

MANPOWER ANALYST  
GS-0140-12

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). It is established to provide a professional authority to conduct or assist in conducting specific studies into problems relating to workforce development.

II. MAJOR DUTIES AND RESPONSIBILITIES

As a principal analyst on workforce development-related policy, legislation, research, evaluation or development, performs some or any of a broad array of assignments within one or more specialty areas. These assignments may include for example researching or evaluating elements of performance measurement and other criteria for assessing program performance within specific workforce development programs; leading the staff work involved in the coordination of regulatory activities; serving as project officer for various evaluation, demonstration and research grants; assisting in the continuing research and development program of computer-assisted assessment into labor market and/or workplace issues; developing research agendas for computerized administered and scored test instruments; analyzing research findings to provide recommendations and options on operational research and demonstration activities; participating as a technical liaison specialist in work groups addressing assessment activities; presenting professional opinions and expertise in the area of workforce development analysis; and/or coordinating the Office review and approval of work plans and projects to assure timely and complete accomplishment of ETA goals, objectives, and priorities.

Prepares or assists in the development of replies, reports and analysis regarding policy and guidance on workforce development issues in response to incoming inquiries directed to the Office by other program offices, the Department, other Agencies, and State, local and private agency program administrators.

III. FACTORS

Factor 1 - Knowledge Required by the Position FL 1-7      1250 pts.

Knowledge of manpower (job training and employment) research and workforce programs development and evaluation for the purpose of furthering the development and utilization of the Nation's workforce resources, and skill to research and develop labor market information relating to occupational analysis, skills assessment and policy implications.

Professional mastery of scientific research practices, principles, and methodology.

Skill in dealing with decision makers and their immediate staffs. Skill in interacting with other specialists and experts in the same or related fields. Skill in dealing effectively with voluminous

amounts of information. Skill in preparing and presenting technical material and complex issues to both specialists and non-specialists.

Ability to explore and present fully the many facets of a policy, legislative, research, development or evaluation issue. Ability to exercise judgment in all phases of analysis -- ranging from sorting out the most important problems, to sifting evidence, and framing feasible options. Ability to effectively express ideas orally and in writing, using appropriate language, and organizing ideas and facts in an objective manner. Ability to work effectively under the pressure of tight time-frames and rigid deadlines.

Factor 2 - Supervisory Controls

FL 2-4

450 pts.

The incumbent works under broad general supervision and direction and may receive leadership and direction from a Team Leader. The incumbent exercises originality and initiative in planning and carrying out his/her duties and responsibilities and in determining the approach and methodology to be employed. Performance is evaluated in terms of overall effectiveness and compliance with established standards and objectives. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3, Guidelines

FL 3-4

450 pts.

Guidelines include Federal Law, Federal Regulations, DOL and ETA policy and operations directives and issuances, state and local laws, historical precedent, legislative history, related rulings in legal proceedings, findings in previous studies, professional literature, and sound scientific research practices, principles and methodology. These guidelines provide broad policy statements regarding objectivity, responsiveness, and timeliness, often requiring the incumbent to deviate from traditional professional methods and develop new evaluative criteria and methodology. The incumbent must exercise judgment and ingenuity in maintaining objective, professional standards.

Factor 4 - Complexity

FL 4-5

325 pts.

As a principal analyst on workforce development-related policy, legislative or research and development, develops a wide variety of policy analysis documents to aid decision makers in proposing legislation and making changes in existing programs. Identifies areas of major concern; reviews current projects; searches pertinent literature, evaluations, and studies, which often contain voluminous and conflicting data; discusses issues with other Federal and non-Federal experts and program officials; considers legislative developments and assesses programmatic trends. Defines and describes issues; develops options; devises and predicts the impact of various alternatives. Summarizes and presents findings to policy makers. Assignments include a broad range of projects involving complex variables and numerous interrelationships in the manpower research and analysis field. Voluminous qualitative and quantitative data must be analyzed to assess the relationship of workforce development (job training and employment)-related information, research, and initiatives to occupational analysis, skills assessment and other policy implications. The work may require coordination of analytical efforts of other analysts

who are expert in manpower analysis and related fields. Work products include written reports and memoranda, oral briefings, and personal assistance in defining problems and planning studies which will aid in developing and examining policy proposals.

Factor 5 - Scope and Effect FL 5-4 225 pts.

The purpose of the work is to provide authoritative reports through the synthesis of a wide variety of information from Federal, State, and private sector sources regarding the continuing research and development of labor market and workforce development (job training and employment)-related information, proposals, policy, evaluations, and projects. Written and oral reports produced by the incumbent provide recommendations and options on operational research and demonstration activities.

Factor 6 - Personal Contacts FL 6-2 25 pts.

Maintains personal contacts with key officials and staff members within ETA, with analysts and specialists within the Office to which assigned, with regional offices and other agencies at Federal, State, and local levels, foundations, universities, labor unions, and management and professional organizations engaged in related research and development of labor market information. Contacts may be initiated by the incumbent, the person requesting information and/or assistance, or another party, and may be moderately unstructured, in that the role and authority of participants initially may be unclear.

Factor 7 - Purpose of Contacts FL 7-3 120

The purpose of the contact is: to obtain or clarify information; to summarize, interpret, and relate information on difficult, complex, or misunderstood job training and employment related analysis, issues, and policy questions; to plan and coordinate work efforts to provide factual and analytical information on occupational analysis questions; to present alternative approaches to ETA policy and guidance on computerized assessment questions in response to inquiries; to inform policy makers of the analytical capabilities of the incumbent's organization as they relate to various job training and employment or labor market research and development projects and issues; and to establish working relationships among policy analysis staffs in state and local governments and academia. The establishment of contacts is an important aspect of the work and requires tact and negotiating skills.

Factor 8 - Physical Demands FL 8-1 5 pts.

Work is principally sedentary. No special physical demands are made of the incumbent.

Factor 9 - Work Environment FL 9-1 5 pts.

Work is performed in an adequately lighted and climate controlled office and occasional travel by any means of government or public conveyance to meetings, conferences, or consultations

may be required. Use of protective clothing or gear or observance of unusual safety precautions would not normally be required.

TOTAL = 2855 pts.

#### IV. UNIQUE POSITION REQUIREMENTS