

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position:</b> Manpower Analyst  <b>Series/Grade:</b> GS-0140-13	<b>Announcement No:</b> ETA-02-093
	<b>Opening Date:</b> November 18, 2002
	<b>Closing Date:</b> November 27, 2002
<b>Salary Range:</b> \$66,229 - \$86,095 (includes locality pay of 11.48%)	<b>Number of Vacancies:</b> Two (2)
	<b>Bargaining Unit:</b> Inside – Local 12
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of Performance and Results Washington, DC	<b>Promotion Potential:</b> None
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No – Permanent Position
	<b>Part-time Position:</b> No – Full-Time Position
<b>Duty Station:</b> Washington, DC	<b>Area of Consideration:</b> DOL Status Candidates – Washington, DC Metro 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://doleta.wdsc.org/jobs>.

**Position Duties and Responsibilities:**

This position is located in the Employment and Training Administration (ETA), Office of Performance and Results (PRO). PRO provides leadership and support for the Agency in the development of the Strategic Plan, measurement of performance and results, and increased accountability of the workforce investment system to customers, partners and stakeholders. PRO consists of two Divisions, one responsible for Strategic Planning and Review, and the second concentrating on System Accomplishments and Accountability.

The incumbent's primary responsibilities will include the following:

Analyzes workforce system information and trends to track and report system performance, and determines appropriate policies and guidance, including those for financial or other performance incentives and sanctions, related to the continuous improvement of the workforce investment system.

Provides expert advice on performance management issues and workforce system performance trends.

Analyzes new or modified performance accountability policies, regulations, goals and objectives and makes recommendations for options designed to resolve conflicting concerns or issues and/or system improvements.

Identifies and clarifies workforce investment issues; identifies and presents opposing views without bias; and evaluates policy options and examines the consequences of adopting them.

Develops recommendations for senior officials on workforce investment system policies and procedures for performance planning, measurement and analysis.

Provides expert advice on program design, processes, methods, and procedures to support compliance assistance for effective implementation of the Workforce Investment Act.

Designs analyses necessary to evaluate the effectiveness of nationwide workforce investment programs in collaboration with partners and stakeholders.

Coordinates with other Federal agencies on cross-cutting measurement systems, system evaluations, and related policies.

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

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.

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. Demonstrated experience working on workforce program development and/or related research and evaluation for the purpose of furthering the development and utilization of the Nation's workforce resources. (H)
2. Demonstrated experience working on performance measurement concepts, one-stop principles, strategic planning, and/or reporting procedures. (H)
3. Demonstrated experience in designing and conducting program studies, analyzing data, preparing presentations and background and analytical reports, and using software applications such as Excel, Access, and SPSS to conduct such studies and analyses. (H)
4. Demonstrated ability to coordinate, negotiate, and collaborate with key officials and staff within an organization, with Federal, State and local agencies, and with public interest and workforce development organizations. (H)
5. Demonstrated experience in planning, organizing and coordinating work to meet program/management goals and objectives, tight timeframes and rigid deadlines. (H)
6. Demonstrated experience developing and making interactive presentations for a variety of audiences, including executive leaders. (H)

You may submit an Optional Application for Federal Employment (OF-612), a resume or any other written format, including an 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"/> -- <b>College transcript, if qualifying on education.</b></p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p><input type="checkbox"/> Other: A supplemental statement of the Evaluation Factors is desired.</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 S-5214 Washington, DC 20210 Attn: Korita M. Dugger Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p>
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An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, **your complete application must be received in our office 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.