

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

Position: Human Resources Specialist (Recruitment and Placement) Series/Grade: GS-201-11/12	Announcement No: ETA-04-040
	Opening Date: March 4, 2004
	Closing Date: March 10, 2004
Salary Range: GS-11 (\$49,479 - \$64,323) GS-12 (\$59,302 - \$77,096) (includes locality pay of 13.43%)	Number of Vacancies: Two (2)
	Bargaining Unit: Outside Bargaining Unit
Organizational/Geographic Location: Employment & Training Administration Office of Financial and Administrative Management Office of Human Resources Human Resources Customer Service	Promotion Potential: GS-12*
	Civil Service Status Required: Yes
	Temporary Position: No – Permanent Position
	Part-time Position: No – Full-Time Position
Duty Station: Washington, DC	Area of Consideration: Status Candidates Government Wide Within the Local Commuting Area and *ICTAP Eligibles Within the Local Commuting Area.

Applications will also be accepted from persons who qualify under noncompetitive hiring authorities (within the area of consideration), 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>Position Duties and Responsibilities:</p> <p>This position is located in the Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Human Resources (OHR), Human Resources Customer Service. OHR is responsible for providing policy direction and technical assistance in administering a comprehensive personnel, organizational, employee development and technical training, and employee and labor relations assistance for ETA.</p> <p>The incumbent's primary responsibilities will include the following: Provides a wide range of personnel management services in the area of human resources a fast paced Human Resource Office.</p> <p>Implements recruiting/placement activities, develops source of qualified candidates, develops vacancy announcements, screens applicants and makes qualification determinations. Utilizes all retention, relocation, and recruitment tools available.</p> <p>Develops and maintains relationships with customers with diverse needs. Provides technical or complex information and first-line advisory guidance on staffing, recruitment and placement, position management, classification, employee/labor-management relations, and other human resource activities for assigned organizations. Anticipates problems, concerns, and delivers advice and alternatives and services which address the problems, concerns and issues and meet the customer's need and/or organizational objectives.</p> <p>Conducts meetings with supervisor, agency officials, and other attendees to deal with complex issues. Makes oral presentations to agency officials/groups and public organizations.</p> <p>May serve as lead or team member on special projects to include: reorganizations, position management audits, core competency, competitive sourcing, and other assignments in conjunction with Employment and Training Administration (ETA) organizational objectives.</p> <p>Utilizes detailed knowledge of HR laws, regulations, policies, procedures, executive orders and rules in executing duties.</p>

*** 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.)

Specialized Experience (for GS-11 position): To be eligible, applicants must have 1 year of specialized experience equivalent to at least the GS-09 grade level in the federal sector **OR** a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related

Specialized Experience (for GS-12 position): To be eligible, applicants must have 1 year of specialized experience equivalent to the GS-11 grade level in the federal sector.

Specialized experience is experience in or directly related to the position, such as performing a wide range of personnel management services in several personnel management functions which have equipped the applicant with specific knowledge, skills and abilities.

Time in grade requirements must be met within 30 calendar days after the closing date of this announcement.

*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. Well qualified is defined as: A rating of at least A Good on evaluation factors designed as High (H).

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.

In addition to meeting the minimum qualifications and eligibility requirements for special priority consideration, ICTAP candidates must meet the desired level of performance as indicated by the knowledge, skills, and abilities and be rated well qualified. Well qualified is defined as a rating of at least Good on evaluation factors designed as High (H).

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 designated (H). For ICTAP eligibles to be considered well qualified, they must receive a rating of "High" (H) in factors 1, 2, & 3 and a rating of Medium (M) in factor 4. **Failure to address these evaluation factors may impact your final rating and/or ranking.**

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). Demonstrated working knowledge of Federal HR programs, laws, regulations, policies, principles, practices and guidelines, that govern federal human resource programs. **(H)**

2). Ability to communicate orally and in writing to compose HR documents or correspondence involving complex personnel management information, and adapt correspondence to the audience's level of knowledge. **(H)**

3). Ability to analyze issues and solve problems, particularly rated to moderately difficult problems, such as position management and recruitment strategies. **(H)**

4). Ability to set goals and priorities for own work and coordinate activities and timelines with others in meeting project goals and deadlines. **(H) M) for ITCAP Candidates.**

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:

- 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 (Required for all current or former federal applicants).
- College transcript (Required if qualifying based solely on education or a combination of education and experience.
- Other:
- 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) 593-3924

The area of consideration for this position has been limited to Status Candidates Government Wide Within the Local Commuting Area and *ICTAP Eligibles Within the Local Commuting Area.

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 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.

-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.

