

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer

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| Position: Human Resources Specialist (Recruitment and Placement) Series/Grade: GS-201-5/7 | Announcement No: ETA-04-014 |
| | Opening Date: January 20, 2004 |
| | Closing Date: January 26, 2004 |
| Salary Range: GS-5 (\$26,990 - \$35,085) GS-7 (\$33,431 - \$43,456) (includes locality pay of 13.43%) | Number of Vacancies: One (1) |
| | Bargaining Unit: Outside Bargaining Unit |
| Organizational/Geographic Location: Employment & Training Administration Office of Financial and Administrative Management Office of Human Resources Human Resources Customer Service | Promotion Potential: GS-12* |
| | Civil Service Status Required: Yes |
| | Temporary Position: No – Permanent Position |
| | Part-time Position: No – Full-Time Position |
| Duty Station: Washington, DC | Area of Consideration: DOL-Wide (Status Candidates throughout the Wash, 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://doleta.wdsc.org/jobs>.

Position Duties and Responsibilities:

This position is located in the Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Human Resources (OHR), Human Resources Customer Service. OHR is responsible for providing policy direction and technical assistance in administering a comprehensive personnel, organizational, employee development and technical training, and employee and labor relations assistance for ETA.

The incumbent's primary responsibilities will include the following:

Serves as Human Resources Specialist for assigned organizations. Assignments at the GS-5 basic trainee level will involve formal instruction and/or on-the-job training in the principles, concepts, work processes, regulations, etc., fundamental to both functional areas of staffing and classification. Assignments at the GS-7 advanced trainee level will be given to provide training in the analytic and judgmental aspects of the work, and the use of appropriate methods and techniques.

At the basic trainee level and advanced trainee level the incumbent: Processes incoming requests for position/personnel actions. Screens requests, documents, and reports for completeness and accuracy. Provides advisory services on recruitment and placement actions. Advises management on recruitment strategies, sources and special programs. Assists management in the development of crediting plans to determine knowledge, skills, abilities and other characteristics necessary for the recruitment and placement of well qualified candidates in internal or external competitive staffing actions. Advises management on recruitment sources and special programs, which emphasize affirmative action in staffing positions. Reviews supervisors' selection to ensure proper adherence to referral categories and merit principles. As required, arranges release/enter on duty dates. Provides guidance on recruitment processes and procedures, and coordinates closely with the servicing organization and counter parts throughout the effective completion of recruitment and placement actions.

Provides basic position management and classification advisory services to managers and employees of assigned organizations. Advises employees and managers on the position classification process, and use of the various classification tools such as classification and job standards, higher echelon decisions, and standard job descriptions. Provides advice and assistance on classification appeal procedures. Advises and/or provides recommendations on position management policies, appropriate use of assistant and leader positions, job restructuring, position or employee impact and associated actions to ensure compliance with overall human resource requirements. Works with the supervisor or senior specialists to assist management with planning organizations such as consolidation or realignment of existing functions. Coordinates with management as required and provides assistance with implementing new structures, conducting surveys, studies, and reports. Complexity of work assignments will increase upon reaching full potential level of the position.

*** If selected at the GS-5 grade level, may be promoted to the GS-07 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.)

Specialized Experience (for GS-5 position): To be eligible, applicants must have 3 years of experience, 1 year of which was equivalent to at least GS-4 grade level in the federal sector **OR** 4-year course of study leading to a bachelor's degree.

Specialized Experience (for GS-7 position): To be eligible, applicants must have 1 year of specialized experience equivalent to the GS-5 grade level in the federal sector **OR** 1 full year of graduate level education or superior academic achievement.

Specialized experience is experience in or directly related to the position, such as performing technical and administrative support in several personnel management functions which have equipped the applicant with specific knowledge, skills and abilities.

Time in grade requirements must be met within 30 calendar days after the closing date of this announcement.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

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| <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. HOWEVER, FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

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

A rating of "highly-qualifies" for GS-5 requires H (High) in Factors 1, 2 and 5, and M (Medium) in the Factors 3 and 4. "Highly-qualified" for GS-7 requires H in each of the five factors.

1. Knowledge of regulations and established guidelines to interpret and apply laws.
2. Ability to plan and organize work, and set priorities to meet short deadlines.
3. Knowledge of automated data processing functions and techniques in order to process incoming request and personnel actions.
4. Ability to communicate effectively in writing in order to perform work related tasks and respond to requests for specific information.
5. Ability to communicate orally, in a team environment in order to explain rules, procedures and interact with staff at all levels.

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:
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- Most recent supervisory performance appraisal **or** a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- SF-50, Notification of Personnel Action to confirm status
- College transcript (Required if qualifying based solely on education or a combination of education and experience.
- Other: A supplemental statement of the Evaluation Factors are desired.
- Please complete and submit the attached Applicant Background Questionnaire, OMB No. 1225-0072, with your application. Submission of this form is optional. Data collected will be used only in aggregate, to assess the effectiveness of outreach efforts. Consideration for this job will not be affected by failure to submit this form. **We will acknowledge receipt of your application, if it is accompanied with this form.**

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

An incomplete application may result in your being considered ineligible. To receive consideration for this opportunity, **your complete application must be in the Office of Human Resources 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.
- Selection for this position may be made as a result of this announcement or by any other appropriate means including reassignment, reinstatement, new appointment, transfer or change to lower grade.

U.S. DEPARTMENT OF LABOR APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072
APPROVED (Exp. 4-30-2002)

FORM

The U.S. Department of Labor is requesting your completion of this form to assist the agency in evaluating and improving its efforts to publicize job openings and to encourage applications for employment from a diverse group of qualified candidates, including minorities and persons with disabilities. The Department will use the data you supply to determine how many applicants are from different groups and how many of these applicants are qualified for the job in question. The Department will then assess the effectiveness of specific outreach efforts and means of communicating information on job vacancies in light of this information.

EFFECTS OF NONDISCLOSURE: Providing the information requested on this form is voluntary. This information will have no effect on hiring decisions.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

Information provided on this form will be used for program evaluation. Personal identifying information will not be included in the tabulation of data in the DOL database.

The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the U.S. Department of Labor, Human Resource Services Center, FFB, Washington, D.C. 20210; and the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503.

Solicitation of this information is in accordance with 5 CFR Section 720, A Federal Equal Opportunity Recruitment Program@ (FEORP).

PLEASE COMPLETE THE FOLLOWING:

Name:

Do you have a Disability? Yes No

If You checked Yes above, is your disability one of the targeted disabilities

below? Yes No

- Blind
- Deaf
- Missing Extremity(s)
- Partial Paralysis
- Complete Paralysis
- Convulsive Disorder
- Mental Retardation
- Mental Illness
- Genetic or physical condition affecting limbs or spine

Sex: Male Female

Title, Grade, and Announcement Number Of Position for which applying:

ETHNIC SELF-IDENTIFICATION

Are you Hispanic, Latino, or of Spanish Origin? (Definition: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other

Spanish culture or origin, regardless of race.) Yes No

RACE SELF-IDENTIFICATION

Please read the descriptions, then mark one or more races to indicate what you consider yourself to be.

- American Indian or Alaska Native --- A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian --- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American --- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or --- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Other Pacific Islander
- White --- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

SOURCE OF INFORMATION ABOUT THIS VACANCY: (Check all that apply)

- 1. Magazine
- 2. Newspaper
- 3. Radio/Television Broadcast
- 4. Agency Personnel Office
- 5. State Employment Office
- 6. Government Recruitment at School
- 7. Federal, State, or Local Job Info. Center
- 8. Friend or Relative Working for the Agency
- 9. Internet
- 10. Federal/DOL Jobsline
- 11. Other