

MEMORANDUM

01 September 2009

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 11 September 2009.

Only those who filed their application letters will be considered to these vacant positions.

VACANT POSITIONS

REGION 13: AGENCY: DEPARTMENT OF ENERGY

POSITION: **CHIEF SCIENCE RESEARCH SPECIALIST (9 vacancies)**

PLACE OF ASSIGNMENT: GEOTHERMAL AND COAL RESOURCES

DEVELOPMENT DIVISION, RENEWABLE ENERGY
MANAGEMENT DIVISION, NATURAL GAS
MANAGEMENT DIVISION, POWER PLANNING AND
DEVELOPMENT DIVISION, POWER MARKET
DEVELOPMENT DIVISION
RURAL ELECTRIFICATION ADMINISTRATION AND
MANAGEMENT DIVISION, ENERGY INDUSTRY
MANAGEMENT DIVISION (MFO), GEOSCIENTIFIC
RESEARCH AND FUEL TESTING LABORATORY
DIVISION, PLANNING DIVISION

ITEM NUMBER: OSEC-DOEB-CSRS-17, 19, 28, 13, 14, 15, 25, 21, 7-2002

SALARY GRADE: 24

QUALIFICATION STANDARDS:

EDUCATION: MASTERAL DEGREE

EXPERIENCE: FOUR (4) YEARS IN POSITION/S INVOLVING MANAGEMENT AND
SUPERVISION

TRAINING: TWENTY (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 (5 vacancies)**

PLACE OF ASSIGNMENT: PETROLEUM RESOURCES DEVELOPMENT DIVISION,
ENERGY COOPERATION AND COORDINATION
DIVISION, PLANNING DIVISION, OIL INDUSTRY
STANDARDS AND MONITORING DIVISION, RURAL
ELECTRIFICATION AND ADMINISTRATION DIVISION

ITEM NUMBER: OSEC-DOEB-SVSRS-39, 9, 44, 48, 30- 2002

SALARY GRADE: 22

QUALIFICATION STANDARDS:

EDUCATION: BACHELOR'S DEGREE IN GEOLOGY, ELECTRICAL ENGINEERING,
CHEMICAL ENGINEERING, ECONOMICS, CHEMISTRY

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 (9 vacancies)**

PLACE OF ASSIGNMENT: INFORMATION SERVICES DIVISION, ENERGY COOPERATION AND COORDINATION DIVISION, ALTERNATIVE FUELS AND ENERGY TECHNOLOGY DIVISION, POWER MARKET DEVELOPMENT DIVISION, RURAL ELECTRIFICATION AND ADMINISTRATION DIVISION, GEOSCIENTIFIC RESEARCH AND FUEL TESTING LABORATORY DIVISION, LIGHTING AND APPLIANCE TESTING DIVISION

ITEM NUMBER: OSEC-DOEB-SRSRS-6, 22, 60, 44,122, 124, 125,136,142- 2002

SALARY GRADE: 19

QUALIFICATION STANDARDS:

EDUCATION: BACHELOR'S DEGREE IN GEODETIC, MECHANICAL, ELECTRICAL AND CHEMICAL ENGINEERING, ECONOMICS, STATISTICS, MANAGEMENT

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 (16 vacancies)**

PLACE OF ASSIGNMENT: PETROLEUM RESOURCES DEVELOPMENT DIVISION, ENERGY COOPERATION AND COORDINATION DIVISION, RURAL ELECTRIFICATION ADMINISTRATION AND MANAGEMENT DIVISION, POWER PLANNING AND DEVELOPMENT DIVISION, GEOSCIENTIFIC RESEARCH AND FUEL TESTING LABORATORY DIVISION, ENERGY INDUSTRY MANAGEMENT DIVISION(VFO), ENERGY RESOURCE DEVELOPMENT UTILIZATION DIVISION (MFO), ENERGY INDUSTRY MANAGEMENT DIVISION (MFO)

ITEM NUMBER: OSEC-DOEB-SRAS2-58,59,60,61,24,115,50,56,43,44,89,90,95,100,101, 105-2002

SALARY GRADE: 16

QUALIFICATION STANDARDS:

EDUCATION: BACHELOR'S DEGREE IN GEOLOGY, ELECTRICAL, MECHANICAL, MINING, CHEMICAL ENGINEERING, CHEMISTRY, ECONOMICS, STATISTICS, MASS COMMUNICATION

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 SPECIALIST I (4 vacancies)**
PLACE OF ASSIGNMENT: POLICY FORMULATION AND RESEARCH DIVISION,
ALTERNATIVE FUELS AND ENERGY TECHNOLOGY
DIVISION, OIL INDUSTRY STANDARDS AND
MONITORING DIVISION, GEOSCIENTIFIC RESEARCH
AND FUEL TESTING LABORATORY DIVISION
ITEM NUMBER: OSEC-DOEB-SRAS1-16, 23, 18, 22-2002
SALARY GRADE: 13
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE IN MECHANICAL, CHEMICAL
ENGINEERING, ECONOMICS, STATISTICS, MANAGEMENT
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
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: BS COMPUTER ENGINEERING, COMPUTER SCIENCE,
INFORMATION TECHNOLOGY
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 SERVICES DIVISION, INFORMATION
TECHNOLOGY DIVISION
ITEM NUMBER: OSEC-DOEB-CTMT2-5, 6-2002
SALARY GRADE: 15
QUALIFICATION STANDARDS:
EDUCATION: BS COMPUTER ENGINEERING, COMPUTER SCIENCE,
INFORMATION TECHNOLOGY, ELECTRONICS AND
COMMUNICATIONS ENGINEERING
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: **LEGAL OFFICER III**
PLACE OF ASSIGNMENT:
ITEM NUMBER: OSEC-DOEB-LEGO3-23-2002
SALARY GRADE: 20
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR OF LAWS
EXPERIENCE: TWO (2) YEARS OF RELEVANT EXPERIENCE
TRAINING: EIGHT (8) HOURS OF RELEVANT TRAINING
ELIGIBILITY: RA 1080 (BAR)

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ENGINEER III**
PLACE OF ASSIGNMENT:
ITEM NUMBER: OSEC-DOEB-ENG3-22- 2002
SALARY GRADE: 19
QUALIFICATION STANDARDS:
EDUCATION: BACHELOR'S DEGREE IN MECHANICAL ENGINEERING
EXPERIENCE: TWO (2) YEARS OF RELEVANT EXPERIENCE
TRAINING: EIGHT (8) HOURS OF RELEVANT TRAINING
ELIGIBILITY: RA 1080 (MECHANICAL ENGINEER)

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **INTERNAL AUDITOR III**
PLACE OF ASSIGNMENT: INTERNAL AUDIT STAFF
ITEM NUMBER: OSEC-DOEB-IAUD3-22-2006
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: **INVESTMENTS SPECIALIST**
PLACE OF ASSIGNMENT: INVESTMENT PROMOTION STAFF
ITEM NUMBER: OSEC-DOEB-IMENTS-133-2002
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 IV (BUDGET OFFICER II)**
PLACE OF ASSIGNMENT: BUDGET DIVISION
ITEM NUMBER: OSEC-DOEB-ADOF4-25-2006
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-ADOF2-29-2006
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: **LEGAL ASSISTANT II**
PLACE OF ASSIGNMENT: CONTRACTS DIVISION
ITEM NUMBER: OSEC-DOEB-LEA2-11-2002
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: **FINANCIAL ANALYST I (2 vacancies)**
PLACE OF ASSIGNMENT: COMPLIANCE DIVISION
ITEM NUMBER: OSEC-DOEB-FINA1-123,124-2002
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: **ADMINISTRATIVE OFFICER II (ADMINISTRATIVE OFFICER I)**
PLACE OF ASSIGNMENT: GENERAL SERVICES DIVISION
ITEM NUMBER: OSEC-DOEB-ADOF2-25-2006
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 I (CASHIER I)**
PLACE OF ASSIGNMENT: TREASURY DIVISION
ITEM NUMBER: OSEC-DOEB-ADOF1-17-2006
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 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: **LABORATORY TECHNICIAN I**
PLACE OF ASSIGNMENT: GEOSCIENTIFIC RESEARCH AND FUEL TESTING
LABORATORY DIVISION
ITEM NUMBER: OSEC-DOEB-LABT1-23-2002
SALARY GRADE: 6
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO (2) YEARS COLLEGE STUDIES
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CSC MC NO. 11, S, 1996 (CATEGORY III)

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE ASSISTANT II (CONSTRUCTION AND
MAINTENANCE FOREMAN)**
PLACE OF ASSIGNMENT: GENERAL SERVICES DIVISION
ITEM NUMBER: OSEC-DOEB-ADAS2-41-2006
SALARY GRADE: 8
QUALIFICATION STANDARDS:
EDUCATION: HIGH SCHOOL GRADUATE OR COMPLETION OF RELEVANT
VOCATIONAL/TRADE COURSE
EXPERIENCE: ONE (1) YEAR OF RELEVANT EXPERIENCE
TRAINING: FOUR (4) HOURS OF RELEVANT TRAINING
ELIGIBILITY: RELEVANT CSC MC NO. 11, S. 19969 CCATEGORY III)

REGION 13: AGENCY: DEPARTMENT OF ENERGY
POSITION: **ADMINISTRATIVE AIDE VI (CLERK III) (6 vacancies)**
PLACE OF ASSIGNMENT: HUMAN RESOURCE MANAGEMENT DIVISION,
GENERAL SERVICES DIVISION, BUDGET DIVISION,
COMPLIANCE DIVISION, NATURAL GAS
MANAGEMENT DIVISION, LIGHTING AND APPLIANCE
TESTING DIVISION
ITEM NUMBER: OSEC-DOEB-ADA6-9, 10, 14, 21, 29, 26-2006
SALARY GRADE: 6
QUALIFICATION STANDARDS:
EDUCATION: COMPLETION OF TWO YEARS COLLEGE STUDIES
EXPERIENCE: NONE REQUIRED
TRAINING: NONE REQUIRED
ELIGIBILITY: CS SUBPROFESSIONAL, FIRST LEVEL ELIGIBILITY

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