

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position:</b> Manpower Development Specialist (MDS)  <b>Series/Grade:</b> GS-0142-12	<b>Announcement No:</b> ETA-04-011
	<b>Opening Date:</b> 01/26/04
	<b>Closing Date:</b> 02/04/04
<b>Salary Range:</b> \$59,302 – \$77,096 (includes locality pay of 13.43%)	<b>Number of Vacancies:</b> One
	<b>Bargaining Unit:</b> Inside (Local 12)
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of National Programs Division of Foreign Labor Certification Non-Agricultural Team	<b>Promotion Potential:</b> No
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No
	<b>Part-time Position:</b> No
<b>Duty Station:</b> Washington, DC	<b>Area of Consideration:</b> DOL Status Candidates Only, 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/>

<b>Position Duties and Responsibilities:</b>
<p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of National Programs, Division of Foreign Labor Certification. The Division provides national leadership and policy guidance to carry out the responsibilities of the Secretary of Labor under the Immigration and Nationality Act, as amended, concerning foreigners seeking admission to the United States in order to work. The incumbent's primary responsibilities will include the following:</p> <ul style="list-style-type: none"> <li>• Reviews programmatic and financial reports for conformity to submission guidelines;</li> <li>• Assists the Team Supervisor in problem resolutions related to Foreign Labor Certification application processing;</li> <li>• Tracks the status of reports and advises supervisor and Project Managers of the need for problem resolutions;</li> <li>• Conducts desk and onsite oversight and monitoring reviews to track performance standards in relation to performance measures and contract stipulations;</li> <li>• Collaborates in providing technical assistance to customers related to permanent labor program policy;</li> <li>• Attends meetings and conferences and performs special assignments, such as comprehensive briefing reports for executive staff; and</li> <li>• Develops and refines Division of Foreign Labor Certification goals and objectives, tracks performance standards, in relation to performance measurements.</li> </ul>

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

<p>Applicants must have one year of specialized experience equivalent to the GS-11 grade in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled (as described above) and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.</p> <p>Applicants must also meet time-in-grade requirements by the closing date of this announcement.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 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 checked="" 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 employment based labor certification programs in order to interpret regulations and provide technical assistance and program policy guidance. **(H)**
2. Ability to communicate effectively, both verbally and in writing in order to convey information in a clear, succinct, and organized manner in order to provide service and support to repond to the needs of employer customers, stakeholders, contractors, and ETA officials. **(H)**
3. Ability to use a computer in a LAN environment to enter/retrieve information into a database, to use Microsoft Suite, or other comparable office productivity software, and the Internet. **(H)**
4. Ability to relate well to people inside and outside of the organization, to adapt and work effectively in a variety of situations with individuals or groups, to understand and appreciate different and opposing perspectives, and to operate in a team environment. **(H)**
5. Ability to deal with multiple policy, program, and administrative issues. **(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><b>The following material is required if checked:</b></p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p>	<p><b>Mail your application to, or secure forms or information from:</b></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</p> <p><b>Attn: Shelley DeCrane</b>  Commercial: (202) 693-3922  Fax: (202) 693-3734  TTY: (202) 693-3924</p> <p><b>The area of consideration for this position has been limited to DOL Status Candidates Only, Washington DC Area.</b></p> <p><b>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, <u>your complete application must be in the Office of Human Resources or be postmarked by the closing date of this announcement.</u></b></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.