

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

U.S. DEPARTMENT OF LABOR
An Equal Opportunity Employer

Position: Program Manager Series/Grade: GS-340-15	Announcement No: ETA-04-098
	Opening Date: June 14, 2004
	Closing Date: June 18, 2004
Salary Range: \$100,231 - \$130,305 (includes locality pay of 14.63%)	Number of Vacancies: One (1)
	Bargaining Unit: Outside Bargaining Unit
Organizational/Geographic Location: Employment & Training Administration Business Relations Group (BRG) Washington, DC	Promotion Potential: None
	Civil Service Status Required: Yes
	Temporary Position: No - Permanent
	Part-time Position: No- Full Time
Duty Station: Washington, DC	Area of Consideration: DOL/ETA Status Candidates Only – 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://www.doleta.gov/jobs/>.

<p>Position Duties and Responsibilities:</p> <p>The Business Relations Group is the unit within the Employment and Training Administration responsible for development and implementation of innovative strategies for working collaboratively with the public workforce system at all levels to more effectively engage with business and industry and to promote a demand driven workforce investment system. Key program activities within the Business Relations Group include the High Growth Job Training Initiative, Partnerships for Jobs, Business Solutions, support and capacity building for grantees under the High Growth Initiative, and building the capacity of the public workforce system to be demand driven. New strategies and program activities will be developed.</p> <p>The Director of the Business Relations Group administers and oversees the program activities of the Business Relations Group and manages the staff to carry out the those activities.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The incumbent develops and maintains long and short term strategic planning to carry out the mission and activities of the BRG. <input type="checkbox"/> Works with a wide array of business and industry leaders to understand their workforce challenges, to find effective strategies to engage them with the public workforce system, and to promote strategic partnerships for developing solutions to the workforce challenges. <input type="checkbox"/> Works collaboratively with state and local workforce investment system partners and education and training providers directly and through their representative organizations to implement BRG initiatives and to develop and implement capacity building strategies for a demand driven public workforce system. <input type="checkbox"/> Develops and implements comprehensive communication strategies to inform the workforce system, business and industry partners, and other stakeholders about BRG initiatives and their results. <input type="checkbox"/> Evaluates the effectiveness of BRG program activities and develops and implements continuous improvement strategies. <input type="checkbox"/> Supports the development and achievement of agency performance outcomes. <input type="checkbox"/> Ensures the staff are appropriately selected, utilized, appraised, and developed as well as treated fairly and equitably. <input type="checkbox"/> Develops and implements mechanisms for communication that ensure that all staff understand their responsibilities, receive continuous feedback on their performance, and are able to receive guidance in carrying out their duties. <input type="checkbox"/> Assures the organizational budget is administered in accordance with agency guidelines and in a manner that supports accomplishment of program goals and in a way that reflects sound financial management. <input type="checkbox"/> Promotes an open, communicative environment that supports both individual and team work. <input type="checkbox"/> Effectively represents the department and ETA both internally and externally in a wide array of meetings and forums, including public speaking. <input type="checkbox"/> Actively engages the cooperation of internal and external stakeholders in the work of the BRG.
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Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)

Applicants must have one year (52 weeks) of specialized experience which is in or directly related to the particular knowledge, skills, and abilities to successfully perform highly critical and social duties such as: management and program development, program accountability, and policy formulation activities. Developing comprehensive communication strategies and working with a wide array of business and industry leaders to understand their workflow challenges. To be creditable, specialized experience must have been at least equivalent to next lower grade level (GS-14) 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.

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

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 checked="" 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. Demonstrated ability to work collaboratively with a broad range of people and organizations to implement workforce initiatives and to develop capacity building strategies. **(H)**
2. Demonstrated ability to prepare, interpret, and apply policies and/or guidelines. **(H)**
3. Demonstrated leadership skills, including the ability to manage projects and direct Federal and contractor staff. **(H)**
4. Demonstrated communication and presentation skills to conduct meetings, briefings, and presentations. **(H)**
5. Demonstrated ability to develop work plans, establish clear priorities, provide direction, and track work progress. **(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 has been limited to DOL/ETA Status Candidates Only, within the Washington, DC Area.

This position is outside the bargaining unit.

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 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.

This position is also being announced under Competitive Notice procedures, ETA-04-097PN. If you wish to be considered under both Merit Staffing and Competitive Notice procedures, you must submit two complete application packages, one for each position.

U.S. DEPARTMENT OF LABOR APPLICANT BACKGROUND QUESTIONNAIRE

OMB No. 1225-0072
APPROVED (Exp. 4-30-2002)

FORM

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, FFB, 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