

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Manpower Analyst Series/Grade: GS-0140-13	Announcement No: ETA-04-149
	Opening Date: 9/29/2004
	Closing Date: 10/08/2004
Salary Range: \$72,108 – \$93,742 (includes locality pay of 14.63%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Performance and Technology Division of Strategic Planning and Review	Promotion Potential: No
	Civil Service Status Required: Yes
	Temporary Position: No - Permanent
	Part-time Position: No – Full-Time
Duty Station: Washington, DC	Area of Consideration: DOL status Candidates, Washington, DC Metropolitan 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/> .

<p>Position Duties and Responsibilities:</p> <p>This position is located in the Employment and Training Administration (ETA), Office of Performance and Technology (PROTECH), Division of Strategic Planning and Review (DSPR). The division: 1) provides leadership in the planning, development, coordination and management of the Agency's strategic and performance planning process and integration with budget; 2) collaborates with representatives of other Federal agencies, the Office of Management and Budget, programs and stakeholders on cross-cutting measures to ensure the workforce investment system is outcome-focuses and results-oriented; and 3) promotes the development of cross-functional strategies and mechanisms that support agency management of performance and results. The incumbent's primary responsibilities includes the following:</p> <p>Serves as a subject matter expert and makes professional presentations related to business strategies for the workforce system and the activities of ETA and PROTECH. Provides advice on program design, processes, methods, and procedures to support compliance assistance for effective implementation of the Workforce Investment Act. Serves as the Division's subject matter expert for coordination, management, and preparation of Program Assessment Rating Tool (PART) Reviews throughout ETA, in accordance with OMB and Departmental / OASAM guidance.</p> <p>Assist in the coordination, management, and preparation of the ETA Performance Budget, in accordance with Departmental / OASAM guidance. Participates in ETA budget and performance integration and formulation through delineation, refinement, and defense of fiscal and performance requirements. Serves as the Division's technical advisor responsible for coordination, management, and preparation of ETA documents and materials for the DOL Annual Performance and Accountability Report (APAR), in accordance with Departmental / OASAM guidance.</p> <p>Coordinates with other Federal agencies on cross-cutting measurement systems, system evaluations, and related policies. Identifies and clarifies workforce investment issues; identifies and presents opposing views without bias; and evaluates policy options and examines the consequences of adopting them, especially as they relate to performance measurement.</p>

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by

closing date of this vacancy announcement.)

To be considered for the GS-13 level: In addition to meeting the basic entry qualification requirements, applicant must have 1 year (52 weeks) of specialized experience (as described below) equivalent to the GS-12 grade level in the Federal service. The Group Coverage Qualifications Standards for Professional and Scientific Positions and the Individual Occupational Requirements, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions apply.

Basic Requirement:

- A. Degree: that included at least 30 semester hours in one or a combination of the following: sociology, psychology, economics, political science, or allied social science subjects that are especially pertinent to knowledge and understanding of employment and training programs. OR
- B. Courses in an accredited college or university consisting of 30 semester hours as described in A above, plus appropriate experience or additional education.

Specialized Experience (for positions above GS-5): Professional experience in studying, analyzing and/or advising on the economic, social and/or psychological factors affecting employment and training problems. This experience must have been required knowledge of one or more of the following:

- Labor force dynamics, e.g., the population, economic, cultural, and political factors affecting employment and training problems; problems relating to labor force adjustment to automation and other technological change; the effects of collective bargaining agreements; and the impact on job content and educational and training requirements of a rapidly changing industrial environment.
- The cultural, environmental, political, or sociological factors related to employability or employment, e.g., employment and training problems concerning specific ethnic groups, group imbalances, skill imbalances, patterns of discrimination, rural community life, et.

The psychological aspects of employability such as individual differences, attitude formation, motivation, and factors affecting learning.

Applicants must also meet time-in-grade requirements.

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 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. Comprehensive knowledge of the public workforce system, private sector human resource practices and workforce (manpower) needs, challenges faced by business and industry, and research methodology to further the development and utilization of the Nation's workforce resources. (H)
2. Skill in dealing with decision makers, other specialists and experts in the same or related fields in order to deal with voluminous amounts of information to prepare technical material and complex issues. (H)
3. Ability to effectively communicate complex information and ideas both verbally and in writing in order to develop and make interactive presentations to a wide array of audiences. (H)
4. Experience in planning, organizing and coordinating complex projects/tasks and ability to work effectively under the pressure of tight-frames and rigid deadlines to meet program/management goals and objective. (H)
5. Skill in designing, researching analytical findings, conducting program studies, analyzing data, and preparing analytical reports to perform complex analysis as it relates to labor market and workforce issues faced by business and industry. (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.

The following material is required if checked:

- Most recent supervisory performance appraisal.
- College transcript(to verify 30 required credits)
- Copy of SF-50 to confirm status.

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.

This position is also being announced as ETA-04-148PN. If you wish to be considered, you must submit a separate application.

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: Kimberly Coleman

Commercial: (202) 693-3922
Fax: (202) 693-3734
TTY: (202) 693-3924

The area of consideration for this position has been limited to DOL status Candidates, Washington, DC Metropolitan area.

This position is Inside of the Bargaining Unit – Local 12.

An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application must be in the Office of Human Resources or be postmarked 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.