

APPRENTICESHIP AND TRAINING REPRESENTATIVE
(Regional Executive Assistant)
GS-0243-14

I. INTRODUCTION

This position is located in a Regional Office of the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). 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 performance of work primarily concerned with (a) the promotion of apprenticeship and other on-the-job training programs and standards to meet the needs for a skilled workforce in industry, and (b) providing technical advice and assistance on methods for improving and obtaining more effective utilization of worker skills on the job. This position provides a personal assistant to an ATELS Regional Director, performing special and analytical assignments independently and accomplishing segments of highly complex projects assigned to higher grade staff.

II. MAJOR DUTIES AND RESPONSIBILITIES

Participates actively with the Regional Director and his/her key staff in significant management planning, policy and decision-making sessions. Analyzes apprenticeship and training issues, goals, and initiatives. Recommends options during exploratory and formative stages of managerial planning and policy formulation. Advises the executive and key officials on the uses and limitations of the array of available administrative management techniques and the probable consequences of possible choices and decisions. Actively works to promote and improve a variety of apprenticeship and closely related on-the-job training programs. Provides technical advice and assistance to employers and union representatives (either singly or jointly) on the effective maintenance and improvement of existing training programs, and on the better utilization of workers where manpower and production problems relating to training exist. May advise, to a limited degree, various civic and other community groups representing business, labor, education and government, or area technical committees, regarding kinds and types of industrial training needed and possible, to meet the particular training problem with which they may be concerned; and provides technical assistance to prospective program sponsors in developing the training program(s).

Expedites priority projects. Develops or assists in the development of courses or plans of action for accomplishing such assignments. Investigates issues to establish the nature and scope of identified problems, and recommends methods and techniques to be utilized to resolve them.

Provides technical advice and assistance to the Regional Director, State Directors, Team Leaders, Area Training Representatives and the Support Staff on staff development. Works in

conjunction with State Directors and Team Leaders to develop training plans for technicals and support staff.

Engages in public relations activities, primarily by serving as guest speakers at various appropriate occasions, to explain apprenticeship and related training programs. May engage in promotional, developmental, and advisory activities in connection with other special industrial training programs not closely related to apprenticeship, such as on-the-job training or retraining programs which involve the expenditure of Federal funds.

Provides authoritative advice to management and labor on the regulatory provisions of the apprenticeship or related training programs under consideration. Resolves differences in training issues between labor and management and secures satisfactory acceptance by both of a program which will be in accordance with established standards. In the case of programs involving Federal financing, participates with other government organizations concerned, in reviewing proposals for training projects, and recommends final approval at the local level.

Conducts compliance reviews of registered national program sponsors to ensure compliance with 29 C.F.R., Part 30 – Equal Employment Opportunity in Apprenticeship, and prepares Compliance Review Report.

Represents and speaks for the executive in both formal and informal circumstances. In meetings with high-level public and private sector officials, takes actions or makes commitments which reflect the goals, objectives, and views of the executive. May perform public information duties. Directs the development of briefing information for the executive on evolving issues of concern.

May review proposed regulations which would significantly change the basic character of Office programs, the way the Office conducts its business and interacts with customers and stakeholders. May develop study formats for use by others on a project team or at subordinate echelons in the organization.

May manage key administrative processes such as the human resources function, and S&E accounts (travel, supply, training, awards). May directly supervise staff in the executive's office (Administrative Team) who are responsible for administrative procedures and processes.

May serve as State Director for one or more States within the Region on an interim or continuing basis. In the capacity of State Director, performs the full range of supervisory functions for ATELS staff assigned to that State.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

FL 1-8

1550 pts.

Knowledge at a level to serve as an expert in the application of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. Broad knowledge of industrial training practices; detailed knowledge of the principles and practices of apprenticeship programs, journeyworker training programs, and other on-the-job training methods and programs; and good knowledge of the types of supplemental related technical instruction. Knowledge of the comprehensive range of administrative laws, policies, regulations, and precedents applicable to the promotion and development of new apprenticeship and closely related on-the-job training programs (such as training of journeymen and supervisors of apprentices) for a wide variety of occupations and different kinds of companies. Ability to analyze industrial work operations and processes in order to identify the industrial training problems involved and to advise on solutions. Ability to develop and carry out promotional campaigns with selected industries and/or occupations to expand apprenticeship.

Knowledge of ATELS program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments. Familiarity with the techniques and skills involved in the practice of the more common apprenticeable trades; the industrial practices and operations and the general content of occupations across broad industry lines; and the basic trade classifications and apprenticeable occupations. Knowledge of relationships of apprenticeship and training objectives and requirements with other programs and key administrative support functions within ATELS or other activities within and external to ETA. Current awareness of changes in industrial technology which may affect skill needs in the respective areas as a result of changes in equipment, materials and processes. A good understanding of the relationships among management, labor, educational institutions, and government and community organizations, in the development and implementation of industrial training programs.

Skill to plan, organize, and direct team work and to negotiate effectively with management to accept and implement recommendations, where the proposals involve obligation of substantial resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

Skill and ability in oral, written, and computer communications in order to: plan promotional and advisory activities with employers and union representatives; meet and deal effectively with people of divergent interests at the various levels representative of management and labor and other community organizations; speak effectively on industrial training programs in conferences and before various settings such as schools (career day occasions), meetings of local employer and management organizations, labor unions, civic groups, educational groups; respond to inquiries; present recommendations; and prepare reports.

Factor 2 - Supervisory Controls

FL 2-5

650 pts.

The incumbent is subject only to administrative and policy direction concerning overall project priorities

and objectives. The incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry out major projects concerned with the implementation, analysis, and evaluation of programs and organizational effectiveness. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by the executive only for potential influence on broad agency policy objectives and program goals.

Factor 3 - Guidelines FL 3-5 650 pts.

Guidelines consist of existing legislation and regulations, ETA and DOL policies and directives, and basic administrative policy statements concerning the issues or problems being studied. The incumbent uses judgment and discretion in interpreting and revising existing policy/regulatory guidance for use by others. The incumbent is recognized as a regional expert in the development and/or interpretation of guidance on ATELS program planning and evaluation in and for the executive's organization.

Factor 4 - Complexity FL 4-5 325 pts.

The work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented ATELS programs. Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Options, recommendations, and conclusions developed by the incumbent take into account and give appropriate weight to uncertainties about the variables which affect long-range program performance throughout the assigned region.

Factor 5 - Scope and Effect FL 5-5 325 pts.

The purpose of the work is to analyze and evaluate major management/program aspects of substantive, mission-oriented ATELS programs throughout the assigned region (including the promotion and development of new apprenticeship and closely related on-the-job training programs for a wide variety of trades and different kinds of companies). The work involves identifying and developing ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. Work products are complete decision packages and staff studies, and typically contain findings/recommendations of major significance which serve as the basis for new administrative systems, regulations, or programs.

Factors 6&7 - Personal Contacts and Purpose of Contacts Level 3.c. 180 pts.

Contacts are with persons throughout and outside the executive's organization and with high level program officials in a moderately structured setting. Outside contacts include frequent work with union representatives, employer associations, and joint labor-management committees; also included are contacts with various local community groups, and may include some areawide and state-level organizations. The purpose of contacts is to influence managers or other officials to accept and

