

PROGRAM SPECIALIST  
GS-0301-05

I. INTRODUCTION

This position is located in the Department of Labor (DOL), Employment and Training Administration (ETA). This entry-level position provides the incumbent with training and development in the performance of a variety of program-related assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of developmental tasks. Gains basic understanding of and familiarity with policies, procedures, and functions germane to the program. Researches and gathers information for incorporation into studies. Drafts assigned portions of final reports based on existing procedures or observation of the activity to be studied. Assists in the development of planning schedules. Performs routine analyses. Prepares minor portions of work plans.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-5	750 pts.
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Basic knowledge of organizational and administrative principles, concepts, and methodologies sufficient to carry out elementary assignments, operations, and procedures.

Skill in applying basic analytical methods and techniques.

Skill in effective communications to provide tentative recommendations to supervisor/team leader.

Factor 2 - Supervisory Controls	FL 2-1	25 pts.
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The supervisor provides specific direction making assignments and giving detailed instructions about what is to be done and the methods to be used. The incumbent works as instructed, consulting with the supervisor or a higher-level specialist on all matters that are not covered by specific guidelines or instructions. Completed work is critically reviewed for accuracy and adherence to instructions. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines	FL 3-1	25 pts.
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Guidelines consist of texts, manuals, published standard procedures, and detailed instructions covering most situations encountered. The incumbent works in strict adherence to the guidelines and instructions; all deviations must be approved by the supervisor.

Factor 4 - Complexity

FL 4-2

75 pts.

Assignments consist of a variety of tasks that involve several related steps. Factors considered in identifying what needs to be done and in performing assignments are straightforward and factual.

Factor 5 - Scope and Effect

FL 5-1

25 pts.

Work involves the performance of various specific, recurring tasks. The work facilitates the work of others in the immediate organizational unit.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 1.a. 30 pts.

Contacts are with co-workers and with employees in related or support units. Contacts are for obtaining and providing factual information related to the duties assigned.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is primarily sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

The work generally is performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 940 pts.

#### IV. UNIQUE POSITION REQUIREMENTS