

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Financial & Grants Management Specialist Series/Grade: GS-301-13	Announcement No: ETA-03-156
	Opening Date: December 17, 2003
	Closing Date: December 29, 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 Financial and Administrative Management Office of Grants & Contracts Management Division of Financial & Grants Management Policy & Review	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: No
	Part-time Position: No
Duty Station: Washington, DC	Area of Consideration: DOL-Wide (Status) Candidates throughout the Wash, DC Metro 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 U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Grants & Contracts Management (OGCM), Division of Financial & Grants Management Policy & Review. The Division of Financial & Grants Management Policy & Review develops and disseminates financial and grants management policies, standards and procedures and provides technical assistance to assure sound financial management of ETA grants programs.</p> <p>The incumbent's specific duties include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Serves as an expert and principle advisor to the Division Chief and other officials in the National and Regional offices on financial and grants management issues relating to programs. • Maintains liaison with administrative and program staff to keep abreast of program, policy, and procedure changes. • Researches appropriate information sources for the development of financial and grants management policies, procedures, and guidelines, and for the development of financial reporting formats and instructions. • Participates in oversight reviews and studies designed to improve the financial and grants management practices and procedures of ETA contractors, sponsors, and grantees. • Provides financial and grants management consultation and technical assistance to grantees and contractors as well as to federal staff. • Develops and prepares training materials and conducts training for both federal staff and grantee/contractor staff in coordination with appropriate ETA organizations and other public groups and associations. • Initiates and conducts special reviews and studies designed to improve the management of ETA resources by contractor/sponsors/grantees. • Develops recommendations which will improve the management of ETA funds.

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

To be eligible applicants must have at least one year (52 weeks) of specialized experience equivalent to the GS-12 grade level in the Federal service, which is in or directly related to the position, such as providing financial and grants management consultation and technical assistance, which has equipped the applicant with the specific knowledge, skills and abilities. <u>Applicants must also meet time-in-grade requirement.</u>	
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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. Comprehensive knowledge of the Wagner-Peyser Act (WIA), employment security and other employment and training legislation, agency regulations, and government-wide requirements to provide advice to managers. **(H)**
2. Comprehensive knowledge of administrative and fiscal requirements applicable to federal grant program goals and objectives and methods for evaluating program accomplishments. **(H)**
3. Documented ability to develop and deliver training, including presentation/delivery speaking skills and ability to handle/address participant questions, for large and small groups. **(H)**
4. Experience in conducting financial and grants management reviews and studies of employment and training programs to provide uniform policies. **(H)**
5. Skill in the use of electronic media and its application to grant application in order to process grants to ensure ETA's compliance. **(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><u>The area of consideration for this position has been limited to DOL-Wide (Status) Candidates throughout the Wash, DC Metro Area</u></p> <p>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete <u>application must be in the Office of Human Resources 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.