

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Manpower Analyst Series/Grade: GS-140-12	Announcement No: ETA-03-122
	Opening Date: September 8, 2003
	Closing Date: September 17, 2003
Salary Range: \$58,070 - \$75,492 (includes locality pay of 12.74%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside (Local 12)
Organizational/Geographic Location: Employment & Training Administration Office of Policy Development, Evaluation and Research Division of Policy, Legislation & Dissemination Policy & Legislation Team Washington, DC	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 Division of Policy, Legislation and Dissemination, Policy and Legislative Team in the Office of Policy Development, Evaluation and Research of the Employment and Training Administration, U.S. Department of Labor. The Division of Policy, Legislation and Dissemination coordinates and develops agency-wide, cross-cutting policy and legislation, analyzes, formulates and recommends legislative proposals and initiatives under the purview of the Agency; markets and disseminates reports on research evaluations and demonstrations funded by the Agency, and coordinates and tracks ETA regulatory matters.</p> <p>The incumbent's specific duties include, but are not limited to:</p> <p>Markets and disseminates reports on research evaluations and demonstrations relating to workforce investment system activity which are funded by the Agency;</p> <p>Develops analyses and summaries of research and evaluation studies and keeping such information current on a web database;</p> <p>Functions as Contract Officer Technical Representative (COTR) or Grant Officer Technical Representative (GOTR) for contracts issued by the Division or Office;</p> <p>Serves as a technical representative of the Division on departmental teams that relate to performance accountability, electronic posting of research and evaluation data, and for automated recordkeeping systems i.e. EIMS as appropriate;</p> <p>Ensures that published material is made available upon request and respond to public requests for material;</p> <p>Coordinates work products pertaining to the publication and marketing of OPDER research and evaluation through other ETA offices;</p> <p>Serves on or leads general purpose and special purpose teams; and</p> <p>May be requested to represent the Department as a public speaker at meetings and conferences.</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-11 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. **Time-in-grade requirements apply and must be met by the closing date of this announcement.**

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, et.
- The psychological aspects of employability such as individual differences, attitude formation, motivation, and factors affecting learning.

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.

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

1. Knowledge of workforce investment legislation, policies, research, and labor market impact analyses. **(H)**
2. Ability to establish and manage workload priorities and operational plans to meet program/management goals and objectives, within tight timeframes and rigid deadlines. **(H)**
3. Ability to work independently, with other Agency employees, and with other specialists and experts in the same or related field, especially in a team environment. **(H)**
4. Ability to communicate effectively, both orally and in writing to prepare papers/reports, to brief management, and to develop and make interactive presentations for a variety of audiences, including executive leaders. **(H)**
5. Knowledge of research and evaluation methodologies, and technical electronic display and design of such information. **(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 – to verify 30 credits</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p>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. <u>If not, you will be found ineligible.</u></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: Shelley DeCrane 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 Area</p> <p>An incomplete application package may result in your being considered ineligible.</p>
--	---

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.