

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position:</b> Regulatory Specialist  <b>Series/Grade:</b> GS-0301-12	<b>Announcement No:</b> ETA-04-129
	<b>Opening Date:</b> August 30, 2004
	<b>Closing Date:</b> September 8, 2004
<b>Salary Range:</b> \$60,638 - \$78,826 (includes locality pay of 14.63%)	<b>Number of Vacancies:</b> One (1)
	<b>Bargaining Unit:</b> Inside – Local 12
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of Policy Development and Research Division of Policy, Legislation and Dissemination Washington, DC	<b>Promotion Potential:</b> None
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No - Permanent
	<b>Part-time Position:</b> No – Full-Time
<b>Duty Station:</b> Washington, DC	<b>Area of Consideration:</b> 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://www.doleta.gov/jobs/> .

**Position Duties and Responsibilities:**

This position is located in the U.S. Department of Labor (DOL), Office of Policy Development and Research, Division of Policy, Legislation and Dissemination. This Division coordinates and/or develops agency-wide, cross-cutting policy and legislation, in support of the Agency. The Division analyzes, formulates and recommends legislative proposals and initiatives under the purview of the Agency. The Division also markets and disseminates reports on research evaluations and demonstrations funded by the Agency, and coordinates and tracks ETA regulatory matters.

The incumbent is responsible for the analysis of Federal legislation for the purpose of developing and writing regulations, or modifications to regulations, which guide the implementation of Federal workforce programs. The incumbent will work with colleagues and the Division Chief in consultation with ETA senior officials, to develop, write and issue program regulations for all ETA workforce investment programs. Such regulations take into consideration current ETA national policy priorities and the need for policy coordination among a variety of employment-related programs for individuals and employers. The incumbent's specific duties include, but are not limited to:

Analyzes legislation and policy to support the accomplishment of written published program regulations. Ensures that the written regulations, in both draft and final form, are consistent with and reflective of ETA workforce investment system policy priorities.

Under supervision, prepares and issues papers designed to obtain decisions on policy directions and final rule language and writes program policies for the national public workforce investment system administrated by DOL-ETA. Interacts with senior-level agency officials and program staff within ETA as well as other Federal agencies to accomplish goals.

Coordinates agency communication with external stakeholders of the workforce investment system to obtain feedback on potential regulatory changes. Ensures opportunities for stakeholder input at all appropriate stages of the rulemaking process.

Coordinates the development of communication in response to public comments on draft regulations and works with colleagues and the Division Director to develop modified final regulations within agreed upon timelines.

Provides technical support to other Office of Policy Development and Research staff in the interpretation and development of federal legislation and regulations, which may include planning and coordinating training sessions, public forums, etc.

May manage Federal grants or contracts as a Federal Project Officer (FPO), develops statements of work, budget documents, modifications, and the processing of invoices.

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

Applicants must have one year (52 weeks) of specialized experience equivalent to the next lower grade level, GS-11, in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled, such as analyzing legislation and policy, and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled ( as listed in the above Duties and Responsibilities).

**Applicants must also meet time-in-grade requirements by the closing date of this announcement.**

## 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 FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.**

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

1. Ability to analyze legislative and programmatic policy to support the accomplishment of written published program regulations. **(H)**
2. Comprehensive knowledge of principles and practices of policy development and policy analysis and their applications to workforce investment and other human resource programs. **(H)**
3. Effective communication skills, both orally and in writing to prepare papers correspondence and reports, to brief/advise management, and to develop and make interactive presentations for a variety of audiences. **(H)**
4. Comprehensive knowledge of the Federal rulemaking process including the Administrative Procedures Act and the Paperwork Reduction Act in order to provide assistance in the completion of Employment and Training Administration regulations, and other official documents posted in the Federal Register. **(H)**
5. Ability to work as a member of a team, with individuals from various offices in the agency, to accomplish high quality work products and to facilitate high performance on team projects, under strict timelines. **(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>Your job application will not be accepted 1) if it is submitted in a franked government agency envelope, 2) if it is faxed from a government facility, or 3) if it is emailed from a government email account, as this would be in violation of Federal law and regulation.</b></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: Kimberly Coleman</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 – Washington, DC Area.</b></p> <p><b>This position is Inside of the Bargaining Unit – Local 12.</b></p> <p><b>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application <u>must be in the Office of Human Resources or be postmarked by the closing date of this announcement.</u></b></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.

**[This position is also being announced under Competitive Notice Procedures, ETA-04-111PN. If you wish to be considered under both Merit Staffing and Competitive Notice Procedures, you must submit two complete application packages – one for each position number.](#)**