

***AMENDMENT
MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Mathematical Statistician Series/Grade: GS-1529 -12/13	Announcement No: ETA-03-119
	Opening Date: 9/03/03
	Closing Date: 9/19/03*
Salary Range: (includes locality pay) GS-12 \$58,070 - \$75,492 GS-13 \$69,054 - \$89,774	Number of Vacancies: One
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Workforce Security Division of Performance Management Data Analysis and Validation Team Washington, DC	Promotion Potential: Yes*
	Civil Service Status Required: Yes
	Temporary Position: No
	Part-time Position: No
Duty Station: Washington, DC	Area of Consideration: DOL Status Candidates – Washington, DC Metro 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/>

***AMEND VACANCY ANNOUNCEMENT ETA-03-119 TO EXTEND THE CLOSING DATE.**

<p>Position Duties and Responsibilities:</p> <p>This position is located in the Employment and Training Administration (ETA), Office of Workforce Security (OWS), Division of Performance Management (DPM). DPM provides national leadership, oversight, policy guidance, and technical assistance to the federal-state unemployment insurance program, and serves as the central point of activity within OWS for Unemployment Insurance performance management matters.</p> <p>The incumbent's primary responsibilities will include the following:</p> <ul style="list-style-type: none"> • Extracts data from the UI database, maintains special databases, and assists other staff in the preparation of performance reports or the analysis of performance issues to support the UI PERFORMS management system and ETA's performance goals under the Government Performance and Results Act. • Assists in Division activities intended to ensure the integrity of state programs that measure payment accuracy, denied claim accuracy, non-monetary quality or reporting accuracy. • Based on the analysis of performance data, recommends individual state or system-wide improvements, and assists other Division staffs who work in the appropriate forum to see that these program improvements are implemented. This may involve working with other units in the OWS National Office, working with Regional Offices, or, possibly, directly with states. It may also require obtaining the assistance of contractors and managing their work. These efforts may be in the context of states' corrective action or program improvement plans undertaken as part of the annual planning and budgeting process. • Analyzes system information and trends to track and report system performance, and determines appropriate policies and guidance, including incentives and sanctions, related to the continuous improvement of the unemployment compensation system.
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*If selected at the GS-12 grade level, may be non-competitively promoted to the GS-13 grade level without further competition.

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

<p>Basic Requirement:</p> <p>A. Degree: that included 24 semester hours of mathematics and statistics, of which at least 12 semester hours were in mathematics and 6 semester hours were in statistics. OR</p>
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B. Combination of education and experience – at least 24 semester hours of mathematics and statistics, including at least 12 hours in mathematics and 6 hours in statistics, as shown in A above, plus appropriate experience or additional education.

In addition to meeting the basic entry qualification requirements, applicants must have 1 year (52 weeks) of specialized experience (as described below) equivalent to the next grade level in the Federal service.

Specialized Experience (for GS-12 position): To be eligible, applicants must have 1 year (52 weeks) of specialized experience at the next lower grade level (GS-11) in the Federal Service.

Specialized Experience (for GS-13 position): To be eligible, applicants must have 1 year (52 weeks) of specialized experience at the next lower grade level (GS-12) in the Federal Service.

Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled (as listed in the above Duties and Responsibilities). Applicants may also qualify on a combination of education and specialized experience.

Time in grade requirements must be met.

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 FACTORS LISTED BELOW.

EVALUATION FACTORS: **Factors designated (H) are rated high.**

1. Demonstrated experience working on unemployment compensation programs, or familiarity with the operational processes of unemployment compensation programs and their reporting and data storage processes. (M)
2. Knowledge of performance measurement concepts, strategic planning, and reporting procedures. (M)
3. Knowledge of major database systems and ability to use query language and/or statistical application software (for example, SPSS or SAS). (H)
4. Ability to design studies of program processes, conduct data analysis, and prepare and present background and analytical reports on those studies. (H)
5. Demonstrated ability to coordinate, negotiate, and collaborate with key Federal and State officials and staff. (M)
6. Demonstrated experience in planning, organizing and coordinating work to meet program/management goals and objectives, tight timeframes and rigid deadlines. (M)
7. Demonstrated writing skills and the ability to prepare and deliver presentations for a variety of audiences. (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.

<p>The following material is required if checked:</p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input checked="" type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p>	<p><i>Mail your application to, or secure forms or information from:</i></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210 Attn: Fabiana Nevado Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this position has been limited to DOL Status Candidates – Washington, DC Metro Area.</p> <p>An incomplete application package may result in your being considered ineligible.</p>
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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.