

**JOB ANNOUNCEMENT
COMPETITIVE NOTICE**

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

Position: Workforce Development Specialist Series/Grade: GS-0301-09 * * Upon completion of performing specialized duties typical of the targeted series, the employee will be eligible to be promoted to the Manpower Development Specialist Series (GS-142). After demonstrating one year of specialized experience at the GS-11 grade level, the WDS may be eligible to be non-competitively promoted to the target position.	Announcement No: ETA-04-138PN
	Opening Date: September 13, 2004
	Closing Date: September 24, 2004
Salary Range: \$41,815 – \$54,360 (includes locality pay of 14.63%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of National Programs Division of Older Worker Programs Washington, DC	Promotion Potential: Yes – to GS-12 * *Targeted Position - Manpower Development Specialist, GS-142-12
	Civil Service Status Required: No
	Temporary Position: No - Permanent
	Part-time Position: No – Full Time
Duty Station: Washington D.C.	Area of Consideration: All Eligible Candidates and *ICTAP Eligibles Within the Local Commuting Area

Applications will also be accepted from persons who qualify under noncompetitive hiring authorities, such as (but not limited to) Veterans Readjustment Appointment (VRA eligibles), 30% or more compensable veterans, persons with disabilities, Outstanding Scholar, or present/former Peace Corps personnel. Additionally, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing three years of continuous active military service may apply under the Veterans Employment Opportunity Act.

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/>

<p>Position Duties and Responsibilities:</p> <p>This position is located in the Employment and Training Administration (ETA), Office of National Programs (ONP), Division of Older Worker Programs (DOWP). This office provides leadership for the design, development and administration of employment and training services for older worker (OW) programs. DOWP develops strategic plans and budgets; regulatory interpretation and policy guidance; performance management and continuous improvement system initiatives; technical assistance strategies; and customer service strategies to promote achieving results and customer satisfaction.</p> <p>The incumbent's primary responsibilities includes the following duties:</p> <ul style="list-style-type: none"> • Contracts and Grant Administration: Assists with portions or parts of the contract or grant cycle (i.e., requests for proposals, review of proposals, awarding of contracts or grants, contract or grant modifications, monitoring, closeout). • Technical Assistance/Consultative Services: Assists in developing and providing training to partners; helps to identify and communicate best practices; assists with the development of technical manuals, handbooks, desk aids, and other guidance; responds to inquiries from customers, partners, Congressional offices, etc.; participates in issue-focused meetings and conferences; helps team members to ensure compliance with Federal law, regulations, and policy. • Investigation and Audit: Assists with investigations and evaluations of complaints; helps team members audit costs and payments; assists in the recovery of disallowances; assists with closeout activities to ensure accountability for organizational resources.
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- **Coordination, Facilitation, and Outreach:** Interacts with people and groups within and outside ETA to learn to establish good customer relations and partnerships; interprets Federal guidelines to provide sound, precise, and concise information; utilizes the electronic bulletin board and the Internet to collect, analyze, and disseminate information as requested; assists in arranging and participating in roundtables, forums, and peer-to-peer meetings.
- **Research and Analysis:** Collects, organizes, analyzes, and reports data and findings to assist in improving the agency and the operations of its programs. Assignments may relate to monitoring activities at State and local levels to assure regulatory compliance and use of best practices, pilot and demonstration projects, program performance data, and other specific areas of ETA program operations.
- **Policy Development:** Assists in the identification of issues to be addressed by policy; assists with drafts of position papers; helps to formulate budget information and requests.
- **Infrastructure and Support Systems:** Assists with the design, maintenance, and/or use of various information, communication, and support systems both within and outside ETA; electronic mail, Internet home pages, databases, reporting systems, administrative services, profiling systems, labor market information systems, and one-stop service delivery system.
- **Performance Management and Accountability:** Supports ETA's mission to ensure that grantees meet program performance requirements and provide the highest level of service to customers. Assists with the identification, development and maintenance of performance standards and supports program improvement by helping to identify and refine program outcomes.

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

To be eligible applicants must have at least one year (52 weeks) of specialized experience at the next lower grade level, GS-7, in the Federal Service, **OR**, a master's or equivalent graduate degree, **OR**, 2 full years of progressively higher level graduate education leading to such a degree, **OR**, LL.B. **OR**, J.D., if related.

The specialized experience has to be in or directly related to the position, such as employment and training activities and workforce development programs, and has equipped the applicant with specific knowledge, skills and abilities.

Applicants may also qualify on a combination of education and specialized experience. Education must have been obtained in an accredited business, technical school, junior college, college or university.

*ICTAP (Interagency Career Transition Assistance Program candidates): Applicants applying for special selection priority under 5 CFR Part 330 Subparts C or G (ICTAP), must be well qualified and submit proof of eligibility, i.e., RIF separation notice, certificate of expected separation, or other agency certification that you are in a surplus occupation; submit the last or current performance rating of record of at least fully successful or equivalent; apply for a vacancy at or below the grade level from which separated; file an application for a specific vacancy within the time frame indicated in the announcement; and be well qualified for the position. If separated through compensable injury or disability, no performance rating is required. Well qualified is defined as: A rating of at least Good on evaluation factors designed as High (H).

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance <input type="checkbox"/> Requires a medical examination <input type="checkbox"/> Subject to financial disclosure requirements <input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met <input checked="" type="checkbox"/> Subject to frequent overtime <input checked="" type="checkbox"/> Subject to frequent travel	<input type="checkbox"/> Requires a valid drivers license <input type="checkbox"/> Subject to geographic mobility <input type="checkbox"/> Subject to drug test prior to appointment <input type="checkbox"/> Subject to receipt of an official college transcript if qualification was based solely on education or a combination of education and experience.
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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.

In addition to meeting the minimum qualifications and eligibility requirements for special priority consideration, ICTAP candidates must meet the desired level of performance as indicated by the knowledge, skills, and abilities and be rated well qualified. Well qualified is defined as a rating of at least "Good" on evaluation factors designed as High (H).

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: To be considered Highly Qualified (HQ), applicants need to receive a rating of "High" (H) in all factors listed below. For ICTAP eligibles to be considered well qualified, they must receive a rating of High (H) in factors 2, 3, 4, 5, 6 and a rating of Medium (M) in factor 1.

1. Basic knowledge of employment and training programs and activities, such as, the Senior Community Service Employment Program (SCSEP). **(H) (M) for ICTAP Candidates**
2. Ability to interpret regulations, to apply guidelines, to problem solve, and to analyze information in order to provide program guidance. **(H)**
3. Skill in oral and written communications sufficient to respond to inquiries, advise and consult with a variety of customers, present recommendations, prepare reports. **(H)**
4. Ability to collect, organize, analyze, and report data/programmatic information in order to provide input into performance management and strategic planning systems and processes. **(H)**
5. Ability to work with people inside and outside of the organization, other government agencies and the private sector; to adapt and work effectively in a variety of situations with individuals or groups, and to operate in a team environment. **(H)**
6. Ability to establish priorities, manage time and complete work within established deadlines. **(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><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal <u>or</u> a statement with reasons why you do not have a supervisory appraisal is required for all applicants.</p> <p><input checked="" type="checkbox"/> SF-50, Notification of Personnel Action (Required for all current or former federal applicants).</p> <p><input checked="" type="checkbox"/> -- College transcript (Required if qualifying based solely on education or a combination of education and experience.</p> <p><input checked="" type="checkbox"/> -- Other: A writing sample limited to 10 pages</p> <p><input checked="" type="checkbox"/> -- 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.</p> <p>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</p>	<p>Mail your application to, or secure forms or information from:</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>Attn: Kimberly Coleman Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this position is limited to <u>All Eligible Candidates and *ICTAP Eligibles Within the Local Commuting Area.</u></p> <p>This position is inside of the bargaining unit – Local 12.</p> <p>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 by the closing date of this announcement.</u></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.
- 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.
- Special Note to Outside Applicants: Male applicants between the ages of 18 and 25 are eligible for appointment only after registering with the Selective Service System.

VETERANS' PREFERENCE: If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference, if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, service connected disability, or you must have served on active duty during the Gulf War from August 2, 1990 through January 2, 1992.

* To claim 5-point preference, **attach a copy of your DD-214**, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

* To claim 10-point preference, **attach an SF-15**, Application for 10-point Veterans' Preference, plus proof required by that form.

The Government Reform Act of 1994 mandates that all Federal employees who are hired after January 1, 1995 must receive their salary via-Direct Deposit/Electronic Fund Transfer or must request a waiver.

WHY WORK FOR US: As a permanent or long term temporary employee with the Department of Labor, you will be entitled to a wide array of benefits. The Federal Employees Health Benefits program has many plans to choose from; all at very reasonable

rates which can be paid from pre-tax income. The Federal Employee Retirement System is one of the premier retirement programs in the nation. This program features three components: a retirement pension; the Thrift Savings Plan (an employee controlled investment program); and social security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees, spouses and dependents. The leave program offers exceptional time off benefits including annual leave, sick leave, an employee leave share program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year. The Child Care Subsidy Program provides financial assistance to make child care more affordable for qualifying employees. Employee Assistance Programs provide confidential counseling and referral services to employees and their family members at no cost as well as periodic seminars on behavioral health issues. You may also be entitled to career development and enrichment training. As an employee of the Employment and Training Administration you will enjoy additional benefits such as the Transportation Subsidy Program (vanpool, commuter vehicle), a pre-tax payroll deduction benefit; and Family Friendly Policies such as alternative work schedules. There are a variety of other services provided such as a cafeteria, Fitness Center, Health Unit, on-site childcare center; credit union, recreation association and store, dry cleaners, and U.S. postal services.

DELEGATED EXAMINING AUTHORIZATION NO. DL-1. Competitive examining authority has been delegated to the Department of Labor by the Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral.

APPLICANT BACKGROUND QUESTIONNAIRE

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

FORM APPROVED

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, FPB, 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, 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 listed 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