

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position: Management and Program Analyst</b>  <b>Series/Grade: GS-343-12/13</b>	<b>Announcement No: ETA 03-151</b>
	<b>Opening Date: 11-17-03</b>
	<b>Closing Date: 11-26-03</b>
<b>Salary Range: GS-12 - \$58,070 - \$75,492</b> <b>GS-13 - \$69,054 - \$89,774</b> <b>(includes locality pay)</b>	<b>Number of Vacancies: Two</b>
	<b>Bargaining Unit: Inside</b>
<b>Organizational/Geographic Location:</b> <b>Employment &amp; Training Administration</b> <b>Office of the Assistant Secretary</b> <b>Office of Job Corps</b>	<b>Promotion Potential: GS-13</b>
	<b>Civil Service Status Required: Yes</b>
	<b>Temporary Position: No</b>
	<b>Part-time Position: No</b>
<b>Duty Station: Washington, DC</b>	<b>Area of Consideration: DOL - Washington, DC</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/>

<p><b>Position Duties and Responsibilities:</b></p> <p>Serves as a budget expert and participates with management officials in the development of policy and programs plans and operations. Advises on financial implications. Develops procedures, guidelines and reporting systems to meet administrative, management and technical program requirements.</p> <p>Conducts analysis of specific program areas targeted for special assessment through regional and center reviews, GAO reports, OIG findings/recommendations leading to improvements in the methods and manner in which the program is conducted through contractors or government agencies.</p> <p>Develops procedures and accountability policies for the issuance and control of government owned and leased property at Job Corps centers and for the disposal of same. Ensures personal property is inspected periodically to determine whether it is being properly and adequately maintained.</p> <p>Prepares budget justifications, reviews and analyzes financial reports, and coordinates audits of Job Corps funds and expenditures.</p> <p>Performs review of programs in terms of effective utilization of financial resources; develops and oversees systems and procedures for the administrative control of program funds; reviews and analyzes Job Corps regional and center activities for effective utilization of funds, existence of surpluses and deficits and adherence to policy.</p> <p>Uses computers and automated databases to prepare comprehensive management information data to develop spreadsheets and other analytical tools.</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.)**

<p><b>Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service. Specialized experience is experience in or directly related to the line of work 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 also meet time-in-grade requirements where applicable. To qualify for the GS-12, specialized experience must have been equivalent to GS-11 grade level in the Federal Service. To qualify for the GS-13, specialized experience must have been equivalent to the GS-12 grade level in the Federal Service.</b></p>
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## 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 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 FACTOR LISTED BELOW.**

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

1. Expert knowledge of budget principles, techniques and polices (H)
2. Demonstrated ability to analyze complex financial and statistical data in order to present finds and recommendations. (H)
3. Skills using computers to access databases, prepare reports and present data. (H)
4. Ability to plan and organize work to meet tight deadlines.
5. Effective skills in oral and written communication in order to develop clear and concise findings and to communicate with a wide range of individuals and groups. (H)
6. Knowledge of federal property management regulations. (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></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><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</p> <p><b>Attn: Ms. Joyce M. Gordon</b>  Commercial: (202) 693-3922  Fax: (202) 693-3734  TTY: (202) 693-3924</p> <p><b>The area of consideration for this position has been limited to DOL Washington, DC candidates only.</b></p> <p>An incomplete application package may result in your being considered ineligible.</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.