

CTACHMM - Job Ops, December 21, 2009, CT/MA/RI in bold
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For previous postings, see CTACHMM.org

Senior Consultant / Manager, Mansfield, MA

OccuHealth, Inc. recently celebrated its 20th year of success in EH&S consulting. This was accomplished in large part by the commitment and professionalism of our staff. To continue our success for another 20 years, OHI is strategically hiring a Senior Consultant / Manager for our Mansfield, Massachusetts office. This is a highly visible position that is tasked with maintaining our existing client base, building on our broad range of services, expanding our market sectors, and fostering the development of junior staff.

The position involves management of both personnel and client accounts. Ideal candidate must be able to provide and manage a full range of industrial hygiene, health, safety, and/or environmental related services. Examples include: IH sampling, IAQ and mold investigations, H&S training, noise surveys, job hazard analysis, personal protective equipment assessments, EHS compliance auditing, and ventilation evaluations.

The candidate must also ensure deliverables are provided on time and within budget by effectively tracking / maintaining multiple accounts, coordinating with staff, providing peer-review & technical support, and effectively managing work-in-progress and accruals.

Position requirements:

- B.S. in IH, Safety, or relevant science/engineering discipline. M.S. or MBA preferred.
- 10 + years of Safety / IH / Environmental Experience. A blend of Industry & Consulting experience preferred.
- At least 3-5 years of staff management experience
- CIH / CSP. Additional professional EH&S certifications preferred.

Other Relevant & Highly Desirable Competencies:

- Exceptional writing, communication, organizational, and presentation skills
- Proficient with standard software applications (Microsoft & Corel)
- Drive projects through to completion
- Motivated to further the success of the organization and other staff members
- Data manipulation/interpretation
- Attention to detail, client-focused, and respect for quality work products.
- Active in Trade Groups and Professional Organizations
- Access to a broad professional network

If you are interested in furthering your career, building on the success of a highly-respected consultancy, and working on challenging & diverse projects, please contact:

Jeffrey R. Kaminski, MS, CIH, CSP
Operations Manager
OccuHealth, Inc, 44 Wood Avenue, Mansfield, MA 02048
508-339-9119 x219

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Public Health Advisor (Regional Emergency Coordinator), Various Locations including Boston, MA

Department: Department Of Health And Human Services
Agency: Office of the Secretary of Health and Human Services

Sub Agency: Department of Health and Human Services
Job Announcement Number: HHS-OS-10-2010-0027
Job Title: Public Health Advisor (Regional Emergency Coordinator)
Salary Range: 70,615.00 - 108,483.00 USD /year
Series & Grade: GS-0685-13/14
Promotion Potential: 14
Open Period: Thursday, November 12, 2009 to Tuesday, June 01, 2010
Position Information: Full Time Permanent
Duty Locations: few vacancies –
New York, NY Dallas, TX, Philadelphia, PA
Denver, CO Seattle, WA **Boston, MA**
Atlanta, GA Chicago, IL Kansas City, MO
San Francisco, CA

Who May Be Considered: This is a competitive vacancy, open to all United States citizens, advertised under the Delegated Examining Authority.

This vacancy is concurrently advertised under merit promotion (MP) procedures for status candidates under announcement HHS-OS-10-2010-0025. Candidates who wish to be considered under both procedures MUST apply to both vacancies.

PHS Commissioned Officers interested in performing the duties of this position as a career/career-conditional employee should also apply online under this announcement in order to receive consideration.

Job Summary:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help to make our world healthier, safer and better for all Americans.

1st Cut-off Date: November 27, 2009

2nd Cut-off Date: December 29, 2009

3rd Cut-off Date: January 29, 2010

4th Cut-off Date: March 1, 2010

5th Cut-off Date: April 30, 2010

Final Cut-off Date: June 1, 2010

Immediate openings in the following cities:

Salary range with locality for Dallas, TX is: \$84,703 - \$130,125

Salary range with locality for Denver, CO is: \$86,171 - \$132,382

Salary range with locality for New York, NY is: \$90,359 - \$138,815

Salary range with locality for Philadelphia, PA is: \$85,621 - \$131,536

Salary range with locality for Seattle, WA is: \$85,487 - \$131,330

Anticipated openings as vacancies occur in the following cities:

Salary range with locality for Atlanta, GA is: \$83,714 - \$128,607

Salary range with locality for Boston, MA is: \$87,548 - \$134,497

Salary range with locality for Chicago, IL is: \$87,894 - \$135,029

Salary range with locality for Kansas City, MO is: \$80,402 - \$123,519

Salary range with locality for San Francisco, CA is: \$94,871 - \$145,747

This position is located within the Office of Preparedness and Emergency Operations (OPEO), a component of the Office of the Assistant Secretary for Preparedness and Response (ASPR) in the Office of the Secretary of Health & Human Services (OS/HHS). ASPR is headed by the Assistant Secretary for Preparedness and Response (ASPR) who reports directly to the Secretary and whose office includes the following components: Office of Biomedical Advanced

Research and Development Authority (BARDA); Office of Policy and Strategic Planning (OPSP); Office of Medicine, Science and Public Health (OMSPH); and OPEO. ASPR is a component of the Public Health Service (PHS) and is responsible for ensuring a One-Department approach to developing public health medical preparedness and response capabilities.

OPEO is responsible for ensuring that ASPR has the systems and processes necessary to coordinate the Department's response to bioterrorism and other public health and medical threats and emergencies. Elements within OPEO include the National Disaster Medical System (NDMS), Hospital Preparedness Grants (HPP), Emergency Systems for Advance Registration of Volunteer Health Professionals (ESAR-VHP) Program, Office for At Risk Individuals, Behavioral Health, and Human Services Coordination (ABC), as well as Operations, Logistics, and Preparedness Planning.

Organizational Location:

HHS, Assistant Secretary for Preparedness & Response (ASPR), Office of Preparedness and Emergency Operations (OPEO), Office of Preparedness Planning (OPP), in Region 1, Boston, MA; Region 2, New York, NY; Region 3, Philadelphia, PA.; Region 4, Atlanta, GA; Region 5, Chicago, IL.; Region 6, Dallas, TX.; Region 7, Kansas City, MO.; Region 8, Denver Co.; Region 9, San Francisco, CA.; and Region 10, Seattle, WA.

Position Details:

Tenure: Career/Career Conditional

Bargaining Unit Position: No

Recruitment Bonus: No

Relocation Paid: No

Probation: A one-year probationary period may be required upon selection/placement.

Additional selections may be made from this announcement.

New to the Government Application Process? We want to be sure you have an opportunity to be considered, so please review the information on the "Qualifications and Evaluations" tab and follow the instructions listed on the "How to Apply" tab.

Key Requirements:

You must be a U.S. Citizen by the closing date to qualify.

- Travel Required: Yes (Occasional)
- Please carefully read and follow the instructions for HOW TO APPLY.
- Must be able to obtain and maintain a Top Secret clearance.

Major Duties:

If selected for this position, you will:

- As a Regional Emergency Coordinator (REC), assist State, local and Tribal public health, medical, emergency management and law enforcement officials in the development of comprehensive and integrated preparedness and response plans.
- Provide expertise to the State and Federal Public Health and Medical community on all complex matters affecting regional public health emergency preparedness.
- Provide comprehensive program consultation and expertise to the complete spectrum of agencies, organizations, and other State and local public health entities associated with HHS program activities.
- Provide recommendations to higher-level HHS officials regarding proposals, actions, and reports relative to emergency preparedness.

- Participate in the development, execution and evaluation of Regional preparedness exercises.
- Communicate with the Secretary's Operations Center (SOC) as necessary to support emergency response operations. Participate in the activation and deployment of health/medical personnel, equipment, and supplies in response to requests for Federal health/medical assistance.

Qualifications:

GS-13:

You must have one (1) year of specialized experience that has equipped you with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-12 level in the Federal Government. Specialized experience may have been gained in work involving a background in health and sciences and/or emergency management, including knowledge of current health and medical emergency preparedness initiatives.

There is no substitute of education for specialized experience for the GS-13 position.

GS-14:

You must have one (1) year of specialized experience that has equipped you with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-13 level in the Federal Government. Specialized experience may have been gained in work involving a range of activities of an emergency nature that require delivery of services to the Department, state and local health administration in a varied population in emergency response situations.

There is no substitute of education for specialized experience for the GS-14 position.

You must meet citizenship and all other qualification requirements by the closing date of this announcement.

All male citizens of the United States born after December 31, 1959, must be registered for the Selective Service to be eligible for Federal employment. For more information about registering with the Selective Service visit: www.sss.gov.

This position is subject to a background investigation.

ASPR employees may be subject to 24-hour on-call in the event of an emergency. This service may require irregular working hours, work at locations other than those specified in the employee's official position description. Selectee must be able to travel/relocate to emergency sites with little advance notice and function under intense physical and mental stress.

How You Will Be Evaluated:

Your resume and responses to the self-assessment job questions are an integral part of the process for determining your basic and specialized qualifications for the position. Therefore, it is important to support your responses to the applicant assessment questions by providing examples of past and present experience when requested.

There are several parts of the application process that affect the overall evaluation of your application:

1. Your resume which is part of your USAJOBS profile
2. Your responses to the core questions
3. Your responses to the self-assessment job-specific questions
4. Your supporting documents

High self-assessment in the vacancy questions that is not supported by information in your resume, essay responses, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

Additional details on the application process can be found at the "How to Apply" section of this announcement.

Please be sure to allow yourself adequate time to apply for this vacancy. We recommend that you preview the questions for this announcement before you start the application process using the "click here" link below.

To preview questions please click here.

Benefits:

Federal Employees Health Benefits Program

[More Info](#)

Federal Employees' Group Life Insurance

[More Info](#)

Long-Term Care Insurance

[More Info](#)

Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. [More Info](#)

Annual Leave

[More Info](#)

Sick Leave

[More Info](#)

Information on Federal holidays that fall within your regularly scheduled tour of duty.

[More Info](#)

Alternative work schedule options may be available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

Selections made under this announcement will be processed as new appointments to the civil service. Current civil service employees would, therefore, be given a new appointment to the civil service.

E-Verify:

If you are selected for this position, the documentation that you present for purposes of completing the Department of Homeland Security (DHS) Form I-9 will be verified through the

DHS "E-Verify" system. Federal law requires DHHS to use the E-Verify system to verify the employment eligibility of all new hires, and obligates the new hire to take affirmative steps to resolve any discrepancies identified by the system as a condition of continued employment. The U.S. Department of Health and Human Services is an E-Verify Participant.

Equal Opportunity Employment.

Equality is held as one of the most important values here at HHS. Selection for this - and any other - position will be based solely on merit. HHS does not discriminate on the premises of race, color, religion, sex, national origin, politics, marital status, sexual orientation, physical or mental disability, age or membership or non-membership in an employee organization.

Special Consideration:

Certain veterans, displaced federal employees, and the disabled may be eligible for special consideration. Please refer to the following links for additional information and documentation requirements.

[Veterans Information](#)

[Schedule A Information](#)

[Department of Health and Human Services \(DHHS\) Surplus or Displaced Employees CTAP Criteria.](#)

[Displaced Federal employees ICTAP criteria.](#)

How To Apply:

Please read the ENTIRE vacancy announcement to ensure that you comply with the application procedures. Your application will be regarded as incomplete, if the Rockville Human Resources Center (RHRC) does not receive your application and all required supplemental documentation, as specified in the "Supporting documents" section of this vacancy announcement, by 11:59 PM Eastern Time (ET) on the closing date of this vacancy announcement.

Your application and all required supplemental documents must be submitted in the manner specified in this section. Applications and supplemental documents that are submitted in any other manner without prior approval from the agency point of contact will be handled as incomplete and will not be considered.

You must complete the following three steps described below in order to apply for this position online.

STEP ONE - (Online Resume - USAJOBS)

You must create a user account and at least one Federal resume at USAJOBS. Information you provide in USAJOBS is general information completed by all applicants. The information you provide and your Federal resume will become part of your application and will automatically be transferred to the HHS Careers system when you apply on-line. After you finish submitting your resume from USAJOBS, you will automatically be taken to HHS Careers where you will be asked to complete the next step of the application process. You may edit your resume up until 11:59 PM ET of the announcement close date.

STEP TWO - (Vacancy Specific Questions - HHS Careers)

In HHS Careers, you will answer vacancy specific questions necessary to evaluate your qualifications for the specific job to which you are applying. When completed, the information you

provided at USAJOBS and the answers to the HHS Careers questions will become your application. You may edit your answers by 11:59 PM ET of the announcement close date.

When completing the online questionnaire, please do not inflate your qualifications or underestimate your previous experience. You will receive a rating based on your responses to the questionnaire.

STEP THREE - (Submit Supporting Documents - HHS Careers)

After you have completed the vacancy specific question and selected the "FINISH" button, a list of fax cover sheets will appear with instructions. A complete listing of the material that must be submitted to the HR office is provided in the "Supporting documents" section of this announcement. Review this section for which documents are applicable to you and how to submit. Most of these documents will be requested upon completion of the Vacancy Questionnaire. All applicable supplemental application material must be received at the appropriate fax number, shown on the fax cover sheet, by 11:59 Eastern Time on the closing date.

For additional Information:

Rockville Center HelpDesk

Telephone 888-478-4340

quickquestions@psc.gov

Hours of operation: Monday through Friday 7:30AM to 5:00PM ET

TTY/TDD 800-877-8339

Reasonable Accommodation:

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the Rockville Center HelpDesk Telephone (888)-478-4340, TTY/TDD (800)-877-8339; email quickquestions@psc.gov. The decision on granting reasonable accommodation will be made on a case-by-case basis.

If applying online poses a hardship to you, the Rockville Center HelpDesk listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. You must contact the Rockville Center HelpDesk prior to the closing date of this announcement to receive assistance. Hours of operation: Monday through Friday 7:30AM to 5:00PM ET (excluding Federal Holidays).

Required Documents:

Supporting Documentation

Your application will be considered INCOMPLETE if you do not FAX all required supporting documentation before 11:59 PM ET on the closing date of this vacancy announcement. Our fax number is 571-258-4052.

During the online application process, you will encounter a webpage which lists the available fax coversheets. There will be several options available. However, you only need to print and submit the fax coversheets that are applicable to you as an applicant. You must submit a coversheet for each type of supporting documentation. Only the fax coversheet will ensure the proper receipt of your materials(s) and the coversheet MUST be page one (1) of the corresponding supporting documents. All supporting documents must be faxed before 11:59 PM ET on the closing date of the vacancy. You will receive an email confirming receipt of your faxed supporting documents within 24 hours.

Each online application generates fax cover sheets that contain a unique Barcode. You must use the cover sheets generated by this online application when submitting your supporting documents. DO NOT use fax cover sheets generated by a different online application.

PLEASE NOTE: Not all of the document types listed will pertain to you; only submit documents needed to complete your application package. For example, the Schedule A Certification document must only be submitted by individuals applying based on eligibility for appointment due to a disability. The SF-50 is a form current and former Federal employees submit to document their Federal employment status.

Below is a list of supporting documents for this announcement. This is not an all-inclusive list of supporting documents. Please only submit the documents that are APPLICABLE to you as an individual applicant:

--CTAP/ICTAP (FOR DISPLACED EMPLOYEES):

If you are applying under the Career Transition Assistance Program (CTAP) or under the Interagency Career Transition Assistance Program (ICTAP), please FAX a copy of your SF-50 and RIF Notice dated within one year.

Information regarding the CTAP can be found by clicking

[CTAP INFO](#)

Information regarding the ICTAP can be found by clicking

[ICTAP INFO](#)

--VETERANS:

If you are a veteran, please FAX a copy of your DD214, which states the type of discharge received. If you are a disabled veteran, please FAX a copy of your DD214, SF-15, and a copy of your VA Disability Letter issued after 1991 documenting a service-related disability.

Information regarding the eligibility requirements for 5-point and 10-point veterans' preference can be found by clicking [HERE](#).

If you encounter technical difficulties during the faxing process please call the Rockville Center HelpDesk at 1-888-478-4340 Monday through Friday, 7:30AM to 5:00PM ET (excluding Federal holidays).

Contact Information:

Rockville Center HelpDesk
Phone: 888-478-4340
Fax: 571-258-4052
TDD: 800-877-8339
Email: quickquestions@psc.gov

Or write:
Department of Health and Human
Services
DHHS Rockville HR Center
5600 Fishers Lane
Rockville, MD 20857
Fax: 571-258-4052

What To Expect Next:

Once the online questionnaire is received, you will receive an acknowledgement email that your submission was successful. Once the announcement closes, we will review applications to identify the best qualified candidates. Due to a high volume of phone calls and emails, please use

[MYUSAJOBS WEBSITE](#) to check the status of your application. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview.

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>