

SAMPLE JOB POSTING FOR FINAL ADJUDICATION BRANCH CLAIMS REPRESENTATIVE

JOB SUMMARY: About the Agency One position will be filled from this announcement at any of the following locations: Washington, DC; Denver, CO; Jacksonville, FL; Seattle, WA; or Cleveland, OH. DOL seeks to attract and retain a high performing and diverse workforce in which employees' differences are respected and valued to better meet the varying needs of the diverse customers we serve. DOL fosters a diverse and inclusive work environment that promotes collaboration, flexibility and fairness so that all individuals are able to participate and contribute to their full potential. This position is located in the Department of Labor, Office of Workers Compensation Programs, Division of Energy Employees Occupational Illness Compensation (DEEOIC), Final Adjudication Branch (FAB). The mission of DEEOIC is to administer the benefits and provisions of the Energy Employees Occupational Illness Compensation Program Act (EEOICPA). The program offers benefits to employees who suffer from any of a broad range of illnesses and who worked in a broad range of occupations and professions at once or more of the facilities identified as atomic weapons employers, beryllium vendors and uranium mines or mills. This position is responsible for reviewing recommended decisions issued by the district office and drafting final agency decisions, which are subject to federal court review. This position has promotion potential to GS-12. This position is inside the bargaining unit.

TRAVEL REQUIRED * Not Required

RELOCATION AUTHORIZED * No

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

DUTIES: Independently reviews the evidence of record developed by and recommended decisions issued by any of the four DEEOIC district offices for factual and legal accuracy on all claims filed under the EEOICPA. Upon completion of the review, the claims examiner independently determines whether the claim has been properly adjudicated and drafts a final decision for a hearing representative signature. The claims examiner may also decide that the recommended decision should be reversed for acceptance of the claim. This requires review of all employment and medical evidence of record. In cases where medical or scientific questions are presented by the case, the claims examiner may prepare a statement of accepted facts and defines questions for presentation to a physician, toxicologist, health physicist or industrial hygienist. The claims examiner reviews claimant requests for reconsideration of final decision issued by other claims examiners and hearing representatives and drafts an order, based on a thorough review of

arguments and evidence in support of the request, granting or denying the request. Conducts research of complex issues and prepares oral and written reports of that research for the benefit of colleagues and management. * * *

QUALIFICATIONS REQUIRED: Applicants must have 52 weeks of specialized experience equivalent to at least the next lower grade level, GS-11, in the Federal Service. Specialized experience is defined as experience independently reviewing recommended claims decisions and writing full, final decisions and/or orders which require an evaluation of employment and medical evidence, application of laws, regulations, and policies to that evidence. A writing sample may be required at the time of interview. Education cannot be substituted for experience at the GS-12 grade level. Applicants must meet all legal and regulatory requirements. Reference the "Required Documents" section for additional requirements.

HOW YOU WILL BE EVALUATED: If you meet the minimum qualifications, you will be evaluated against the evaluation factors below and will be placed into a category based on your vacancy question responses.

****Categories****

Category A: Best Qualified - 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 critical competencies required by this position to work of increased levels of difficulty and complexity.

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

Category C: Qualified - 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:

****Decision Making –** Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

****Self-Management –** Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

****Legal, Government, and Jurisprudence – Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, Government regulations, Executive orders, agency rules, Government organization and functions, and the democratic political process.**

****Written Communication - Writes in a clear, concise, organized, and convincing manner for the intended audience.**

****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).**

****The examining Human Resources Office (HRO) makes the final determination concerning applicant ratings. 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.)**
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 eligibles who are placed into **Category B**** or higher will be considered "well-qualified". Click Application of Veterans Preference for Category Rating Jobs for more information. ****To preview questions please click here.** * * *****

BENEFITS: 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: 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 p.m. (ET) on the vacancy closing date. Follow the instructions: click How To Submit Supplemental Documentation Document. **You are not required to submit a document if it does not apply to you.** **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. * Veterans 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 honorable or general discharge or release 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> * Displaced Employee Placement Documents – Only required if requesting priority consideration under CTAP or ICTAP eligibility. * 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.

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. To check the status of your application: [Click here](#). To sign up for Application Status Updates via email: [Click Here](#). *Job Title:* Workers' Compensation Claims Examiner *Department:* Department Of Labor *Agency:* Office of Workers' Compensation Programs *