

MANPOWER DEVELOPMENT SPECIALIST  
GS-0142-14

I. INTRODUCTION

This position is located in the Department of Labor (DOL), Employment and Training Administration (ETA) Regional Offices. ETA provides Federal grants and technical assistance to State and local levels who provide workforce development services to various adult and youth populations. This position requires the performance of specialized administrative and technical work associated with assignments involving the implementation, promotion, coordination, monitoring, and evaluation of Federally funded programs for workforce development. Collaterally, the incumbent performs CSRA supervisory duties for a unit of employees less than 25% of the time.

II. MAJOR DUTIES AND RESPONSIBILITIES

Serves as an agency expert and authoritative consultant including technical assistance and resource management support for a key workforce development program or several complex program areas. Actively participates with other management officials in the planning and implementation of Regional Office efforts to enhance awareness and involvement on the part of grantees and the private and public sectors in the furtherance of the overall goals and special program initiatives of DOL and ETA.

Reviews plans, analyzes, develops and facilitates or manages program changes including resource requirements, establishes and revises operating procedures, reviews operations, aggregates and accesses program data, and provides high-level technical assistance. Provides authoritative advice and consultation to ETA officials, grantees, and customers. Evaluates, recommends, and facilitates implementation of new approaches and alternatives to address current or anticipated problems.

Supervises, plans and provides leadership in the administration of functions within the Regional Office which are concerned with the fulfillment of legislative responsibilities for providing oversight, consulting, and technical assistance to the States and local areas to assist them in executing their responsibilities under the assigned program/functional segment. Supervises overall State Operations functions and oversees sensitive and delicate negotiations with the Governor and/or other high-ranking officials to resolve extremely complex conflicts and controversial disputes. Elicits support of program officials, grantees, customers and other concerned parties. Ensures the most effective development, implementation, and management of State and local workforce development programs.

Provides leadership in formulating methods for getting results through cooperative efforts, including outreach to other ETA and DOL offices, other Federal, State and local agencies, all program constituents and customers.

Develops agency or national guideline material, policies, and/or strategic plans. Develops and applies new methods and techniques to solve problems where existing guides are largely inapplicable, or frequently non-existent. Participates in drafting of, or manages complex studies of new and proposed



application of new methods. Recommendations and activity involving major changes or new policy or programs are reviewed only in terms of overall agency priorities, budget limitations, and consistency with organization objectives and policies. Findings and recommendations are generally accepted as authoritative.

Factor 3 – Guidelines

FL 3-5

650 pts.

Guidelines include: workforce development and other basic legislation at the Federal, State, and local levels; broad agency policies; and strategic objectives. Guides are frequently non-existent or largely inapplicable and provide inadequate guidance on major problem areas and issues. The incumbent uses considerable judgement, initiative and resourcefulness in developing, revising, or interpreting these guides for agency application to programs for which responsible; and develops and recommends significant changes in agency policies and/or legislation affecting program responsibilities.

Factor 4 – Complexity

FL 4-5

325 pts.

The work consists of projects which require review and analysis of a variety of interrelated issues involving substantive workforce development programs. Decisions about how to proceed in leading, planning, organizing, and conducting projects are complicated by novel issues and conflicting program goals and objectives. The work concerns efforts carried out by States and other organizations, and requires integrating the efforts of other specialists on the team. The incumbent decides on the approach to be used, interprets program data, develops proposed changes, assigns segments of work to various participants, coordinates group efforts, and anticipates the effects and outcome. The incumbent develops and applies new methods and techniques to solve problems not susceptible to resolution by existing approaches.

Factor 5 – Scope and Effect

FL 5-5

325 pts.

The purpose of the work is to perform a wide variety of workforce development program assignments including reviewing State plans, analyzing and developing program requirements, establishing and revising operating procedures, reviewing operations, leading a team of subordinates, developing new criteria for measuring program accomplishments and customer satisfaction, and providing technical assistance to customers. Recommendations may result in changes in the way the program is conducted. The work affects the quality and quantity of services provided to customers, the attainment of program objectives, and results in recommendations of major significance to top agency management.

Factor 6/7 – Personal Contacts/Purpose of Contacts

Level 4.d.

330 pts.

Contacts are with persons outside the organization, high level program officials, Congressional staff officials, state executive leaders, mayors of major cities, and executives of comparable private sector organizations. The purpose of contacts is to justify or settle matters involving significant or controversial issues, including recommendations affecting major workforce development programs and investments which involve substantial expenditures, and may significantly change the nature and scope of provider

organizations.

Factor 8 – Physical Demands

FL 8-1

5 pts.

The work is sedentary, although some slight physical effort may be required to lift and carry reference books, working papers and similar items.

Factor 9 – Work Environment

FL 9-1

5 pts.

The work is performed in an adequately lighted and climate controlled office. Occasional travel by any means of government or public transportation may be required.

TOTAL = 3840 pts.

#### IV. UNIQUE POSITION REQUIREMENTS

The assignment will be to one of the following organizations or their subdivisions, including:

- Office of Youth Services (OYS)
- Office of Adult Services (OAS)
- Office of Workforce Security (OWS)