

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Information Technology Specialist Series/Grade: GS-2210-13	Announcement No: ETA - 03- 142
	Opening Date: 10/20/2003
	Closing Date: 10/30/2003
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 Technology Division of Operations	Promotion Potential: No
	Civil Service Status Required: Yes
	Temporary Position: No – Permanent
	Part-time Position: No – Full time Position
Duty Station: Washington, DC	Area of Consideration: DOL Candidates, Washington, DC Metropolitan 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 Technology (OT), Division of Operations which is responsible for implementing a national workforce system that provides workers with the information, advice, job search assistance, income maintenance and training they need to get and keep good jobs and provides employers with skilled workers. Manages strategically in order to ensure high performance, greater public accountability, service quality and customer satisfaction, and works collaboratively with partner; and stakeholders in business, labor and state and local government by building, maintaining and continuously improving the technology infrastructure for ETA’s national and regional offices.</p> <p>The incumbent's primary responsibilities will include the following:</p> <p>Analyzes, evaluates, researches, test and implements state-of-the-art technology to expand the grant management data base environment. Maintains a Certification/Test Lab environment to replicate ETA’s current comprehensive network. This Lab will simulate environments such as Windows NT, Windows 2000, Solaris, ASP, Microsoft Exchange, Cold Fusion, Oracle DB and Linux. The Certification Lab design must include simulating regional connectivity for testing new hardware/software and implementation of new Gigabit high speed Cisco Core backbone, fast Ethernet switches in regions and national office.</p> <p>Maintains the resource library by gathering all material (software, licenses and documentation) which will be kept in a secure repository. Strict controls need to be developed to manage the release and return of materials from the repository. Maintains ETA’s software licenses and maintenance agreements, makes sure these licenses and maintenance agreements are current, administrative procedures are documented and followed, equipment and software upgrades are accomplished in timely manner, and issues are acted upon promptly.</p> <p>Researches and contributing technical information on key issues relating to Certification/Test Lab through weekly activity reports and keeping management apprized of projects, issues and deadlines, and as required, generates correspondence in draft to be submitted to the management on technical and administrative issues. Develops, implements, and participates in the design, study, testing, and implementation of new services. Communicates orally and in writing to senior staff members. This includes technical documents and the presentation of technical issues to peers and senior level staff members.</p> <p>Represents the agency in DOL-wide management efforts including participation in meetings and related task groups. Ensures all solicitation packages comply with regulatory requirements.</p>

Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by

closing date of this vacancy announcement.)

Applicants must have one year of specialized experience equivalent to the GS-12 grade level in the Federal service. Specialized experience is experience in or directly related to the line of work (such as designing, testing and implementing databases) 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. Applicants must 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 FACTOR LISTED BELOW.

EVALUATION FACTORS: Factors designated (H) are rated high.

1. Demonstrated experience in Microsoft Software and tools to research, test and implement state-of-the-art technology. (H)
2. Experience in LAN / WAN Operations to replicate a current comprehensive network. (M)
3. Knowledge of the different Protocols to simulate environments such as Windows NT, Windows 2000, Solaris, ASP, Microsoft Exchange, Cold Fusion, Oracle DB and Linux. (M)
4. Demonstrated knowledge to understand and participate in discussions relating to UNIX operating system and Oracle environment. (M)
5. Ability to communicate both orally and in writing to prepare technical documents and the presentation of technical issues to peers and senior level staff members. (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 Candidates, Washington, DC Metropolitan area.</p> <p>An incomplete application package may result in your being considered ineligible.</p> <p>To receive consideration for this opportunity, your complete application <u>must be in the Office of Human Resources or 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.