

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer**

Position: Manpower Analyst Series/Grade: GS-0140-13	Announcement No: ETA-03-087
	Opening Date: July 31, 2003
	Closing Date: August 11, 2003
Salary Range: \$69,054 - \$89,774 (includes locality pay of 12.74%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Performance and Results Division of System Accomplishments and Accountability	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: No - Permanent
	Part-time Position: No - Full-Time
Duty Station: Washington, DC	Area of Consideration: DOL Status Candidates, Washington, DC Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://wdsc.doleta.gov/jobs/>

<p>Position Duties and Responsibilities:</p> <p>This position is located in the Employment and Training Administration (ETA), Office of Performance and Results (PRO). PRO provides leadership and support for the Agency in the development of the Strategic Plan, measurement of performance and results, and increased accountability of the workforce investment system to customers, partners and stakeholders. PRO consists of two Divisions, one responsible for Strategic Planning and Review, and the second concentrating on System Accomplishments and Accountability.</p> <p>The incumbent's primary responsibilities will include the following:</p> <p>Analyzes workforce system information and trends to track and report system performance, and develops appropriate policies and guidance, including those for financial or other performance incentives and sanctions, related to the continuous improvement of the workforce investment system.</p> <p>Produces reports and analysis, and accompanying graphs, charts and other graphic representations of workforce system progress in serving job seekers and employers.</p> <p>Suggests appropriate communication strategies for performance information, with a particular focus on use of Internet.</p> <p>Identifies and clarifies workforce investment issues based on analysis of performance outcomes; identifies and presents opposing views without bias; and evaluates policy options and examines the consequences of adopting them.</p> <p>Develops recommendations for senior officials on workforce investment system policies and procedures for performance planning, measurement and analysis.</p> <p>Manages grants and contracts necessary to support the goals of the office.</p> <p>Provides expert advice on program design, processes, methods, and procedures to support compliance assistance for effective implementation of the Workforce Investment Act.</p> <p>Designs analysis necessary to evaluate the effectiveness of nationwide workforce investment programs in collaboration with partners and stakeholders.</p>

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by

closing date of this vacancy announcement.)

In addition to meeting the basic entry qualification requirements, applicant must have 1 year (52 weeks) of specialized experience (as described below) equivalent to the GS-12 grade level in the Federal service. The Group Coverage Qualifications Standards for Professional and Scientific Positions and the Individual Occupational Requirements, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions apply.

Basic Requirement:

- A. Degree: that included at least 30 semester hours in one or a combination of the following: sociology, psychology, economics, political science, or allied social science subjects that are especially pertinent to knowledge and understanding of employment and training programs. OR
- B. Courses in an accredited college or university consisting of 30 semester hours as described in A above, plus appropriate experience or additional education.

Specialized Experience (for positions above GS-5): Professional experience in studying, analyzing and/or advising on the economic, social and/or psychological factors affecting employment and training problems. This experience must have been required knowledge of one or more of the following:

- Labor force dynamics, e.g., the population, economic, cultural, and political factors affecting employment and training problems; problems relating to labor force adjustment to automation and other technological change; the effects of collective bargaining agreements; and the impact on job content and educational and training requirements of a rapidly changing industrial environment.
- The cultural, environmental, political, or sociological factors related to employability or employment, e.g., employment and training problems concerning specific ethnic groups, group imbalances, skill imbalances, patterns of discrimination, rural community life, etc.
- The psychological aspects of employability such as individual differences, attitude formation, motivation, and factors affecting learning.

Time-in-grade restrictions apply and must be met by the closing date of this announcement.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTOR LISTED

BELOW.

1. Demonstrated experience working on workforce program development and/or related research and evaluation for the purpose of furthering the development and utilization of the Nation's workforce resources. **(H)**
2. Demonstrated experience developing and implementing performance measurement concepts, strategic planning, and/or reporting procedures. **(H)**
3. Demonstrated experience in designing and conducting program studies, analyzing data, preparing and making interactive presentations and background and analytical reports, and using software applications such as Excel, Access, and SPSS to conduct such studies and analyses. **(H)**
4. Demonstrated ability to coordinate, negotiate, and collaborate with key officials and staff within an organization, with Federal, state and local agencies, and with public interest and workforce investment organizations. **(H)**
5. Demonstrated experience in planning, organizing and coordinating work to meet program/management goals and objectives, tight timeframes and rigid deadlines. **(H)**
6. Demonstrated experience using software applications to develop and make interactive presentations for a variety of audiences, including executive leaders. **(H)**

HOW TO APPLY

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Social Security Number (SSN)
- Country of Citizenship – **MUST BE U.S. CITIZEN**
- Veterans Preference
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed.
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

The following material is required if checked:

-- Most recent supervisory performance appraisal.

-- College transcript: **This position has a positive education requirement. ***

-- Copy of SF-50 to confirm status.

*** You must submit a copy of your college transcript(s) with your application to verify the 30 semester hours needed to qualify for this position. If not, you will be found ineligible.**

Mail your application to, or secure forms or information from:

U.S. Department of Labor
Employment and Training Administration
Office of Human Resources
200 Constitution Avenue, NW, Room N-4656
Washington, DC 20210

Attn: Shelley DeCrane

Commercial: (202) 693-3922

Fax: (202) 693-3734

TTY: (202) 693-3924

The area of consideration for this position has been limited to DOL Status Candidates, Washington, DC Area.

An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be in the Office of Human Resources or be postmarked by the closing date of this announcement.

ADDITIONAL INFORMATION TO APPLICANTS

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

-Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.

-If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.

-Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.

You must submit a copy of your college transcript(s) with your application to verify the 30 semester hours needed to qualify for this position. If not, you will be found ineligible.