

**MERIT STAFFING
VACANCY ANNOUNCEMENT**

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

<p>Position: Management Analyst</p> <p>Series/Grade: GS-0343-11/12</p> <p><i>*If selected at the GS-11 grade level, maybe non-competitively promoted to the GS-12 grade level without further competition. If you wish to be considered for both grade levels, you must submit an application for each grade level.</i></p>	<p>Announcement No: ETA-04-153</p> <p>Opening Date: 9/29/04</p> <p>Closing Date: 10/8/04</p>
<p>Salary Range: GS-11: \$50,593 - \$65,769 GS-12: \$60,638 - \$78,826 (includes locality pay of 14.63%)</p>	<p>Number of Vacancies: One (1)</p> <p>Bargaining Unit: Inside – Local 12</p>
<p>Organizational/Geographic Location: Employment & Training Administration Office of Performance and Technology Division of Business Operations</p>	<p>Promotion Potential: GS-12*</p> <p>Civil Service Status Required: Yes</p> <p>Temporary Position: No - Permanent</p> <p>Part-time Position: No – Full-Time</p>
<p>Duty Station: Washington, DC</p>	<p>Area of Consideration: DOL status Candidates, Washington, DC Metropolitan area</p>

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>This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), Office of Performance and Technology (PROTECH), Division of Operations (DBO). The incumbent works as a member of the Division of Operations with cross functional responsibilities in the areas of budget, analysis, procurement, and capital planning. The incumbent’s primary responsibilities includes the following:</p> <p>Reviews federal and agency capital planning guidance to assist in the development of PROTECH capital planning documents and reports. Works with PROTECH contract and federal staff to create quarterly capital planning reports, presentations and graphics. Participates on capital planning teams, responsible for the creation of PROTECH capital planning documents including quarterly reports, Exhibit-300 and Exhibit-53 reports.</p> <p>Assists the DBO Budget Team Leader in the preparation of OMB budget proposals. Works with PROTECH contract and federal staff to develop quantitative reports and graphics detailing PROTECH budget expenditures. Assists the Budget Team Leader in developing budget documents in support of PROTECH budget operations. This includes spreadsheets, charts, tables and graphics.</p> <p>Works with the DOB Procurement Manager to support PROTECH acquisition and procurement tasks. Inputs procurement requests into the DOL E-Procurement System, manages PROTECH acquisition file systems, and works with procurement staff to research purchase orders and invoice issues.</p> <p>Assists the DBO Budget Team Leader in the preparation of PROTECH contract documents, manages contract file systems and assists PROTECH management in the administration and management of PROTECH contract issues.</p>

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, applying analytical and evaluative techniques in developing new procedures. Equivalent combinations of education and experience are qualifying for the GS-11 level. To meet the educational requirements, PH.D or equivalent doctoral degree, or three (3) full years of progressively higher level graduate education leading to such a degree or LL.M., if related. To be creditable, specialized experience must have been at least equivalent to next lower grade level (GS-09) in the Federal Service. To qualify for the GS-12 level, specialized experience must have been equivalent to the next lower grade level GS-11 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. 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) Knowledge of a wide range of desktop computer software, including spreadsheet and financial management software to develop budget documents. (H)
- 2) Knowledge of qualitative and quantitative techniques for measuring effectiveness, efficiency, and productivity to prepare presentations, budget documents, reports or analysis. (H)
- 3) Ability to communicate both orally and in writing to explain, advocate and negotiate with individuals and groups both externally and internally. (H)
- 4) Ability to operate independently to complete tasks and assignments on a timely basis. (H)
- 5) Experience with the Federal budget cycle and/or procurement practices in order to negotiate and manage contracts and procurement. (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>The following material is required if checked:</p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input checked="" type="checkbox"/> -- College transcript, if qualifying on education.</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>This position is also being announced as ETA-04-114PN. If you wish to be considered, you must submit a separate application.</p>	<p><i>Mail your application to, or secure forms or information from:</i></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 Attn: Kimberly Coleman Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p> <p>The area of consideration for this position has been limited to DOL status Candidates, Washington, DC Metropolitan area</p> <p>This position is Inside of the Bargaining Unit – Local 12.</p> <p><u>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 or be postmarked by the closing date of this announcement.</u></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.