

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Management Analyst Series/Grade: GS-0343-13	Announcement No: ETA-03-086
	Opening Date: July 31, 2003
	Closing Date: August 11, 2003
Salary Range: \$69,054 - \$89,774 (includes locality pay of 12.74%)	Number of Vacancies: One (1)
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Performance and Results Division of Systems Accomplishments and Accountability	Promotion Potential: None
	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 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://wdsc.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 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.</p> <p>The incumbent's specific duties include, but are not limited to:</p> <p>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.</p> <p>Produces reports and analysis, and accompanying graphs, charts and other graphic representations of workforce system progress in serving job seekers and employers.</p> <p>Determines appropriate dissemination of performance information, with a particular focus on use of Internet.</p> <p>Identifies and clarifies workforce investment issues based on analysis of performance outcomes; identifies and presents opposing views without bias; and evaluates policy options and examines the consequences of adopting them.</p> <p>Develops recommendations for senior officials on workforce investment system policies and procedures for performance planning, measurement and analysis.</p> <p>Manages grants and contracts necessary to support the goals of the office.</p> <p>Coordinates and tracks agency response to General Accounting Office reports and findings.</p>
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Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

Applicant must have one year (52 weeks) of specialized experience which is in or directly related to the work of management analysis and which provides the individual with the particular knowledge, skills and abilities to successfully oversee analytical and evaluative activities. To be creditable, specialized experience must have been gained at least equivalent to next lower grade level (GS-12) in the Federal service. 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 apply. **Time-in-grade restrictions apply and must be met 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 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.

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 developing and implementing performance measurement concepts, 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 analysis. **(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 investment organizations. **(H)**
5. Demonstrated experience using various software applications to develop and make interactive presentations for a variety of audiences, including executive leaders. **(H)**
6. Demonstrated experience developing appropriate communication strategies for performance information, and in particular, managing a Web site as a vehicle for information communication. **(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 type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</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: Shelley DeCrane 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 – Washington, DC Area.</p> <p><u>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.</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.