

MEMORANDUM

23 February 2010

TO : ALL DOE EMPLOYEES/APPLICANTS

FROM : E. L. BALAOING
Human Resource Management Division

SUBJECT: ANNOUNCEMENT OF VACANT POSITIONS

We are inviting qualified applicants (including DOE next-in-rank employees) to apply for the vacant positions listed in the attached sheet. Interested applicants must submit their application letters together with their updated personal data sheets (PDS) and recent photo to the Human Resource Management Division on or before 05 March 2010.

Only those who filed their application letters will be considered to this vacant position.

VACANT POSITIONS

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **SUPERVISING ADMINISTRATIVE OFFICER (BUDGET OFFICER IV)**
PLACE OF ASSIGNMENT: BUDGET DIVISION
ITEM NUMBER: OSEC-DOEB-SADOF-16-2006
SALARY GRADE: 22
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: THREE (3) YEARS OF RELEVANT EXPERIENCE
TRAINING: SIXTEEN (16) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE OFFICER V (BUDGET OFFICER III) (2 VACANCIES)**
PLACE OF ASSIGNMENT: BUDGET DIVISION
ITEM NUMBER: OSEC-DOEB-ADOF5-28,29-2006
SALARY GRADE: 18
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: TWO (2) YEARS OF RELEVANT EXPERIENCE
TRAINING: EIGHT (8) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE OFFICER IV (BUDGET OFFICER II)**
PLACE OF ASSIGNMENT: BUDGET DIVISION
ITEM NUMBER: OSEC-DOEB-ADOF4-23-2006
SALARY GRADE: 15
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)**
PLACE OF ASSIGNMENT: BUDGET DIVISION
ITEM NUMBER: OSEC-DOEB-ADOF2-27-2006
SALARY GRADE: 11
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

POSITION: **ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)**

PLACE OF ASSIGNMENT: BUDGET DIVISION

ITEM NUMBER: OSEC-DOEB-ADAS2-29-2006

SALARY GRADE: 8

QUALIFICATION STANDARDS:

EDUCATION: COMPLETION OF TWO (2) YEARS COLLEGE STUDIES

EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY: CS SUBPROFESSIONAL, FIRST LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY

POSITION: **SENIOR SCIENCE RESEARCH SPECIALIST (4 VACANCIES)**

PLACE OF ASSIGNMENT: PLANNING DIVISION, POLICY FORMULATION AND
RESEARCH DIVISION, ENERGY EFFICIENCY AND
CONSERVATION DIVISION, RETAIL MARKET MONITORING
AND SPECIAL CONCERNS DIVISION

ITEM NUMBER: OSEC-DOEB-SRSRS- 11, 17,102, 119-2002

SALARY GRADE: 19

QUALIFICATION STANDARDS:

EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB

EXPERIENCE: TWO (2) YEARS OF RELEVANT EXPERIENCE

TRAINING: EIGHT (8) HOURS OF RELEVANT TRAINING

ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY

POSITION: **SCIENCE RESEARCH SPECIALIST II (7 VACANCIES)**

PLACE OF ASSIGNMENT: NATURAL GAS MANAGEMENT DIVISION, POLICY
FORMULATION AND RESEARCH DIVISION, ENERGY
EFFICIENCY AND CONSERVATION DIVISION, PETROLEUM
RESOURCES DEVELOPMENT DIVISION, GEOSCIENTIFIC
RESEARCH AND FUEL TESTING LABORATORY DIVISION

ITEM NUMBER: OSEC-DOEB-SRAS2-128,129,130,16,76,62,91-2002

SALARY GRADE: 16

QUALIFICATION STANDARDS:

EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB

EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE

TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING

ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **SCIENCE RESEARCH ANALYST**
PLACE OF ASSIGNMENT: GEOSCIENTIFIC RESEARCH AND FUEL TESTING
LABORATORY DIVISION
ITEM NUMBER: OSEC-DOEB- SRAN-49-2002
SALARY GRADE: 11
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **INFORMATION TECHNOLOGY OFFICER III**
PLACE OF ASSIGNMENT: INFORMATION TECHNOLOGY DIVISION
ITEM NUMBER: OSEC-DOEB-ITO3-2 -2002
SALARY GRADE: 24
QUALIFICATION STANDARDS:
EDUCATION: MASTERAL DEGREE
EXPERIENCE: FOUR (4) YEARS IN POSITION/S INVOLVING MANAGEMENT AND
SUPERVISION
TRAINING: TWENTY FOUR (24) HOURS OF TRAINING IN MANAGEMENT AND
SUPERVISION
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **INFORMATION TECHNOLOGY OFFICER I**
PLACE OF ASSIGNMENT: INFORMATION TECHNOLOGY DIVISION
ITEM NUMBER: OSEC-DOEB-ITO1-2 -2002
SALARY GRADE: 19
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: TWO (2) YEARS OF RELEVANT EXPERIENCE
TRAINING: EIGHT (8) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ATTORNEY III**
PLACE OF ASSIGNMENT: HEARING DIVISION
ITEM NUMBER: OSEC-DOEB-ATY3-6-2002
SALARY GRADE: 21
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR OF LAWS
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: RA 1080 (BAR)

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **LEGAL OFFICER IV**
PLACE OF ASSIGNMENT: LEGAL COUNSELLING DIVISION
ITEM NUMBER: OSEC-DOEB-LEGO4-23 -2002
SALARY GRADE: 23
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR OF LAWS
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: RA 1080 (BAR)

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **LEGAL ASSISTANT II**
PLACE OF ASSIGNMENT: HEARING DIVISION
ITEM NUMBER: OSEC-DOEB-LEA2-6 -2002
SALARY GRADE: 12
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **INTERNAL AUDITOR I**
PLACE OF ASSIGNMENT: INTERNAL AUDIT STAFF
ITEM NUMBER: OSEC-DOEB-IAUD1-22-2006
SALARY GRADE: 11
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE OFFICER III (CASHIER II)**
PLACE OF ASSIGNMENT: TREASURY DIVISION
ITEM NUMBER: OSEC-DOEB-ADOF3-28-2006
SALARY GRADE: 14
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE AIDE VI (CLERK III)**
PLACE OF ASSIGNMENT: TREASURY DIVISION
ITEM NUMBER: OSEC-DOEB-ADA6-13-2006
SALARY GRADE: 6
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO (2) YEARS COLLEGE STUDIES
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS SUBPROFESSIONAL, FIRST LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **FINANCIAL ANALYST III**
PLACE OF ASSIGNMENT: COMPLIANCE DIVISION
ITEM NUMBER: OSEC-DOEB-FINA3-106-2002
SALARY GRADE: 18
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: TWO (2) YEARS OF RELEVANT EXPERIENCE
TRAINING: EIGHT (8) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **FINANCIAL ANALYST II (6 VACANCIES)**
PLACE OF ASSIGNMENT: COMPLIANCE DIVISION
ITEM NUMBER: OSEC-DOEB-FINA2-109,110,111,114,115,117-2002
SALARY GRADE: 15
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE RELEVANT TO THE JOB
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS PROFESSIONAL, SECOND LEVEL ELIGIBILITY

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **FISCAL CLERK III**
PLACE OF ASSIGNMENT: COMPLIANCE DIVISION
ITEM NUMBER: OSEC-DOEB-FCK3-23-2002
SALARY GRADE: 8
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO (2) YEARS COLLEGE STUDIES
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: CS SUBPROFESSIONAL, FIRST LEVEL ELIGIBILITY