

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position:</b> Management Staff Assistant (OA)  <b>Series/Grade:</b> GS-0303-7/8	<b>Announcement No:</b> ETA-04-005
	<b>Opening Date:</b> 1/12/04
	<b>Closing Date:</b> 1/16/04
<b>Salary Range:</b> GS-7: \$33,431 - \$43,456 GS-8: \$37,024 - \$48,131 <b>(Includes locality pay of 13.43%)</b>	<b>Number of Vacancies:</b> One (1)
	<b>Bargaining Unit:</b> Outside Bargaining Unit
<b>Organizational/Geographic Location:</b>  Employment & Training Administration Office of the Assistant Secretary Business Relations Group	<b>Promotion Potential:</b> Yes – To GS-8*
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No - Permanent
	<b>Part-time Position:</b> No – Full-time
<b>Duty Station:</b> Washington, DC	<b>Area of Consideration:</b> ETA – Wide (Status) Candidates – Washington, 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://doleta.wdsc.org/jobs>.

<p><b>Position Duties and Responsibilities:</b></p> <p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of the Assistant Secretary, Business Relations Group (BRG). The Business Relations Group's mission is to contribute to the more efficient functioning of America's Workforce System to help workers obtain quality training, good jobs at good wages and sustainable careers through meeting the needs of employers.</p> <p>Duties include, but are not limited to the following:</p> <p>Serves in a confidential capacity and works in a team environment which requires close coordination among BRG staff. Provides guidance for staff for ongoing activities such as preparation, tracking, and controlling of correspondence, records management, and time and attendance. Receive greeters and answers technical telephone inquires.</p> <p>Arranges travel, prepares tuition assistant vouchers, and maintains the travel budget. Completes WEB-PARS actions and assists in development of postings for vacancies. Coordinates with OHR on personnel matters. Handles weekly reports, and will routinely be asked to receive and clarify information to and from entities outside the Office.</p> <p>Serves as Security Coordinator and coordinates with other administrative entities in support of BRG staff. Orders supplies and manages BRG credit card. Maintains BRG on-call list. Handles the general administrative support for BRG such as scheduling, record keeping, and filing.</p>
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**\*If selected at the GS-7 grade level, may be promoted to the GS-8 grade level without further competition.**

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

closing date of this vacancy announcement.)

**GS:7** – Applicant must have one (1) year of specialized experience equivalent to the GS-6 grade level in the Federal service.

**GS:8** – Applicant must have one (1) year of specialized experience equivalent to the GS-7 grade level in the Federal service.

Specialized experience is experience in or directly related to the line of work of the position, such as technical and administrative duties, and that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled.

**Applicants must meet time-in-grade requirements within 30 days of the closing date of this announcement.**

### 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 FACTORS LISTED BELOW. FAILURE TO ADDRESS THESE EVALUATION FACTORS MAY IMPACT YOUR FINAL RATING OR RANKING.**

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

1. Knowledge of Federal, agency, and administrative rules, regulations, policies, and procedures to understand their impact on programs and to help initiate program changes. **(H)**
2. Ability to analyze information to identify, consider and resolve issues or problems and to help initiate program changes. **(H) for GS-8 and (M) for GS-7**
3. Ability to work effectively with officials inside and outside of the organization, other government agencies, and the private sector in order to maintain working relationships. **(M)**
4. Ability to independently plan and accomplish diverse work assignments in order to organize work and coordinate resources to accomplish objectives, set priorities, and to meet deadlines. **(H)**
5. Skill in computer applications and associated software in a LAN environment in order to retrieve and input data, to prepare a wide variety of documents and reports, and to maintain and track documents. **(H)**
6. Ability to communicate both orally and in writing to brief managers, to communicate recommendations and to respond to inquiries from inside and outside the agency. **(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>  <b>The following material is required if checked:</b></p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal <b>or</b> 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 to confirm status</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: A supplemental statement of the Evaluation Factors are desired.</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. <b>We will acknowledge receipt of your application, if it is accompanied with this form.</b></p>	<p><b>Mail your application to, or secure forms or information from:</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: Shelley DeCrane</b>  Commercial: (202) 693-3922  Fax: (202) 693-3734  TTY: (202) 693-3924</p> <p><b><i>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.</i></b></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.

# U.S. DEPARTMENT OF LABOR APPLICANT BACKGROUND QUESTIONNAIRE

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

FORM

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, A 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

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