board's operations.
- Serves as the Board's senior advisor and primary interface with Members of Congress and other high-level Federal officials having legislative, policy, and

regulatory authority over the Board and its programs. Responds to formal inquiries addressed to the Board from Members of Congress. As required, participates in drafting official agency proposals for legislation, Congressional testimony, responses to correspondence from OMB, GAO, or other Federal audit entity. Recommends new or revised legislation, apportionment of agency resources among the Board's programs, and the most effective organizational structure for accomplishing the agency's mission.

- Serves as the Board's Privacy Officer and has primary responsibility for privacy and data protection policy for the Board. Maintains responsibility for the overall development and maintenance of privacy policies, procedures, and guidance essential to the effective and efficient implementation of these activities. Ensures Board compliance with Open Government Initiative.
- Oversees the Board's public affairs activities such as responding to inquiries and requests for information from Congress, the media, Government agencies, and the public. Ensures activities promote public awareness of the Board's mission and function. Establishes and maintains constructive dialogue between the Board and key interest groups such as the Congress, other Federal agencies, and the public.
- Serves as the Board's EEO Director; provides guidance and assistance to agency officials in EEO matters and manages the planning and execution of the program.

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### QUALIFICATIONS REQUIRED:

1. To meet the minimum qualification requirements for this position, you must show you possess the five mandatory Executive Core Qualifications (ECQs) and mandatory Technical Qualifications listed below. Please provide this information in the order the elements are presented.

Executive Core Qualifications: All applicants must submit written statements (narrative format) describing accomplishments that would satisfy the ECQs. Each accomplishment should be clear, concise, and emphasize your level of responsibilities, the scope and complexity of the programs managed, and the results of your actions. You must address each ECQ separately. Additional information on the development of ECQs is available at <http://www.opm.gov/ses/recruitment/ecq.asp>. You are required to respond to each of the ECQs. If you fail to do so, you will be rated as "ineligible." The narrative statement for your ECQs should not exceed 10 total pages and should be prepared in at least 11-point font.

**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 ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

**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 ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

**ECQ 3—Results Driven:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

**ECQ 4—Business Acumen:** This core qualification involves the ability to manage human, financial, and information resources strategically.

**ECQ 5—Building Coalitions:** 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.

Applicants already 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. However, they must provide the following additional documentation:

- Applicants in career SES positions or those eligible for reinstatement to the SES must attach a copy of Standard Form 50, Notification of Personnel Action, documenting their career appointment to the SES.

- Graduates of Office of Personnel Management (OPM)-approved Candidate Development Programs must provide proof of OPM Qualifications Review Board certification.

**Technical Qualifications:** All applicants must submit written statements (narrative format) of accomplishments that would satisfy the mandatory technical qualifications. You must address each technical qualification separately. The narrative statement for your Technical Qualifications should not exceed two (2) pages for each technical qualification (a total of 8 pages) and should be prepared in at least 11-point font. You are required to respond to each of the technical qualifications. If you fail to do so, you will be rated as "ineligible."

- 1. Demonstrated experience promoting accountability, communication, coordination, and facilitation of cooperative decision-making among senior management and high level officials on management, operational, and programmatic issues that cross-cut organizations, diverse functions, and activities.**
- 2. Demonstrated experience leading and providing management oversight of diverse administrative programs such as EEO, human resources management, financial management, procurement, facilities, security, information technology, Privacy Act/FOIA, and records management in a manner that instills public trust and establishes and implements effective programs and policies critical to the agency's mission.**
- 3. Demonstrated experience communicating with Congress, OMB, GAO, and other senior officials to justify, defend, negotiate, or settle matters involving significant or controversial issues, often in an environment of severe time constraints and public scrutiny.**
- 4. Comprehensive knowledge of the operation of the Congress and the Executive Branch and a thorough knowledge of legislative program policy and budget development and implementation practices related to financial management. Expert knowledge of public laws, executive orders, Comptroller General decisions, regulations and procedures of the Office of Management and Budget, Government Accountability Office, Office of Personnel Management, and other organizations that affect administrative and financial management activities.**

#### **HOW YOU WILL BE EVALUATED:**

Applicants will be screened for basic eligibility according to the mandatory ECQs and mandatory Technical Qualifications, and will be rated and ranked by a panel using only the information submitted for consideration. Failure to document demonstrated experience, training, and education in support of the mandatory ECQ's and mandatory Technical Qualifications will adversely affect your chances for further consideration. The best qualified applicants will be referred to the selecting official. Unless you have already been certified by a Qualifications Review Board (QRB) in the past, your ECQs must be certified by a QRB before an appointment can occur.

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#### **BENEFITS:**

The following web address is provided as a reference to explore the major benefits offered to most Federal employees:

[http://www.opm.gov/insure/health/enrollment/new\\_employees.asp](http://www.opm.gov/insure/health/enrollment/new_employees.asp).

#### **OTHER INFORMATION:**

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

This is a career position in the Senior Executive Service (SES). As a condition of employment, the individual selected will be required to enter the SES, if not already a member, and have his or her ECQs approved by OPM. New career appointees to the SES will be required to serve a 1-year probationary period. Upon completing the required probationary period, the position will be permanent.

Prior to appointment, applicants are required to undergo screening for illegal drug use. After, employment, individuals are subject to random drug testing.

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 obtain and maintain a "Q" level security clearance.

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

Male applicants born after December 31, 1959, must certify 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.

The Board does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Please notify us if you require a reasonable accommodation for any part of the application and hiring process. The decision to grant reasonable accommodation will be made on a case-by-case basis.

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#### HOW TO APPLY:

RESUMES MUST BE RECEIVED BY THE CLOSING DATE. E-mail your resume to [jobs@dnfsb.gov](mailto:jobs@dnfsb.gov).

E-mailed resumes must be received before midnight Eastern time on September 23, 2013, to be considered. You may also mail or personally deliver your resume to: Defense Nuclear Facilities Safety Board, Division of Human Resources, 625 Indiana Avenue, NW, Suite 700, Washington, DC 20004. Mailed or personally delivered resumes must be received by 5:00 pm on September 23, 2013. We do not accept resumes by fax nor do we subscribe to an on-line application process. Resumes and all other materials mailed using Government postage will not be considered.

#### REQUIRED DOCUMENTS:

1. A resume or any other written format you choose to describe your qualifications. Applicants typically provide the following information in their resume:

- Job Announcement number (13-007)
- Full name, e-mail and mailing address, and day and evening telephone numbers
- Educational information including the name, city, and state of colleges or universities you attended, as well as the type of any degree received. Report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. For more information, you may refer to the following U.S. Department of Education website: <http://www2.ed.gov/admins/finaid/accred/index.html>
- Information about your paid and non-paid work experience related to this position including: job title, duties and accomplishments, employer's name and address, duration of employment, and salary
- Information about honors, awards, and special accomplishments

2. Mandatory ECQ Statement: A narrative statement, not to exceed 10 pages, specifically addressing each of the individual ECQs. In lieu of the narrative statement, current and former career SES members must provide a Standard Form 50 showing their status or reinstatement eligibility. SES Candidate Development Program graduates must submit a copy of their QRB certification.

3. Mandatory Technical Qualifications: A narrative statement specifically addressing each mandatory technical qualification. The statement should not exceed two pages per Technical Qualification.

4. A copy of your most recent supervisory performance appraisal or equivalent.

Candidates who do not submit a complete application package will be eliminated from consideration.

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

NOTE: If you are a current career member of the SES, or are eligible for reinstatement into the SES, or have completed an SES Candidate Development Program and obtained OPM Qualifications Review Board certification, you may apply to be considered both competitively and noncompetitively. If you exercise this option, you must submit two applications, as described below:

- To be considered competitively, you must submit a resume, narrative statements addressing the mandatory ECQs and technical qualifications, and a copy of your most recent performance appraisal.
- To be considered noncompetitively, you must submit a copy of your Standard Form 50, resume, a narrative statement addressing the technical qualifications, and a copy of your most recent performance appraisal. You do not need to submit a narrative statement addressing the ECQs.

DO NOT SUBMIT ANY ADDITIONAL INFORMATION. Extraneous materials such as award certificates will not be considered.

**AGENCY CONTACT INFO:**

*Deborah Bisciegli*

*Phone: (202)694-7041*

*Email: DEBBIEB@DNFSB.GOV*

*Agency Information:*

*Defense Nuclear Facilities Safety*

*Board*

*625 Indiana Avenue NW*

*Suite 700*

*Washington, DC*

*20004*

**WHAT TO EXPECT NEXT:**

Applicants will be notified about the status of their application.

After all application packages have been received, we will review your application to ensure you meet minimum qualification requirements. We will evaluate each applicant who meets minimum qualifications on the information provided and may interview the best qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation.

**Control Number: 350256400**

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