

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position:</b> Lead Support Services Specialist  <b>Series/Grade:</b> GS-0342-14	<b>Announcement No:</b> ETA-04-099
	<b>Opening Date:</b> June 14, 2004
	<b>Closing Date:</b> June 18, 2004
<b>Salary Range:</b> \$85,210 - \$110,775 (includes locality pay of 14.63%)	<b>Number of Vacancies:</b> One (1)
	<b>Bargaining Unit:</b> Outside Bargaining Unit
<b>Organizational/Geographic Location:</b> Employment & Training Administration Office of Financial and Administrative Management Office of Financial and Administrative Services Division of Administrative Services	<b>Promotion Potential:</b> None
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No-Permanent Position
	<b>Part-time Position:</b> No-Full-Time Position
<b>Duty Station:</b> Washington, DC	<b>Area of Consideration:</b> 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://doleta.wdsc.org/jobs>.

<p><b>Position Duties and Responsibilities:</b></p> <p>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Financial and Administrative Management (OFAM), Office of Financial and Administrative Services (OFAS), Division of Administrative Services. The Division of Administrative Services is responsible for small purchase procurement of equipment and services, space utilization, printing, telecommunication services, mail management, safety and health, and other administrative support programs for the entire Employment and Training Administration (ETA).</p> <p>The incumbent will serve as a Team Leader 25 percent or more of the time.</p> <p>The incumbent's primary responsibilities will include the following:</p> <ul style="list-style-type: none"> <li>• Leads team in the immediate planning, direction, and coordination of all administrative services activities described below, and is responsible for maintaining these at the highest possible level of efficiency and developing and analyzing plans for their continued improvement to meet new and changing situations.</li> <li>• Represents ETA at various interdepartmental meetings relating to space management. Serves as ETA's expert on all aspects of analyzing and developing space management plans for various organizational components of ETA.</li> <li>• Evaluates and processes requests for space from various organizational components of ETA, to include regional offices by determining the adequacy of space assigned, the need for new space, or reassignment of space to provide maximum utilization of assigned space to the organizational components.</li> <li>• Develops space blue prints using Computer Assisted Design (CAD) software.</li> <li>• Advises management on telephone services available, and recommends the most efficient system that meets the offices requirements. Analyzes phone usage using MCI analysis software.</li> <li>• Works with the team in developing and implementing plans and programs and organizing work assignments within the team to meet established deadlines.</li> <li>• Develops requirements and ensures the effectiveness of policies, practices and procedures for the office services support program.</li> <li>• Analyzes and interprets Federal regulations and procedures and applies them to acquisition management, and disposal of Government property. Directs and ensures that the team receives up-to-date directions pertaining to the interpretation of Federal regulations.</li> <li>• Monitors requisitions and procures supplies, equipment, furniture, communications service, maintenance and repairs, and related services required by the different organizational components of the national office.</li> </ul>
---

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)**

One year of specialized experience equivalent to at least the next lower level (GS-13), in the normal line of progression that demonstrated knowledge of the methods and procedures for providing or performing a variety of functions and services applicable to the position to be filled. Examples of qualifying specialized experience include:

- Management analyst or technician or other work that included study, analysis, or evaluation leading to the development or improvement of managerial or administrative policies, practices, and procedures.
- Administrative officer or assistant, budget administration, program analysis, or other work that demonstrated knowledge of an organization and its functions, and the ways in which support services can facilitate the work of the organization.
- Office management experience that included responsibility for directing a variety of support services such as typing, mail processing, purchase of supplies and equipment, etc.
- Secretarial work that required monitoring and coordinating administrative and processing work of subordinate elements through a system of internal procedures, controls, production, progress reporting, etc., to insure the efficient operation of an organization.
- Military experience that included responsibility for directing a variety of support functions such as communications, property management, mail service, facilities and equipment maintenance, etc.

**Time in grade requirements 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 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 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. Ability to develop and execute space management plans, to include the ability to design and develop blue-prints using Computer Assisted Design software. **(H)**
2. Ability to lead and manage program areas such as, supply, procurement, property management, and telecommunications. **(H)**
3. Skill in implementing programs, policies, and operating, instructions in areas such as, procurement and acquisition management. **(H)**
4. Expert knowledge and understanding of Federal regulations including methodologies appropriate for the evaluation and maintenance of a Government property management program. **(H)**

5. Skill in oral and written communication to provide advice and counsel to top management on space management plans. **(H)**

**HOW TO APPLY**

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including an 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:  
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 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

**This position is outside the Bargaining Unit.**

**The area of consideration for the position has been limited to DOL/ETA Status Candidates Only – Washington, DC 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 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.

# 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