

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position: Workforce Development Assistant</b>  <b>Series/Grade: GS-0102-07/08</b> <u>*If selected at the GS-07 level, may be promoted to the GS-08 without further competition.</u>	<b>Announcement No: ETA-04-132</b>
	<b>Opening Date: 09-23-04</b>
	<b>Closing Date: 10-04-04</b>
<b>Salary Range: GS-07: \$34,184 - \$44,439</b> <b>GS-08: \$37,858 - \$49,216</b> <b>(includes locality pay of 14.63%)</b>	<b>Number of Vacancies: One (1)</b>
	<b>Bargaining Unit: Inside – Local 12</b>
<b>Organizational/Geographic Location:</b> <b>Employment &amp; Training Administration</b> <b>Office of Workforce Investment</b> <b>Office of Youth Services</b> <b>Division of Program Planning and Operations</b>	<b>Promotion Potential: *GS-08</b>
	<b>Civil Service Status Required: Yes</b>
	<b>Temporary Position: No - Permanent</b>
	<b>Part-time Position: No – Full-Time</b>
<b>Duty Station: Washington, DC</b>	<b>Area of Consideration: DOL Status Candidates Only, Washington, DC</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/>.

**Position Duties and Responsibilities:**

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Workforce Investment (OWI) Office of Youth Services (OYS), Division of Field Services and Technical Assistance. The Office of Youth Services is responsible for serving as the national advocate for comprehensive youth development services so that all youth, particularly those most disadvantaged, have the academic, technical and work readiness skills they need to successfully transition to adulthood, careers and post-secondary education and training.

The incumbent will be responsible for assisting in performing research, gathering and assembling data, drafting papers and topic outlines to support workforce development initiatives in assigned area. Develops resource materials (*i.e.*, charts, graphs, spreadsheets) and position papers in support of senior staff. Assist in studies and analyses to interpret data and regulatory requirements to determine the needs of past and future program direction for youth programs. Monitors status of various administrative documents, tracking receipt, alerting senior staff to delays and problem areas, following-up for necessary clarification or additional information, and providing baseline analyses. Responds to information requests on topics related to the mission, function, products and services of the office

**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 line of work such as gathering and assembling data, and developing resource materials. Equivalent combinations of education and experience are qualifying at the GS-07 level. To meet the educational requirements at the GS-07 level, applicants must have one full year of graduate level education. To be creditable, specialized experience must have been equivalent to the next lower grade level GS-06 in the Federal Service. At the GS-08 level, graduate level education or an internship meets the specialized experience where it is directly related to the line of work (as listed in the above Duties and Responsibilities). To be creditable, specialized experience must have been equivalent to the next lower grade level GS-07 in the Federal Service. \*If selected at the GS-07 level, may be promoted to the GS-08 without further competition. Applicants must also meet time-in-grade requirements.**

**IF YOU WISH TO BE CONSIDERED FOR BOTH GRADE LEVELS, YOU MUST SUBMIT AN APPLICATION FOR EACH GRADE LEVEL.**

**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.

**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 organize work and meet established deadlines. (H)**
2. **Working knowledge of employment and training programs and initiatives, in order to interpret data and regulatory requirements (H)**
3. **Ability to analyze, organize information in order to formulate and make recommendations. (H)**
4. **Ability to communicate in a clear, concise manner both verbally and in writing. (H)**
5. **Ability to work in a team based environment. (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 checked="" type="checkbox"/> -- College transcript (Required if qualifying based solely on education or a combination of education and experience.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p> <p>Your job application will not be accepted 1) if it is submitted in a franked government agency envelope, 2) if it is faxed from a government facility, or 3) if it is emailed from a government email account, as this would be in violation of Federal law and regulation.</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</p> <p><b>Attn: Kimberly Coleman</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 Only, Washington, DC.</b></p> <p><b>This position is Inside of the Bargaining Unit – Local 12.</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 or be postmarked 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.