

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 01 JUNE 2008.

ONLY THOSE WHO FILED THEIR APPLICATION LETTERS WILL BE CONSIDERED TO THESE VACANT POSITIONS. PREVIOUS APPLICANTS TO THE SAID VACANT POSITIONS NEED NOT RE-APPLY.

VACANT POSITIONS

REGION 13: AGENCY: DEPARTMENT OF ENERGY

POSITION: **CHIEF SCIENCE RESEARCH SPECIALIST (2 vacancies)**

PLACE OF ASSIGNMENT: INFORMATION AND DATA MANAGEMENT DIVISION, RURAL
ELECTRIFICATION ADMINISTRATION AND MANAGEMENT
DIVISION

ITEM NUMBER: OSEC-DOEB-CSRS-6, 15-2002

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: **SUPERVISING SCIENCE RESEARCH SPECIALIST (2 vacancies)**

PLACE OF ASSIGNMENT: INFORMATION AND DATA MANAGEMENT DIVISION,
GEOTHERMAL AND COAL RESOURCES DEVELOPMENT
DIVISION

ITEM NUMBER: OSEC-DOEB-SVSRS-6, 36-2002

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: **SENIOR SCIENCE RESEARCH SPECIALIST (2 vacancies)**

PLACE OF ASSIGNMENT: INFORMATION SERVICES DIVISION, GEOTHERMAL AND COAL
RESOURCES DEVELOPMENT DIVISION

ITEM NUMBER: OSEC-DOEB-SRSRS-6, 54-2002

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: **SENIOR INVESTMENT SPECIALIST**
PLACE OF ASSIGNMENT: INVESTMENT PROMOTION STAFF
ITEM NUMBER: OSEC-DOEB-SRIWS-26-2002
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: **INFORMATION SYSTEMS ANALYST II**
PLACE OF ASSIGNMENT: INFORMATION TECHNOLOGY DIVISION
ITEM NUMBER: OSEC-DOEB-INFOSA2-5-2002
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: **COMPUTER MAINTENANCE TECHNOLOGIST II (2 vacancies)**
PLACE OF ASSIGNMENT: INFORMATION TECHNOLOGY DIVISION, INFORMATION
SERVICES DIVISION
ITEM NUMBER: OSEC-DOEB-CTMT2-5, 6-2002
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: **ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)**
PLACE OF ASSIGNMENT: INFORMATION AND DATA MANAGEMENT DIVISION
ITEM NUMBER: OSEC-DOEB- ADOF1-18-2006
SALARY GRADE: 10
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 ASSISTANT I (SECRETARY I)**
PLACE OF ASSIGNMENT: INFORMATION TECHNOLOGY MANAGEMENT SERVICES
ITEM NUMBER: OSEC-DOEB-ADAS1-16-2006
SALARY GRADE: 7
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO (2) YEARS COLLEGE STUDIES
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS SUBPROFESSIONAL, FIRST LEVEL ELIGIBILITY

22 May 2008