

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position: Manpower Development Specialist</b>  <b>Series/Grade: GS-142-14</b>	<b>Announcement No: ETA-03-103</b>
	<b>Opening Date: August 6, 2003</b>
	<b>Closing Date: August 15, 2003</b>
<b>Salary Range: \$81,602 - \$106,086</b> (includes locality pay)	<b>Number of Vacancies: One (1)</b>
	<b>Bargaining Unit: Outside Bargaining Unit</b>
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of Workforce Investment Office of Adult Services Division of USES ALMIS ES Operations	<b>Promotion Potential: None</b>
	<b>Civil Service Status Required: Yes</b>
	<b>Temporary Position: Yes * NTE 1 Year</b>
	<b>Part-time Position: No – Full Time</b>
<b>Duty Station: Washington, DC</b>	<b>Area of Consideration: DOL Status Candidates Washington, DC and Metropolitan Area</b>

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/>

<b>Position Duties and Responsibilities:</b>
<p>The incumbent will work with the Division Director and division staff on activities pertaining to operations, system building guidance, technical assistance and strategic planning for Wagner-Peyser labor exchange and re-employment services programs within the workforce development system. The incumbent will play a key role in assisting the office to carry out a broad range of program management functions requiring significant interaction and communication with Federal, State and local partners.</p> <p>The Incumbent will work on the implementation of the common performance measurement and reporting system; assist in the development of policy guidance in such areas as performance accountability and program management; communicate with Federal, State and local partners on One-Stop system building efforts under the Workforce Investment Act; assist in the planning, development, and providing federal guidance for state administration of the Work Opportunity Tax Credit program; and the implementation of the ALMIS strategic plan and activities that will transform the current LMI into a demand driven Workforce Information System at the Federal and state levels.</p> <p>As supervisor and in conjunction with the Division Chief, the incumbent develops long- and short-term goals and objectives, plans and assigns team associates work, analyzes team effectiveness, formulates work plans for team activities, and assesses team performance in meeting goals, the quality of team work products, and the adequacy of team resources. The incumbent also coordinates the development of performance elements and standards for team members, monitors and provides input toward the evaluation of staff performance, and assesses the training needs of the staff and individual team members.</p>

**\* THIS POSITION NTE IS 1 YEAR, BUT MAY BE EXTENDED OR MADE PERMANENT WITHOUT FURTHER COMPETITION.\***

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position within 30 days after the closing date of this vacancy announcement.)**

<p>To be eligible, applicants must have at least one year (52 weeks) of specialized experience in or directly related to the position, such as program development, program accountability, and policy formulation activities, which has equipped the applicant with specific knowledge, skills and abilities to successfully deliver technical assistance for re-employment services programs within the workforce development system. To be creditable, specialized experience must have been at least equivalent to the next lower grade level (GS-13) in the Federal Service.</p>
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**Specialized experience is experience that 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). Applicants may also qualify on a combination of education and specialized experience.**

**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:

<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 checked="" 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. Indepth knowledge of Federal laws relating to workforce development systems, including the Wagner-Peyser Act and Workforce Investment Act. **(H)**
2. Ability to establish project goals, review and analyze issues and make decisions on how to proceed in planning, and organizing and conducting project activities. **(H)**
3. Demonstrated ability to perform a wide variety of program assignments including negotiating resolution of issues, offering solutions to pending problems, strategic planning and goal setting. **(H)**
4. Ability to communicate effectively with key officials and staff within the Agency, other Federal, State and local agencies, as well as with public interest groups and workforce development organizations. **(H)**
5. Ability to provide leadership and supervision in a team environment and to work effectively with a broad range of people and organizations. **(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><b>The following material is required if checked:</b> <b>The following material is required if checked:</b></p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal <u>or</u> a statement with reasons why you do not have a supervisory appraisal is required for all applicants.</p> <p><input checked="" type="checkbox"/> SF-50, Notification of Personnel Action to confirm status</p> <p><input type="checkbox"/> -- College transcript (Required if qualifying based solely on education or a combination of education and experience.</p> <p><input type="checkbox"/> -- Other: A supplemental statement of the Evaluation Factors are desired.</p> <p><input checked="" type="checkbox"/> -- 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. <b>We will acknowledge receipt of your application, if it is accompanied with this form.</b></p>	<p><b><i>Mail your application to, or secure forms or information from:</i></b></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 <b>Attn: Tia Boyd</b> Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p><b>The area of consideration for this announcement has been limited to .....</b></p> <p>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete <b><u>application must be in the Office of Human Resources by the closing date of this announcement.</u></b></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.
- 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, FPB, 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