

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer

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| Position: Apprenticeship and Training Representative Series/Grade: GS-243-11/12 | Announcement No: ETA-04-039 |
| | Opening Date: 03/15/04 |
| | Closing Date: 03/24/04 |
| Salary Range: GS-11 - (\$49,479 - \$64,323) GS-12 - (\$59,302 - \$77,096) (includes locality pay of 13.43%) | Number of Vacancies: One (1) |
| | Bargaining Unit: Inside Bargaining Unit |
| Organizational/Geographic Location: Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services Division of Standards and National Industry Promotion Washington, DC | Promotion Potential: GS-12* |
| | Civil Service Status Required: Yes |
| | Temporary Position: No - Permanent |
| | Part-time Position: No- Full Time |
| Duty Station: Washington, DC | Area of Consideration: DOL Status Candidates – Nationwide |

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/>

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| <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 Apprenticeship Training, Employer and Labor Services (OATELS), Division of Standards and National Industry Promotion (DSNIP). The mission of DSNIP is to provide promotion, development, and technical assistance to stimulate the establishment of nationally registered standards of apprenticeship and nationally certified apprenticeship guideline standards and other industrial training programs under applicable Federal laws and regulations. The incumbent of this position:</p> <p>Provides guidance in the promotion and development of apprenticeship programs and apprenticeship guideline standards with military branches, Federal agencies, national/international unions, and employers associations and coordinates the installation of new nationally registered programs.</p> <p>Provides technical assistance to national industry, Federal agencies, and the military to bring the programs into compliance with Federal laws, regulations, policies and requirements.</p> <p>Promotes equal employment opportunity and assists national apprenticeship program sponsors in writing and revising Affirmative Action Plans and Selection Procedures to ensure equal opportunity.</p> <p>Conducts compliance reviews of registered national program sponsors to ensure compliance with Title 29, CFR Part 30 - Equal Employment Opportunity in Apprenticeship.</p> <p>Conducts apprenticeability determination reviews by analyzing requests to establish the apprenticeability of new occupations.</p> <p>Provides technical assistance for experimental, demonstration, and research projects for apprenticeship and training.</p> <p>Assists Team Leader in providing technical assistance to BAT field staff on national policies and procedures pertaining to both Title 29 CFR Parts 29 and 30.</p> <p>Researches and prepares position papers and policies for review by the Team Leader and Chief of DSNIP on matters related to apprenticeship programs.</p> <p>Participates on national task forces, councils, advisory boards, etc., to help further the role of apprenticeship and to provide valuable input on apprenticeship.</p> <p>Assists Team Leader in the review of State Apprenticeship agency plans, policies and/or procedures covering Title 29, CFR Parts 29 and 30 and submits recommendations to the Chief of DSNIP.</p> |
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- **If selected at the GS-11 grade level, may be promoted to the GS-12 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-11 Level: To be eligible, applicant must have at least one year (52 weeks) of specialized experience at or equivalent to the GS-9 grade level in the Federal service.

GS-12 Level: To be eligible, applicant must have at least one year (52 weeks) of specialized experience at or equivalent to the GS-11 level in Federal service.

Specialized experience is experience in the development or administration of apprenticeship programs or other skilled occupational training programs involving the systematic development of worker skills on the job. This experience must have demonstrated the following:

Knowledge of the functions, purposes, and practices of apprenticeship or other skilled industrial training; and understanding of the knowledge skills, and techniques involved in the practice of apprenticeable occupations.

Knowledge of the practices, operations, and content of apprenticeable occupations in one or more fields.

Knowledge of training methods and related worker utilization practices for the improvement and better use of workers' skills; and the ability to apply this knowledge in identifying work force and training problems, analyzing such problems, and advising on their solution.

Understanding of industrial relations problems and practices and of the traditions and attitudes of labor and management in relation to programs involving apprenticeship or other training on the job.

Ability to deal effectively with management, labor, and other appropriate officials on training matters.

Knowledge of equal employment opportunity in apprenticeship.

Applicants must also meet time-in-grade requirements.

CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

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| <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. Basic knowledge, understanding, and implementation of National Apprenticeship Act (P. L. 308), Title 29, CFR Part 29, understanding of other laws and regulations affecting registered apprenticeship, Equal Employment Opportunity (EEO) in Apprenticeship, Title 29, CFR Part 30 and knowledge and understanding of other EEO laws and regulations **(H)**

2. Knowledge of employment and training programs and activities at the national and regional levels. **(H)**

3. Skill in communicating orally and in writing to prepare papers/reports, to brief a broad range of management. **(H)**

4. Ability to develop work plans, establish clear work priorities, provide direction and track work progress to meet program/management goals and objectives, tight timeframes and rigid deadlines with internal and external staff. **(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.

**The following material is required if checked:
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- Most recent supervisory performance appraisal or a statement with reasons why you do not have a supervisory appraisal is required for all applicants.
- SF-50, Notification of Personnel Action to confirm status
- College transcript (Required if qualifying based solely on education or a combination of education and experience.
- Other: A supplemental statement of the Evaluation Factors are desired.
- 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.**

Mail your application to, or secure forms or information from:

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

The area of consideration for this position is limited to DOL Status Candidates - Nationwide.

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 or be postmarked by the closing date of this announcement.

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.

