

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position: Manpower Development Specialist</b>  <b>Series/Grade: GS-142-12</b>	<b>Announcement No: ETA-03-162</b>
	<b>Opening Date: 12-15-03</b>
	<b>Closing Date: 12-24-03</b>
<b>Salary Range: \$58,070-\$75,492</b> (includes locality pay)	<b>Number of Vacancies: One (1)</b>
	<b>Bargaining Unit: Inside Bargaining Unit</b>
<b>Organizational/Geographic Location:</b> <b>Employment &amp; Training Administration</b> <b>Office of Workforce Investment</b> <b>Division of One Stop Operation</b> <b>Policy and Planning Team</b>	<b>Promotion Potential: No</b>
	<b>Civil Service Status Required: Yes</b>
	<b>Temporary Position: No Permanent Position</b>
	<b>Part-time Position: No Full Time Position</b>
<b>Duty Station: Washington, DC</b>	<b>Area of Consideration: DOL Status Candidates – 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/>

<b>Position Duties and Responsibilities:</b>
<p><b>As a Manpower Development Specialist, the incumbent will perform the following duties:</b></p> <ul style="list-style-type: none"> <li>• Serves as the One-Stop Division's point of contact for various special population initiatives within the Department.</li> <li>• Analyzes, evaluates and/or develops program policies related to WIA.</li> <li>• Researches and analyzes information related to the economy, workforce development, methods for effective program administration and One-Stop service delivery, and related issues.</li> <li>• Provides advice on program design, processes, methods, and procedures based on research and analyses.</li> <li>• As part of the policy and planning team, analyzes system needs for workforce investment system policy changes, and makes recommendations based on the analyses.</li> <li>• Coordinates and communicates with ETA and other DOL partners and stakeholders on cross-cutting WIA system-wide One-Stop issues.</li> <li>• Coordinates with ETA and other Federal agencies on cross-cutting issues, system evaluations, and related policies.</li> <li>• Reviews and provide recommendations on WIA 5-Year State Plan modifications, including State Unified Plans.</li> </ul>

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

<p><b>To be eligible, applicants must have 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 communicate with ETA and other DOL partners and stakeholders on cross-cutting issues, system evaluations, and related policies. To be creditable, specialized experience must have been at least equivalent to the next lower grade levels (GS-11). 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. Applicants must also meet time-in-grade requirements where applicable.</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 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. Working knowledge of the Workforce Investment Act (WIA) and its implementing regulations.
2. Knowledge of infrastructure of the workforce development systems at the Federal, State and local levels, and related research and evaluations. **(H)**
3. Skill in designing and conducting program studies, analyzing data, and preparing presentations and reports. **(H)**
4. Ability to interact with a wide variety of people on emerging workforce development issues, to include key officials and staff within the Department, other Federal, State and local agencies as well as with public interest and workforce development organizations. **(H)**
5. Ability to establish priorities, manage time and complete work within established deadlines in order to meet program/management, goals and objectives. **(H)**
6. Ability to communicate effectively, both orally and in writing. **(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: Sharon Johnson</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 .....</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.