

PROGRAM SPECIALIST
GS-0301-09

I. INTRODUCTION

This position is located in the Department of Labor (DOL), Employment and Training Administration (ETA). The position requires the performance of a variety of program-related assignments. The incumbent reviews plans, analyzes and develops program requirements, establishes and revises operating procedures, reviews options, and provides technical assistance.

II. MAJOR DUTIES AND RESPONSIBILITIES

Prepares draft program requirements, policies, procedures, legislative amendments, and regulations. Analyzes and revises established program requirements, policies, and procedures.

Performs designated segments of project studies and carries out selected aspects of the review of program operations.

Reviews program materials for consistency with established policies, procedures, regulations, and legislation. Prepares issue papers.

Provides technical assistance. Responds to correspondence and inquiries, both verbal and written, where the topic is adequately covered by precedent or guidelines.

Assists in planning, designing, developing, documenting, and implementing information systems.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-6	950 pts.
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Knowledge of organizational and administrative principles, concepts, and methodologies sufficient to plan and carry out difficult and well-precedented projects.

Ability to apply well-established program operations, techniques, and methods to identify and recommend solutions to problems.

Skill in oral and written communications sufficient to explain findings and recommendations.

Factor 2 - Supervisory Controls	FL 2-3	275 pts.
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The supervisor assigns specific projects in terms of program issues, organizations, functions, or processes and sets deadlines for completing the work. The incumbent plans, coordinates, and performs the steps to complete the project. Completed work is reviewed by the supervisor for consistency as

well as contribution to the overall project. Work products and recommendations developed by the incumbent are reviewed by the supervisor for technical and factual accuracy. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines FL 3-3 275 pts.

Guidelines consist of standard Federal regulations and organizational directives. Procedural guidelines are not always applicable to specific project assignments; therefore, the incumbent must use judgment in selecting or adapting guides. The incumbent analyzes results and makes tentative recommendations regarding program processes and procedures.

Factor 4 - Complexity FL 4-3 150 pts.

The work involves areas with diverse and unique functions. Assignments require the analysis of program issues for effectiveness, efficiency, and productivity. The incumbent makes decisions regarding what needs to be done based on an analysis of the subject under review. The incumbent identifies the conditions involved and analyzes the information gathered to determine the appropriate steps and to provide tentative recommendations.

Factor 5 - Scope and Effect FL 5-3 150 pts.

The work involves studies of processes and procedures to assess program operations. The studies may involve one or several organizations and affect an entire organization or an operating unit within the organization.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 2.b. 75 pts.

Contacts are with employees, supervisors, and managers within ETA and with representatives outside the organization. Contacts are to gather information, coordinate plans, and provide technical assistance.

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

The work is primarily sedentary.

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

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

TOTAL = 1885 pts.

IV. UNIQUE POSITION REQUIREMENTS