

U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer

PUBLIC NOTICE

Position: Lead Financial & Grants Management Specialist Series/Grade: GS-301-14	Announcement No: ETA-03-160PN
	Opening Date: December 10, 2003
	Closing Date: December 16, 2003
Salary Range: \$81,602 - \$106,086 (includes locality pay of 12.74%)	Number of Vacancies: One (1)
	Bargaining Unit: Outside Bargaining
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 - Permanent
	Part-time Position: No – Full-Time
Duty Station: Washington, DC	Area of Consideration: *ICTAP ELIGIBLES WITHIN THE LOCAL COMMUTING AREA & **VEOA ELIGIBLES

Applications will be accepted from persons eligible for appointment as indicated below.

*ICTAP (**Interagency Career Transition Assistance Program**) candidates: Applicants applying for special selection priority under 5 CFR Part 330 Subparts C or G (ICTAP), must be well qualified and submit proof of eligibility, i.e., RIF separation notice, certificate of expected separation, or other agency certification that you are in a surplus occupation; submit the last or current performance rating of record of at least fully successful or equivalent; apply for a vacancy at or below the grade level from which separated; file an application for a specific vacancy within the time frame indicated in the announcement; and be well qualified for the position. If separated through compensable injury or disability, no performance rating is required. Well qualified is defined as: A rating of at least A Good@ on evaluation factors designed as High (H).

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing an initial 3-year term may apply under the Veterans Employment Opportunities Act (VEOA). Veterans= preference does not apply to VEOA appointments.

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 serves as Lead Financial & Grants Management Specialist in the Office of Grants & Contracts Management (OGCM), Division of Financial & Grants Management Policy & Review.</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 Team Leader in the Division and the principle advisor to the Division Chief and other officials in the National and Regional offices on financial and grants management issues relating to programs authorized under the Workforce Investment Act (WIA), the Wagner-Peyser Act, the Older Americans Act, and the Social Security Act. • Develops and /or revises fiscal and grants management policies, administrative requirements and standards governing the expenditure of ETA grant funds for the guidance of grantees, sponsors, State and local governments, non-profit organizations, and/or other ETA program initiatives. • Coordinates the provision of financial and grants management consultation and technical assistance to grantees and contractors as well as to federal staff. • Coordinates the oversight reviews of the financial and administrative management aspects of ETA grantees' operations as well as Regional administration activities. • 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. • Develops, coordinates and maintains appropriate systems to ensure ETA's compliance with the Federal Managers' Financial

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-13 grade level in the Federal service, which is in or directly related to the position, such as leading and providing financial and grants management consultation and technical assistance, which has equipped the applicant with the specific knowledge, skills and abilities.

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

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to geographic mobility
<input checked="" type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Subject to drug test prior to appointment
<input checked="" type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to receipt of an official college transcript if qualification was based solely on education or a combination of education and experience.
<input type="checkbox"/> Subject to frequent overtime	
<input checked="" type="checkbox"/> Subject to frequent travel	

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. HOWEVER, FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.

Qualified VEOA applicants will be evaluated using the listed criteria to determine the best qualified for referral to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing each candidate's core competencies (knowledge, skills, and abilities) for each evaluation factor.

In addition to meeting the minimum qualifications and eligibility requirements for special priority consideration, ICTAP candidates must meet the desired level of performance as indicated by the knowledge, skills, and abilities and be rated well qualified. Well qualified is defined as a rating of at least Good on evaluation factors designed as High (H).

Both ICTAP and VEOA applicants must supply sufficient information to provide a basis for rating, including descriptions of experience, training, and awards. A current performance appraisal, as well as letters of appreciations/commendations will be considered in the evaluation process. 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.

EVALUATION FACTORS: It is **highly recommended**, but not required, that all candidates address and submit the evaluation factors on a separate sheet of paper. To be considered Highly Qualified (HQ), applicants need to receive a rating of "High" (H) in all factors listed below designated (H). For ICTAP eligibles to be considered well qualified, they must receive a rating of "High" (H) in factors 1, 2, 3 & 4 and a rating of Medium (M) in factor 5. **Failure to address these evaluation factors may impact your final rating and/or ranking.**

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

1. Comprehensive knowledge/understanding of WIA, employment security and other employment and training legislation, agency regulations, and broad government-wide requirements, especially the administrative and fiscal requirements applicable to federal grant programs to provide advice to managers. (H)
2. 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)
3. Experience in conducting financial and grants management reviews and studies of employment and training programs to pervide uniform policies. (H)
4. Ability to apply the knowledge of program goals and objectives; methods for evaluating program accomplishments and knowledge of relationships with other programs to direct complex management studies requiring the application of analytical techniques and methods. (H)

5. Skill in assessing the team's program effectiveness by identifying operating problems and determining and implementing action to improve operations. (M)

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 or 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 (Required for all current or former federal applicants).</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:</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. We will acknowledge receipt of your application, if it is accompanied with this form.</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 *ICTAP ELIGIBLES WITHIN THE LOCAL COMMUTING AREA & **VEOA ELIGIBLES.</u></p> <p><u>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.</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.
- 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.

-Special Note to Outside Applicants: Male applicants between the ages of 18 and 25 are eligible for appointment only after registering with the Selective Service System.

VETERANS= PREFERENCE: (Note: This section applies to those applicants eligible for VEOA appointments. Failure to submit the required forms may result in the denial of veteran's preference and nonreferral for this special hiring authority.)

If you served on active duty in the U.S. Military and were separated under honorable conditions, you may be eligible for veterans= preference. To receive preference, if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, service connected disability, or you must have served on active duty during the Gulf War from August 2, 1990 through January 2, 1992.

* To claim 5-point preference, **attach a copy of your DD-214**, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

* To claim 10-point preference, **attach an SF-15**, Application for 10-point Veterans= Preference, plus proof required by that form.

* To claim 30% compensable disabled status, your proof of service connected disability must be issued within one year from the Department of Veterans Affairs.

The Government Reform Act of 1994 mandates that all Federal employees who are hired after January 1, 1995 must receive their salary via-Direct Deposit/Electronic Fund Transfer or must request a waiver.

WHY WORK FOR US: As a permanent or long term temporary employee with the Department of Labor, you will be entitled to a wide array of benefits. The Federal Employees Health Benefits program has many plans to choose from; all at very reasonable rates which can be paid from pre-tax income. The Federal Employee Retirement System is one of the premier retirement programs in the nation. This program features three components: a retirement pension; the Thrift Savings Plan (an employee controlled investment program); and social security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees, spouses and dependents. The leave program offers exceptional time off benefits including annual leave, sick leave, an employee leave share program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year. The Child Care Subsidy Program provides financial assistance to make child care more affordable for qualifying employees. Employee Assistance Programs provide confidential counseling and referral services to employees and their family members at no cost as well as periodic seminars on behavioral health issues. You may also be entitled to career development and enrichment training. As an employee of the Employment and Training Administration you will enjoy additional benefits such as the Transportation Subsidy Program (vanpool, commuter vehicle), a pre-tax payroll deduction benefit; and Family Friendly Policies such as alternative work schedules. There are a variety of other services provided such as a cafeteria, Fitness Center, Health Unit, on-site childcare center; credit union, recreation association and store, dry cleaners, and U.S. postal services.

U.S. DEPARTMENT OF LABOR APPLICANT BACKGROUND QUESTIONNAIRE

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

FORM APPROVED

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, 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 listed 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