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Recent Graduate - Worker's Compensation Claims Examiner

Job Title: Recent Graduate - Worker's Compensation Claims Examiner

Agency: Labor, Ofc of Workers' Compensation Programs

Job Announcement Number: PW-16-ATL-OWCP-0005

SALARY RANGE: \$40,033.00 to \$52,043.00 / Per Year
OPEN PERIOD: Wednesday, April 27, 2016 to Wednesday, May 4, 2016
SERIES & GRADE: GS-0991-07
POSITION INFORMATION: Full-Time - Permanent
PROMOTION POTENTIAL: 12
DUTY LOCATIONS: FEW vacancies in the following location:
 Jacksonville, FL, US

WHO MAY APPLY: Recent graduates who have completed, within the previous two years, a qualifying associate's, bachelor's, master's, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution; veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.

SECURITY CLEARANCE: Q Nonsensitive

SUPERVISORY STATUS: No

JOB SUMMARY:

About the Agency

This position is located in the Department of Labor, Office of Workers' Compensation Programs, Division of Energy Employees Occupational Illness Compensation (DEEOIC). The Energy Employees Occupational Illness Compensation Program Act (EEOICPA) provides compensation and medical benefits for covered workers who sustained employment related illnesses as a result of exposure to beryllium, ionizing radiation, toxic chemicals and other hazards unique to nuclear weapons production and testing. Survivors of deceased covered workers are entitled to file claims for survivor benefits and may also receive compensations benefits. This is a highly complex position that requires a strong attention to detail and independent work, extensive case review and fact finding, strong writing ability and communication skills, knowledge of medical conditions and legal authorities, and investigative skills.

Appointee must sign a DOL Pathways Recent Graduate Program Participant Agreement.

The entire duration of the Recent Graduate Appointment constitutes a trial period.

Appointee must be a U.S. citizen in order to be eligible for conversion to a permanent position in the competitive service upon completion of the program.

TRAVEL REQUIRED

- Not Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- U.S. Citizenship.

- Requires a probationary period if the requirement has not been met.
- Appointment to this position may require a background investigation.
- Must be at least 16 years of age.

DUTIES:

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The incumbent reviews, examines, develops, and prepares recommended decisions for a full range of occupational illness claims for employees and survivors; including claims with an exceptional degree of complexity or difficulty in terms of determining appropriate actions on a claim.

- The incumbent researches, compiles, and reconciles voluminous amounts of data from various sources, and conducts analysis and interpretation of the information to arrive at the appropriate recommended decision to authorize or deny compensation and/or medical benefits.
- Works closely with claimants, authorized representatives, employers, medical providers, and other sources to establish causation between employment exposure to radiation and/or toxic substances.
- Requests and evaluates occupational radiation dose reconstructions provided by the National Institute for Occupational Safety and Health (NIOSH).
- The incumbent plans and carries out all aspects of the claims review and development, resolves conflicts that arise, interprets governing regulations, and handles the most complex and controversial claims.
- Answers numerous letters, telephone calls, and other communicate related to claims development and adjudication and payment of benefits.
- Authorizes lump sum payments up to \$400,000.

QUALIFICATIONS REQUIRED:

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Applicants must have 52 weeks of specialized experience equivalent to at least the next lower grade level, GS-06, in the Federal Service.

Recent Graduates Program Eligibility:

Within the previous 2 years, have completed a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution with a GPA of 2.8 or higher. Preference eligible veterans, who were precluded from applying due to their military service obligation, begin their 2-year eligibility period upon release or discharge from active duty. Eligibility for those veterans cannot exceed 6 years from the date on which they completed their degrees (or certification). **(Academic transcript(s) must be provided. Failure to provide will result in an ineligible rating). If selected you will be required to provide official academic transcripts prior to entrance on duty.**

Applicants may refer to the U.S. Department of Education's Institutional Accreditation System to determine whether their school/program is accredited at

<http://www.dol.gov/oasam/doljobs/QualifyingEducationalInstitution.htm>

To qualify, applicants must have successfully completed one of the following:

For the GS-7 level, Applicants must possess one (1) year of specialized experience equivalent to the GS-6 level OR one (1) full year of full-time graduate education. Specialized experience is prior or current employment in a federal or state workers' compensation program and or proven experience in or related to adjudicating and processing claims to include investigating for medical benefits and writing benefit determinations. Examples of qualifying specialized experience include: researching, analyzing and evaluating claims of occupational illnesses; analyzing employment and medical records to determine eligibility for benefits; investigating complex employment and medical issues; explaining requirements or rights and obtaining information from people with diverse backgrounds and levels of understanding and/or professional legal assistant work which required interpretation of Federal laws and legal requirements concerning workers' compensation and benefits.

A combination of education and experience may be used to meet the required experience requirements at the GS-7. To be creditable, graduate education must have been completed at an accredited college or

university (or law school). Such education must be in a discipline related to the work of the position and demonstrate the knowledge, skills, and abilities necessary to do the work.

To be eligible for appointment, you must meet requirement a or b:

a. Completed all requirements for an associates, bachelors, masters, professional, doctorate, vocational, or technical degree or certificate from a qualifying educational institution within the previous two years; or

b. Were released/discharged from active duty within the previous 2 yrs, where you are a veteran who, due to a military service obligation, was precluded from applying for a recent graduate appointment during any portion of the 2-year eligibility period following completion of your degree or certificate requirements, provided that not more than 6 years have transpired since you completed your degree or certificate requirements. To use your education as a basis for meeting the minimum qualification requirements (MQR) for this position, you must submit academic transcripts demonstrating that you meet the qualifying educational requirements. If specific course work is required to fulfill the MQR, you must supply transcripts from each academic institution in which the required courses were taken to receive credit for that course work. If you do not submit sufficient academic documentation demonstrating that you meet the eligibility and MQR for this position, your application will be deemed incomplete & you will be ineligible for further consideration. **Please review**

College Transcript and Evaluation of Foreign Education information.

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <http://www.ed.gov>.

Applicants must meet all legal and regulatory requirements. Reference the "Required Documents" section for additional requirements.

HOW YOU WILL BE EVALUATED:

Applicants meeting the eligibility and minimum qualification requirements will be evaluated against the competencies described below and will be placed into one of the following quality categories, based on responses to the vacancy questionnaire:

Category A - Meets the basic qualification requirements for the vacancy and has successful experience in the same or similar job that has demonstrated **superior proficiency** in applying the critical competencies required by this position to work of increased levels of difficulty and complexity.

Category B - Meets the basic qualification requirements for the vacancy and demonstrates satisfactory proficiency in the critical competencies by this position.

Category C - Meets the specialized experience described in the minimum qualifications requirements section of this announcement and demonstrates proficiency in the basic competencies.

Evaluation Factors (Competencies) - All qualified applicants will be evaluated on the following key competencies:

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific

situations.

Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

The information you provide may be verified by a review of your work experience and/or education, by checking references and through other means (ex. interview). **Your resume MUST provide sufficient information to substantiate your responses to the vacancy questions. If not, the HRO may amend your responses to more accurately reflect the level of competency indicated by the content of your resume.** Your evaluation may also include a review by a Human Resources Specialist or panel and may include other assessments (ex. interview, panel review, written test, writing sample, etc.)

Referrals will be made in accordance with applicable reemployment priority and/or veterans' preference requirements. Click [Application of Veterans Preference for Category Rating Jobs](#) for more information.

INFORMATION FOR ICTAP ELIGIBLES ONLY: If you are eligible for special priority selection under ICTAP, you must be well-qualified for the position to receive consideration. ICTAP eligible who are placed into Category B or higher will be considered "well-qualified."

To preview questions please [click here](#).

BENEFITS:

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You can review our benefits at: <http://www.dol.gov/oasam/doljobs/BenefitsPermanentVacancies.htm>

OTHER INFORMATION:

The United States Government 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.

The Department of Labor does not make unfavorable hiring decisions on the basis of an applicant's previous or current unemployment, or the fact that an applicant has experienced financial difficulty through no fault of his/her own and has undertaken good faith efforts to meet his/her financial obligations. Consideration is given to financial status in relation to appointments only where required by law, regulation, or Executive Order.

Refer to these links for more information: [GENERAL INFORMATION](#), [REASONABLE ACCOMMODATION](#), [ADDITIONAL DOCUMENTATION](#), [SELECTIVE SERVICE REGISTRATION](#), [PROBATIONARY PERIOD](#), [FORMER FEDERAL EMPLOYEES](#)

HOW TO APPLY:

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Follow the 5 steps below to apply. **Your application and ALL required supplemental documents must be received by 11:59 pm Eastern Time (ET) on the vacancy closing date to be considered.** Paper applications and supplemental documents submitted in any other manner without prior approval from the vacancy contact will not be considered.

For more details, click [How To Apply Detailed Instructions Document](#) . For help, refer to the Vacancy Contact in the "Questions about this job" section. SAVE your information before the 30 MINUTE

TIMEOUT!

STEP 1 - Create USAJOBS Account, including Resume and Saved Documents

Your resume must provide sufficient information to substantiate your responses in the self-assessment vacancy questions. If not, the HRO may amend your responses to more accurately reflect the competency indicated by resume content. **FOR EACH EMPLOYMENT PERIOD, include: start/end month & year and note full-time or part-time (if part-time, include # of hours worked per week). Otherwise, your application may be considered incomplete.**

STEP 2 - Answer Vacancy Questions (DOORS)

Click the **Apply Online** button, which is available when you search for a job on www.usajobs.gov, click on the title and proceed.

STEP 3 - Submit Supplemental Documents

Submit the required documents (**only if applicable to you**) specified in the "Required Documents" section of this vacancy **by the close date**. For details: click [How to Submit Supplemental Documentation Document](#). **Warning: If you submit a document using the same document title, the 2nd submission will OVERWRITE the 1st submission.**

STEP 4 - Review Application and click Finish Click [here](#) to submit an updated resume after initial application.

STEP 5 - Edit Application as needed by 11:59 pm ET of Close Date

REQUIRED DOCUMENTS:

The following documents must be submitted by 11:59 pm (ET) on the vacancy closing date. Follow the instructions: click [How To Submit Supplemental Documentation Document](#). **Warning: If you submit a document using the same document title, the 2nd submission will OVERWRITE the 1st submission.** Also, do not upload password protected documents.

The following documents are required from ALL applicants:

- **Proof of Eligibility:** Academic transcript or other official documentation from the qualifying educational institution showing that you meet the eligibility requirements for a Recent Graduate appointment, as described in the "Qualifications and Evaluations" section of this announcement. If you are claiming extended eligibility due to military service performed during the two-year period following graduation, you must submit a copy of your DD-214 showing the dates of such service. (For active duty service members expecting to be honorably discharged or released within 120 days, click [Active Duty](http://www.dol.gov/oasam/doljobs/ActiveDuty.htm))
- **Proof of Qualifications:** Academic transcripts sufficient to demonstrate that you meet the minimum qualification requirements for this position, as described in this announcement, where you are seeking to qualify, at least in part, on the basis of your education. See "Qualifications and Evaluations."

The following documents are required if applicable:

- **Veterans' Preference Documents** (if applicable): To be considered as a 5-point preference eligible, you must submit a copy of your Certificate of Release or Discharge From Active Duty, DD214. Your DD-214 must show the type of discharge and dates of active duty. To claim 10-point preference, you must submit a copy of your DD214; an Application for 10-point Veteran's Preference, SF15; and the proof of entitlement of this preference which is normally an official statement, dated 1991 or later, from the Department of Veterans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability. (For active duty service members expecting to be honorably discharged or released within 120 days, click [Active Duty](#)) Without this documentation, you will not receive veteran's preference. For more information, go to:

<http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx>.

- Cover Letters are not mandatory and will not be used to verify experience, but may be submitted.

Applicants selected for employment who are not current DOL employees will be required to provide proof of citizenship, and the E-Verify system will be used to confirm the employment eligibility of all new hires.

- **Unofficial Transcript(s) (in English)** - submit if using education as a basis for qualifying for this position. If so, you must submit all applicable academic transcripts demonstrating that you meet the qualifying educational requirements (ex. BA/BS, MA, JD, PHD, etc). If specific course work is required to qualify, you must supply transcripts from each academic institution in which the required courses were taken in order to receive credit.

You may upload your transcript(s) as one document (3 MB size limit). If over 3 MB, please submit via fax feature.

OFFICIAL Transcripts MUST BE RECEIVED prior to selection and report date. Reference the "Education Section" for College Transcript and Evaluation of Foreign Education.

AGENCY CONTACT INFO:

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Fax: 000-000-0000
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Email: King.Varana@dol.gov*

*Agency Information:
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Programs
Sam Nunn Center
61 Forsyth Street SW
Rm 6B50
Atlanta, GA
30303
US
Fax: 000-000-0000*

WHAT TO EXPECT NEXT:

Once your complete application is received, we will conduct an evaluation of your qualifications and refer candidates for selection consideration. Candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the outcome. A selection is expected to be made within 30 calendar days from the issuance date of the certificate.

For instructions on how to check the status of your application, go to Step 7 on:
Using DOORS and USAJOBS Help Guide. To sign up for Application Status Updates via email:
Click Here for instructions.

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