

VACANCY PREVIEW
POSITION TITLE: INVESTIGATIVE ANALYST (AVS)
GS-1805-07/9/11
PROMOTION POTENTIAL: GS-12
DUTY LOCATION: LEXINGTON, KY

Who May Apply

Veterans' Recruitment Appointment (VRA) eligible individuals

VRA eligibility applies to the following categories:

- Disabled Veterans;
- Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized;
- Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal (AFSM) was awarded; and
- Veterans separated from active duty within the past 3 years.

Duration Appointment

After the individual satisfactorily completes 2 years of service, the Veteran will be converted noncompetitively to a career or career-conditional appointment.

Marketing Statement

Are you looking for a position with great benefits such as paid vacation, sick days, health/life insurance, retirement, flexible work schedules, and valuable work experience?

Summary

If selected for this position, you will work for the U.S. Department of the Interior, within the Office of Surface Mining Reclamation and Enforcement, Appalachian Regional Office, Applicant Violator System Office (AVSO), Lexington, Kentucky. You will provide investigative and analytical support to the Senior Program Analysts, State and Federal officials, industry representatives, and the general public who have access and use of the AVS, relative to the gathering, review, evaluation, and dissemination of information and evidence relating to cases that are investigated by the AVS; research and analyze issues; conduct investigative and bankruptcy research utilizing multiple on-line information sources; and, identify and recommend solutions to problems. The position has a full performance level of GS-12.

The U.S. Department of the Interior (DOI), Office of Surface Mining Reclamation and Enforcement (OSMRE) maintains a national database of information related to applicants, permittees and operators of surface coal mining operations. Known as the Applicant/Violator System or AVS, the system serves a large and diverse group of users, including other Federal agencies, State Regulatory Authorities, coal industry officials, environmentalists, citizens, the general public and others involved with the coal industry (i.e. attorneys, engineers, consultants, and insurance companies).

The primary purpose of the AVS is as a tool to assist the regulatory authority responsible for permitting decisions in making eligibility determinations. In addition to information about the businesses and individuals involved in mining, the system also provides information about unabated Federal and State

violations of the Surface Mining Control and Reclamation Act (SMCRA) and its State counterparts. The AVS has over 53,000 database entries with over 17,800 interrelationships called Organizational Family Trees (OFT). The database contains information from over 32,000 coal mining permits. Information is entered into the AVS by State and Federal personnel and from other OSMRE systems.

The system is available to the public at: <https://avss.osmre.gov>

Key Requirements

U.S. Citizen. Background Investigation required. Travel and Relocation expenses will **not** be authorized and will not be paid. Subject to Financial Disclosure requirements. Males born after 12/31/59 - must complete Selective Service Registration.

Major Duties

You will be responsible for providing program, technical and analytical support to the Chief, program analysts, OSMRE and other government entities, State and Federal officials, industry representatives, and the general public who access and use the AVS.

As a Trainee Investigative Analyst you will work directly with senior program analysts to:

- Provide investigative and analytical support to customers
- Prepare correspondence in response to inquiries and requests
- Enter and revise data in the AVS adhering to strict procedural standards
- Investigate data inconsistencies and suggest solutions that follow operating procedures to reconcile and correct information
- Utilize a broad variety of publicly available internet-based information sources as well as legal research services to conduct research and provide investigative assistance to customers
- Summarize violation and permit information for business bankruptcy filings
- Compare information submitted in bankruptcy filings with information entered in the AVS
- Obtain and collect documents/information to create case files using government systems and perform research of State, Federal and public internet sites
- Learn and understand federal regulations and procedures required to effectively progress in this position
- Perform internal reviews of policy and procedures to prevent loss due to fraud, waste abuse and mismanagement of resources
- Participate in multiple assignments at once
- Maintain effective working relationships with a wide variety of individuals of different backgrounds and education levels to accomplish goals

The position is being advertised to begin as a GS-07, but you may be able to enter as a GS-09 based upon your experience.

Benefits

The Office of Surface Mining Reclamation and Enforcement offers a comprehensive benefits package that includes; paid vacation, sick leave, holidays, life insurance, health benefits, flexible work schedules, Federal Employees Retirement System and Thrift Savings Plan. The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more go to <http://www.opm.gov/FAQS>

Interested Candidates

If you wish to be considered for this vacancy, please submit a copy of your resume which documents your work experience, training and education. A review will be conducted by the HR/Office and/or Subject Matter Expert based on your resume as related to the duties of this position. If we believe you qualify for the position, we will contact you to set up an interview and give further guidance on the application process. Résumés may be sent to Danny Brown at the following email address: dbrown1@osmre.gov. Résumés must be received by July 10, 2015 to be considered for this position.