

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Program Analyst Series/Grade: GS-343-12/13	Announcement No: ETA-04-018
	Opening Date: 3/8/04
	Closing Date: 3/17/04
Salary Range: (includes locality pay) GS-12: \$59,302 - \$77,096 GS-13: \$70,519 - \$91,672	Number of Vacancies: One (1)
	Bargaining Unit: Inside
Organizational/Geographic Location: Employment & Training Administration Division of Foreign Labor Certification Agriculture 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 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/>

<p>Position Duties and Responsibilities:</p> <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, Agriculture Team. 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.</p> <p>The incumbent's primary responsibilities will include the following:</p> <ul style="list-style-type: none"> • Reviews and responds to requests for information regarding all employment-based programs, with focus on the Permanent Program, received by Congress, constituent groups, and internal sources. • Advises the Department on recruitment of U.S. workers, respond to complaints, and train regional and state staff regarding all aspects of the legal employment of foreign workers. • Analyzes program data for all employment-based programs with a focus on the Permanent Labor Certification Program, articulate conclusions and prepares briefing papers and oral presentations. • Provides expert level technical assistance on program's under the jurisdiction of the Division to staff, stakeholders, employers and professional associations. • Serves as a national resource on employment-based immigration programs.

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

<p>To be eligible, applicants must have at least one year of specialized experience. Specialized experience must have been equivalent to the GS-11 to be considered for the GS-12 and equivalent to the GS-12 to be considered for GS-13 in the Federal Service. This experience must be in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position (as listed above in the Duties and Responsibilities). Time-in-grade restrictions apply.</p>
--

If selected at the GS-12 level, may be non-competitively promoted to the GS-13 level without further competition.

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 U.S. labor markets as they relate to the employment-based programs, particularly with focus on the Permanent Labor Certification Program. (H) (M for GS-12)
2. Skill in preparing and/or analyzing research reports related to labor economics and labor law. (H) (M fro GS-12)
3. Ability to brief senior level staff in a clear and concise matter both orally and in writing on technical, administrative and policy issues related to employment-based programs. (H)
4. Ability to use a computer in a LAN environment to enter/retrieve information into a database and to use Microsoft Suite or other comparable office software. (H)
5. 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)

For GS-12, applicant must rate High (H) on factors 3, 4, and 5.

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 type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p>Your application must be in the Office of the Human Resources <u>or</u> be postmarked by the closing date of this announcement</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 Only - 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.