

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Program Analyst Series/Grade: GS-343-7/9/11	Announcement No: ETA-04-038
	Opening Date: 03-12-04
	Closing Date: 03-22-04
Salary Range: GS-07: \$33,431 - \$43,456 GS-09: \$40,894 - \$53,165 GS-11: \$49,479 - \$64,323 (includes locality pay of 13.43%)	Number of Vacancies: One
	Bargaining Unit: Inside – Local 12
Organizational/Geographic Location: Employment & Training Administration Office of Job Corps Division of Budget & Facilities Support Washington, DC	Promotion Potential: GS-11*
	Civil Service Status Required: Yes
	Temporary Position: No-Permanent Position
	Part-time Position: No-Full Time
Duty Station: Washington, DC	Area of Consideration: DOL Status Candidates Washington, DC 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 & Training Administration (ETA), Office of Job Corps, Division of Budget and Facilities Support. The Office is responsible for Coordinating all financial aspects of Job Corps management control systems to ensure effective and proper utilization of funds, including the development of allotments and apportionment requests, development and maintenance of financial operating plans by appropriations, requests issuance of agency limitations of all Job Corps funds and transfers to other agencies.</p> <p>Provides technical support to senior contracting staff; conducts research, analyzes information from a variety of resources, and prepares reports for management use in resolving operational problems and/or developing policy alternatives.</p> <p>Participates in Job Corps' implementation and use of DOL's e-procurement system.</p> <p>Assists senior contracting staff in promoting and tracking Job Corps' Small Business Initiative.</p> <p>Conducts initial reviews of Regional Office procurement packages for completeness and accuracy.</p> <p>Maintains systems for tracking National and Regional Office procurement actions and contract bundling certifications; prepares regular status reports.</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.)

<p>Applicants must have one year (52 weeks) of specialized experience which is in or directly related to the line of work such as, applying analytical and evaluative techniques in developing new procedures. <u>Equivalent combinations of education and experience are qualifying for all the grade levels.</u></p> <p>To meet the educational requirements for the GS-07, one (1) year of graduate level education, or superior academic achievement. To be creditable specialized experience must have been equivalent to the next lower grade level GS-05 in the Federal Service.</p> <p>To meet the educational requirements for the GS-09, Master's or equivalent graduate degree, or two (2) full years of progressively higher level graduate education leading to such a degree or LL.B or J.D., if related. To be creditable specialized experience must have been equivalent to the GS-07 level in the Federal Service.</p> <p>To meet the educational requirements for the GS-11, PH.D or equivalent doctoral degree, or three (3) full years of progressively higher level graduate education leading to such a degree or LL.M., if related. To be creditable specialized</p>
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experience must have been equivalent to the GS-09 level in the Federal Service.

The Group Coverage Qualifications Standards for Administrative and Management Positions, as published by the Office of Personnel Management, in the Qualifications for General Schedule Positions. Applicants must also meet time-in-grade requirements. If you wish to be considered for all grade levels, you must submit an application package for each grade level.

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 checked="" 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. Knowledge of management analysis techniques in developing new procedures and approaches to identify and resolve significant issues and problems. (H), (M) - for GS-07 level.
2. Ability to conduct research, analyze information, and present findings, in an accurate and concise manner. (H), (M) - for GS-07 level.
3. Ability to work effectively and cooperatively with others. (H)
4. Skill in planning and organizing work to meet tight timeframes without compromising quality of the work. (H)
5. Ability to express ideas and communicate effectively, 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>The following material is required if checked:</p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input checked="" 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</p> <p>Attn: Shelley Decrane Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this position has been limited to DOL Status Candidates Washington, DC.</p> <p>An incomplete application package may result in your being considered ineligible.</p> <p>Your application must be in the Office of the Human Resources <u>or</u> be postmarked by the closing date of this announcement</p> <p><u>If you wish to be considered for all grade levels, you must submit an application package for each grade level.</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.