

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position: Program Manager</b>  <b>Series/Grade: GS-340-15</b>	<b>Announcement No: ETA-04-074</b>
	<b>Opening Date: 05-05-04</b>
	<b>Closing Date: 05-14-04</b>
<b>Salary Range: \$100,835 - \$131,089</b> (includes locality pay of 15.32%)	<b>Number of Vacancies: One (1)</b>
	<b>Bargaining Unit: Outside Bargaining Unit</b>
<b>Organizational/Geographic Location:</b> <b>Employment &amp; Training Administration</b> <b>Office of National Programs</b> <b>Division of Foreign Labor Certification</b> <b>Washington, DC</b>	<b>Promotion Potential: N/A</b>
	<b>Civil Service Status Required: Yes</b>
	<b>Temporary Position: Yes *</b>
	<b>Part-time Position: No – Full-Time</b>
<b>Duty Station: Philadelphia, PA</b>	<b>Area of Consideration: DOL Status Candidates Nationwide</b>

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://www.doleta.gov/jobs/>

<p><b>Position Duties and Responsibilities:</b></p> <p>Provides leadership, manages, and directs the establishment and operation of the Philadelphia Foreign Labor Certification Processing Center. Serves as the chief spokesperson and focal point for broad Center-wide activities, policies, and related issues. Brings together the staff resources necessary to facilitate the processing of program applications for Foreign Labor Certification. Coordinates the resolution of issues, and implementation of action plans as appropriate. Chief Administrative Officer for the processing center. Responsible for all administrative activities which occur in the Center and external contacts.</p> <p>Advises and provides Center-related information to the National Director, DFLC, on strategic planning, policy program operations, and performance accountability. Works with State Workforce Agencies, Federal officials, employers, and contractors to ensure that the Center operates in a comprehensive and integrated manner. Strategically manages resources throughout the Center in order to ensure high performance, greater accountability, quality services, and customer satisfaction.</p> <p>The position's incumbent shall direct, lead, and support Center operations in the management and processing of Foreign Labor Certification program activities. This includes: leadership and support of agency policies, priorities, and initiatives. In doing so the incumbent is to provide leadership internally and externally, build partnerships, ensure performance accountability, and continuous improvement, and direct program management activities. The incumbent also directs, leads, and supports Center staff in their efforts to do likewise and creates an environment conducive to their doing so.</p> <p>Travel to the National Headquarters located in Washington DC will be necessary within the first 30 days of assuming the Program Manager responsibilities. The duration of this trip will be no longer than 4 weeks.</p> <p>* Position is temporary not to exceed one year; position will not be made permanent, but may be extended without further competition.</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, program development, program accountability, and policy formulation activities. To be creditable, specialized experience must have been at least equivalent to next lower grade levels. To qualify for the GS-15 level, specialized experience must have been equivalent to the GS-14 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 apply.</p> <p>Time in grade requirements must be met within 30 calendar days after the closing date of this announcement.</p>
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**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 checked="" 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. Experience in successfully managing complex processing systems that involve reviewing applications for benefits and making certification/eligibility determinations. (H)
2. Demonstrated ability to prepare, interpret, and apply policies and/or guidelines. (H)
3. Ability to work effectively with a broad range of people and organizations. (H)
4. Ability to develop work plans and establish clear priorities, provide direction, and track work progress. (H)
5. Demonstrated knowledge of strategic planning, program operations, and performance accountability of a major program or activity on a large scale. (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></p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</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  <b>Attn: Shelley DeCrane</b>  Commercial: (202) 693-3922  Fax: (202) 693-3734  TTY: (202) 693-3924</p> <p><b>The area of consideration for this position has been limited to DOL Status Candidates Nationwide.</b></p> <p><b>This position is Outside the Bargaining Unit.</b></p> <p><b>An incomplete application package may result in your being considered ineligible. To receive consideration for this opportunity, your complete application <u>must be in the Office of Human Resources 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.

# APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072

FORM

APPROVED (Exp. 4-30-2002)

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

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