

**JOB ANNOUNCEMENT  
COMPETITIVE NOTICE**

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

<b>Position:</b> Manpower Analyst  <b>Series/Grade:</b> GS-0140-09	<b>Announcement No:</b> ETA-04-022PN
	<b>Opening Date:</b> January 29, 2004
	<b>Closing Date:</b> February 11, 2004
<b>Salary Range:</b> \$40,894 - \$53,165 (includes locality pay of 13.43%)	<b>Number of Vacancies:</b> One (1)
	<b>Bargaining Unit:</b> Inside – Local 12
<b>Organizational/Geographic Location:</b> Employment and Training Administration Office of Policy Development, Evaluation and Research Division of Evaluation and Skills Assessment Skills Assessment Team	<b>Promotion Potential:</b> GS-12
	<b>Civil Service Status Required:</b> No
	<b>Temporary Position:</b> No – Permanent Position
	<b>Part-time Position:</b> No – Full-Time Position
<b>Duty Station:</b> Washington D.C.	<b>Area of Consideration:</b> All Eligible Candidates and *ICTAP Eligibles Within the Local Commuting Area

Applications will also be accepted from persons who qualify under noncompetitive hiring authorities, such as (but not limited to) Veterans Readjustment Appointment (VRA eligibles), 30% or more compensable veterans, persons with disabilities, Outstanding Scholar, or present/former Peace Corps personnel. Additionally, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing three years of continuous active military service may apply under the Veterans Employment Opportunity Act.

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>This position is located in the U. S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Policy Development, Evaluation and Research (OPDER), Division of Evaluation and Skills Assessment (DESA). OPDER is responsible for supporting the development of policy and legislation, carrying out research and development activities, conducting evaluations of ETA-supported programs, pilots and demonstrations, and leading efforts to develop a comprehensive system of occupational skills and characteristics called the Occupational Information Network (O*NET). The position is with the Skill Assessment Team within DESA, which is responsible for overseeing the development of industry and occupational skill information, in particular, the collection of information to update and augment the O*NET database, and fostering the use of skills information in employment and training functions, including human resources development and career planning uses.</p> <p>The position involves contributing to the development of a wide variety of written and analytical products and assisting in the oversight and management of various ETA-sponsored projects. The work may entail assignments in one or more of the following areas: (1) assisting in the management of all aspects of research and development and pilot projects, including serving as Federal Project Officer, (2) analyzing occupational characteristics and skill needs, workforce development issues, and labor market trends and their implications to America’s workforce and employers, (3) communicating information about industry and occupational skill requirements to various audiences both internal and external, or (4) preparing legislative and policy analyses, summaries and briefings and drafting issue, background and position papers or presentations for officials and senior staff. The position requires strong analytic capabilities and the ability to take occupational and labor market information and develop recommendations for ETA management on how findings or results support continuous improvement of programs and initiatives toward a comprehensive workforce investment system.</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.)**

In addition to meeting the basic entry qualification requirements, applicants must have 2 years of progressively higher level graduate education leading to a master's degree **or** master's or equivalent graduate degree **OR** 1 year (52 weeks) of specialized experience, (as described below) equivalent to the GS-7 grade level in the Federal service. The Group Coverage Qualifications Standards for Professional and Scientific Positions and the Individual Occupational Requirements, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions apply.

**Basic Requirement:**

- A. Degree: that included at least 30 semester hours in one or a combination of the following: sociology, psychology, economics, political science, or allied social science subjects that are especially pertinent to knowledge and understanding of employment and training programs. OR**
- B. Courses in an accredited college or university consisting of 30 semester hours as described in A above, plus appropriate experience or additional education.**

**Specialized Experience (for positions above GS-5): Professional experience in studying, analyzing and/or advising on the economic, social and/or psychological factors affecting employment and training problems. This experience must have required knowledge of one or more of the following:**

- **Labor force dynamics, e.g., the population, economic, cultural, and political factors affecting employment and training problems; problems relating to labor force adjustment to automation and other technological change; the effects of collective bargaining agreements; and the impact on job content and educational and training requirements of a rapidly changing industrial environment.**
- **The cultural, environmental, political, or sociological factors related to employability or employment, e.g., employment and training problems concerning specific ethnic groups, group imbalances, skill imbalances, patterns of discrimination, rural community life, et.**
- **The psychological aspects of employability such as individual differences, attitude formation, motivation, and factors affecting learning.**

\*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. To be well qualified, in addition to meeting the minimum qualifications and eligibility requirement for special priority consideration, meet the desired level of performance as indicated by the knowledge, skills, and abilities under evaluation factors.

**CONDITIONS OF EMPLOYMENT**

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance <input type="checkbox"/> Requires a medical examination <input type="checkbox"/> Subject to financial disclosure requirements <input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met <input type="checkbox"/> Subject to frequent overtime <input type="checkbox"/> Subject to frequent travel	<input type="checkbox"/> Requires a valid drivers license <input type="checkbox"/> Subject to geographic mobility <input type="checkbox"/> Subject to drug test prior to appointment <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.
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**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.

**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. 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.**

1. Knowledge of workforce development or economic development programs, labor market related issues, research and development, or evaluation methods, or occupational analysis. **(H)**
2. Ability to communicate effectively (orally and in writing) to respond to technical and non-technical inquiries and to prepare presentations and analytical reports for a variety of audiences, including leaders and frontline staff. **(H)**
3. Ability to analyze issues and solve problems, particularly as related to workforce development programs, labor market and/or legislative/policy related topics, including occupational analysis, and to use basic quantitative methods in such analyses. **(H)**
4. Skill in using personal computers, software, and the Internet for research, analysis, and preparation of papers. **(H)**
5. Ability to adapt and work effectively as part of a team of diverse individuals in different work settings. **(H) (M) for ICTAP candidates**

### **HOW TO APPLY**

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including an 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 <u>or</u> 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 (<b>Required for all current or former federal applicants</b>).</p> <p><input checked="" type="checkbox"/> -- College transcript (<b>Required because of required 30 credits on education or a combination of education and experience.</b>) *</p> <p><input checked="" type="checkbox"/> -- Other: DD-214 (<b>Veterans' Preference</b>)</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>You must submit a copy of your college transcript(s) with your application to verify the 30 semester hours needed to qualify for this position. <u>If not, you will be found ineligible.</u></b></p>	<p><b>Mail your application to, or secure forms or information from:</b>  U.S. Department of Labor  Employment and Training Administration  Office of Human Resources  200 Constitution Avenue, NW, Room N-4656  Washington, DC 20210  <b>Attn: Shelley DeCrane</b>  Commercial: (202) 693-3922  Fax: (202) 693-3734  TTY: (202) 693-3924</p> <p><b>Area of Consideration: All Eligible Candidates and ICTAP Eligibles Within the Local Commuting Area.</b></p> <p><b>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, <u>your complete application must be received in our office by the closing date of this announcement.</u></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.
- 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:** 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.

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.

**DELEGATED EXAMINING AUTHORIZATION NO. DL-1.** The Office of Personnel Management has delegated competitive examining authority to the Department of Labor. Applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral.

**You must submit a copy of your college transcript(s) with your application to verify the 30 semester hours needed to qualify for this position. If not, you will be found ineligible.**

# 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, FPB, 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 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