

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

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

<b>Position:</b> Lead Apprenticeship and Training Representative  <b>Series/Grade:</b> GS-243-13/14*  <b>* This position is being announced at the GS-13 and GS-14 grade levels. <u>If you wish to be considered for both grade levels, you must submit two complete application packages – one for each grade level.</u></b>  <b>**If selected at the GS-13 grade level, may be promoted to the GS-14 grade level without further competition.</b>	<b>Announcement No:</b> ETA-04-185
	<b>Opening Date:</b> September 30, 2004
	<b>Closing Date:</b> October 6, 2004
<b>Salary Range:</b> GS-13 - \$72,108 - \$93,742 GS-14 - \$85,210 - \$110,775 <b>(includes locality pay of 14.63%)</b>	<b>Number of Vacancies:</b> One (1)
<b>Organizational/Geographic Location:</b> Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services Division of Standards and National Industry Promotion Washington, DC	<b>Bargaining Unit:</b> Outside Bargaining Unit
	<b>Promotion Potential:</b> GS-14**
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No-Permanent Position
<b>Duty Station:</b> Washington, DC	<b>Part-time Position:</b> No-Full-Time Position
	<b>Area of Consideration:</b> DOL 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><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 Apprenticeship Training, Employer and Labor Services (OATELS), Division of Standards and National Industry Promotion (DSNIP). The mission of DSNIP is to provide promotion, development, and technical assistance to stimulate the establishment of nationally registered standards of apprenticeship and nationally certified apprenticeship guideline standards and other industrial training programs under applicable Federal laws and regulations.</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>Independently provides leadership by serving as a team leader/coach, facilitator and/or negotiator in coordinating team initiatives.</li> <li>Promotes and develops apprenticeship programs and apprenticeship guideline standards with military branches, Federal agencies, national/international unions, and employers associations and coordinates the installation of new nationally registered programs.</li> <li>Provides technical assistance to national industry, Federal agencies, and the military to bring the programs into compliance with Federal laws, regulations, policies and requirements.</li> <li>Promotes equal employment opportunity and assists national apprenticeship program sponsors in writing and revising Affirmative Action Plans and Selection Procedures to ensure equal opportunity.</li> <li>Conducts compliance reviews of registered national program sponsors to ensure compliance with Title 29, CFR Part 30 - Equal Employment Opportunity in Apprenticeship.</li> <li>Conducts apprenticeability determination reviews by analyzing requests to establish the apprenticeability of new occupations.</li> <li>Provides technical assistance for experimental, demonstration, and research projects for apprenticeship and training.</li> <li>Provides technical assistance to BAT field staff on national policies and procedures pertaining to both Title 29 CFR Parts 29 and 30.</li> </ul>
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Researches and prepares position papers and policies for review by the Chief of DSNIP on matters related to apprenticeship programs.

Participates on national task forces, councils, advisory boards, etc., to help further the role of apprenticeship and to provide valuable input on apprenticeship.

Reviews State Apprenticeship agency plans, policies and/or procedures covering Title 29, CFR Parts 29 and 30 and submits recommendations to the Chief of DSNIP.

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

**GS-13 Level:** Applicant must have one year (52 weeks) of specialized experience equivalent to the GS-12 grade level in the Federal service, which is in or directly related to the position and that provides the individual with the particular knowledge, skills and abilities to successfully perform the duties of the position.

**GS-14 Level:** Applicant must have one year (52 weeks) of specialized experience equivalent to the GS-13 grade level in the Federal service, which is in or directly related to the position and that provides the individual with the particular knowledge, skills and abilities to successfully perform the duties of the position.

Specialized experience is experience in the development or administration of apprenticeship programs or other skilled occupational training programs involving the systematic development of worker skills on the job. This experience must have demonstrated the following:

Knowledge of the functions, purposes, and practices of apprenticeship or other skilled industrial training; and understanding of the knowledge skills, and techniques involved in the practice of apprenticeable occupations. Knowledge of the practices, operations, and content of apprenticeable occupations in one or more fields. Knowledge of training methods and related worker utilization practices for the improvement and better use of workers' skills; and the ability to apply this knowledge in identifying work force and training problems, analyzing such problems, and advising on their solution. Understanding of industrial relations problems and practices and of the traditions and attitudes of labor and management in relation to programs involving apprenticeship or other training on the job. Ability to deal effectively with management, labor and other appropriate officials on training matters. Knowledge of equal employment opportunity in apprenticeship.

**This position is being announced at the GS-13 and GS-14 grade levels. If you wish to be considered for both grade levels, you must submit two complete application packages – one for each grade level.**

**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:

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| <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 (GS-14)                           | <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. Demonstrated knowledge, understanding, and implementation of National Apprenticeship Act, Title 29, CFR Parts 29 & 30 and knowledge and understanding of other laws and regulations affecting registered apprenticeship. **(H)**
2. Knowledge of employment and training programs and activities at the national and regional levels, especially as it relates to apprenticeship. **(H)**
3. Ability to prepare, interpret, and apply national policies and/or guidance relative to apprenticeship for management's use in decision making. **(H)**
4. Ability to work effectively with a broad range of people and organizations to carry out the regionwide programs through a number of subordinates. **(H)**
5. Ability to develop work plans, establish clear work priorities, provide direction and track work progress to get high priority assignments and initiatives completed. **(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.

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.

**This position is being announced at the GS-13 and GS-14 grade levels. If you wish to be considered for both grade levels, you must submit two complete application packages – one for each grade level.**

***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: Kim Coleman**  
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