

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Workforce Development Assistant (OA) Series/Grade: GS-102-5/6	Announcement No: ETA-04-045
	Opening Date: 03-25-04
	Closing Date: 04-05-04
Salary Range: \$27,597 - \$35,881 \$30,762 - \$39,996 (includes locality pay 14.63%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Workforce Investment Office of Adult Services Division of USES/ALMIS Washington, DC	Promotion Potential: *GS-06
	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 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, Employment and Training Administration (ETA), Office of Workforce Investment (OWI), Office of Adult Services (OAS), Division of United States Employment Service/America's Labor Market Information System (USES/ALMIS). The office is responsible for providing broad direction, technical assistance, system oversight, monitoring and review, and strategic planning for the State Wagner-Peyser Act labor exchange, workforce information (labor market information), and reemployment services programs.</p> <p>The position is established to provide technical support and assistance to program specialists engaged in workforce development system activities in the USES/ALMIS Division. The major duties and responsibilities includes but is not limited to:</p> <ul style="list-style-type: none"> • Works collaboratively with program staff to perform research, gather and assemble data, and draft papers and topic outlines to support workforce development initiatives in assigned area. Develops resource materials and contributes to position papers in support of senior staff; • Assists with special studies, short-term program projects, and researches and investigates on matters affecting workforce development programs in assigned area; • Provides clerical support for a workforce development unit which requires knowledge of staff assignments, commitments, deadlines, operating policies and priorities; • Applies pertinent technical references, conditions, and precedents; and • Responds to routine inquiries from other Federal, state, and local government agencies, the press, Congress, labor and employer organizations, and the public.
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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 (52) weeks of specialized experience which is in or directly related to the line of work such as gathering and assembling data, and developing resource materials. <u>Equivalent combinations of education and experience are qualifying at the GS-05 level.</u> To meet the educational requirements at the GS-05 level, a four (4) year course of study above high school leading to a bachelor's degree. To be creditable, specialized experience must have been equivalent to the next lower grade level GS-04 in the Federal Service. <u>Applicants must also meet time-in-grade requirements.</u></p>

If selected at the GS-05 level, may be promoted to the GS-06 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 workforce development rules, procedures or operations to perform a wide variety of interrelated or nonstandard workforce development work and resolve a wide range of problems to understand their impact on programs and to help initiate program changes. **(H)**
2. Ability to work effectively with officials inside and outside of the organization, other government agencies, and the private sector in order to maintain working relationships. **(M)**
4. Ability to organize work and meet established deadlines. **(H)**
5. Skill in computer applications and associated software in a LAN environment in order to retrieve and input data, to prepare a wide variety of documents, and to maintain and track documents. **(H)**
6. Ability to communicate both orally and in writing to brief managers, to communicate recommendations and to respond to inquiries from inside and outside the agency. **(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><u>X</u> -- Most recent supervisory performance appraisal.</p> <p><u>X</u> -- College transcript, if qualifying on education.</p> <p><u>X</u> -- 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: 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>This position is inside the Bargaining Unit Local 12.</p> <p>An incomplete application package may result in your being considered ineligible.</p> <p>Your application must be in the Office of Human Resources <u>or</u> be postmarked by the closing date of this announcement.</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.