

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer

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| Position: Lead Manpower Analyst Series/Grade: GS-0140-13 | Announcement No: ETA-03-102 |
| | Opening Date: August 19, 2003 |
| | Closing Date: September 2, 2003 |
| Salary Range: \$69,054 - \$89,774 (includes locality pay of 12.74%) | Number of Vacancies: 1 (one) |
| | Bargaining Unit: Outside Bargaining Unit |
| Organizational/Geographic Location: Employment & Training Administration Office of Policy Development, Evaluation & Research Division of Policy, Legislation & Dissemination Dissemination Team Washington, DC | 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: ETA-Wide - 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/>

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| <p>Position Duties and Responsibilities:</p> <p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Policy Development, Evaluation and Research (OPDER), Division of Policy, Legislation and Dissemination. The Division of Policy, Legislation and Dissemination coordinates and develops agency-wide, cross-cutting policy and legislation, and supports the operation of the Agency Policy Council; analyzes, formulates and recommends legislative proposals and initiatives under the purview of the Agency; markets and disseminates reports on research evaluations and demonstrations funded by the Agency, and coordinates and tracks ETA regulatory matters.</p> <p>The incumbent serves as Lead Specialist of the Dissemination Team in the Division of Policy, Legislation and Dissemination.</p> <p>Participates fully with the Director of the Division in formulating the policies and procedures and work program of the Division for the information utilization and dissemination functions of OPDER.</p> <p>Serves as the principal staff expert in OPDER on long-term utilization and dissemination of ETA's policy analysis, research and other publications.</p> <p>Leads in a cross-functional team mode for a wide variety of activities concerned with utilization and dissemination, such as: the publication and dissemination of monographs, research briefs, memoranda, and other published and unpublished materials; prepares for the Secretary, Assistant Secretary, and Deputy Assistant Secretaries background papers concerning notable results of research, demonstration, policy analysis, and evaluation studies; and advises on the application of research, development and evaluation results to specific policy and legislative issues and preparation of analytic input.</p> <p>Responsible for coordinating ETA's regulatory program and for overseeing a wide variety of other assignments, such as the preparation of talking points, writing analytic papers and briefing materials, and ensuring accurate public information on departmental websites.</p> <p>This position may require overnight travel to meetings and conferences.</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.)

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.

Time in grade requirements must be met within 30 calendar days after the closing date of this announcement.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

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| <input type="checkbox"/> Requires a security clearance | <input type="checkbox"/> Subject to frequent overtime |
| <input type="checkbox"/> Requires a medical examination | <input checked="" 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. Knowledge of Federal regulatory processes and social, economic, education or workforce preparation programs. **(H)**
2. Knowledge of publication process and the utilization, dissemination and marketing of public information. **(H)**
3. Ability to interpret, summarize, and articulate research and evaluation findings and policy initiatives to different audiences. **(H)**
4. Ability to identify, establish and manage workload priorities, meet tight deadlines, and operate within a "team mode". **(H)**
5. Excellent writing and editing skills and excellent oral communication skills with large and small groups. **(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:
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- Most recent supervisory performance appraisal or a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- SF-50, Notification of Personnel Action to confirm status
- College transcript (**Required for 30 positive education credits**)
- Other: A supplemental statement of the Evaluation Factors are desired.
- 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. **We will acknowledge receipt of your application, if it is accompanied with this form.**

You must submit a copy of your college transcript(s) with your application to verify the 30 semester hours needed to qualify for this position. If not, you will be found ineligible.

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

The area of consideration for this announcement has been limited to ETA-Wide - Status Candidates – Washington, DC Area.

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 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.
- 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.

U.S. DEPARTMENT OF LABOR APPLICANT BACKGROUND QUESTIONNAIRE

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

FORM

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, FFB, 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, A 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

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