

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Workforce Development Specialist (WDS) Series/Grade: GS-0301-09/11 * If selected at the GS-9 grade level, may be non-competitively promoted to the GS-11 level without further competition. <u>If you wish to be considered for all grade levels, you must submit an application package for each grade level.</u>	Announcement No: ETA-04-172
	Opening Date: September 29, 2004
	Closing Date: October 8, 2004
Salary Range: GS-09 \$43,139- \$56,081 GS-11 \$52,195 - \$67,852 (includes locality pay of 18.26%)	Number of Vacancies: Two (2)
	Bargaining Unit: Inside – NCFLL
Organizational/Geographic Location: Employment & Training Administration Office of National Programs Division of Foreign Labor Certification Foreign Labor Certification National Processing Center Chicago, Illinois	Promotion Potential: *Yes - GS-12 Target series GS-142
	Civil Service Status Required: Yes
	Temporary Position: No- Permanent
	Part-time Position: No – Full-Time
Duty Station: Chicago, Illinois	Area of Consideration: DOL Status Candidates Only - Nation-Wide

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 U. S. Department of Labor (DOL), Chicago, Region, Employment and Training Administration (ETA), Office of National Programs (ONP), Division of Foreign Labor Certification (DFLC). The incumbent will serve as a Workforce Development Specialist responsible for assisting in the development, coordination, and implementation of a comprehensive national alien employment certification program, assisting with the interpretation of regional and national alien employment certification program, for assisting with the interpretation of regional and national office policy, and for the issuance and denial of labor certifications.</p> <p>The incumbent's primary responsibilities will include the following:</p> <p>Provides support and technical assistance to DFLC contractors and other federal staff in processing permanent case backlogs;</p> <p>Reviews contractors' programmatic and financial reports for conformity to submission guidelines;</p> <p>Serves as staff to Permanent Program Team Leader and Backlog Elimination Contract Project Manager in problem resolution, system maintenance, overall backlog elimination efforts;</p> <p>Tracks the status of electronic and paper report submission and advise the Team Leader and Project Manager about delinquent reports and contractor deliverables;</p> <p>Assists with the analyses of programmatic and financial reports; and</p> <p>Conducts desk and onsite monitoring.</p> <p>** Upon completion of performing specialized duties typical of the targeted series, the employee will be eligible to be assigned 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.</p>

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

GS-9: Applicants must have one year (52 weeks) of specialized experience equivalent to the next lower grade, GS-7, in the Federal service. To meet the educational requirements for the GS-09, Master's or equivalent graduate degree, or two (2) full years of progressively higher level graduate education leading to such a degree or LL.B or J.D., if related.

GS-11: Applicants must have one year (52 weeks) of specialized experience equivalent to the next lower grade, GS-9, in the Federal service. To meet the educational requirements for the GS-11, PH.D or equivalent doctoral degree, or three (3) full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

Specialized experience is experience 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 to be filled (as listed in the above Duties and Responsibilities).

The Group Coverage Qualifications Standards for Administrative and Management Positions, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions. If you wish to be considered for all grade levels, you must submit an application package for each grade level.

Applicants may also qualify on a combination of education and specialized experience. 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. Ability to use a personal computer with a LAN environment, to enter information into a database, to use Microsoft Suite or other comparable office productivity software suite, and the internet. (H)
2. Ability to communicate effectively verbally and in writing in order to convey information in a clear, succinct, and organized manner, such as, selecting, organizing, an relating information on broad areas of ETA policy. (H)
3. Ability to provide serve and support and to respond to the needs of staff and contractors. (H)
4. 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)
5. Ability to adapt and work effectively with a variety of cultures, individuals, team, and situations. (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.</p> <p><input checked="" type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p><input checked="" type="checkbox"/> -- College transcript (Required if qualifying based solely on education or a combination of education and experience.)</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><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: Kimberly Coleman 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 Nation-Wide</p> <p>This position is Inside of the Bargaining Unit – NCFLL</p> <p>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></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.