

WDS/UIPS
GS-13

I. INTRODUCTION

This position is located in the Department of Labor, Employment and Training Administration. ETA provides Federal grants, contracts, and technical assistance to State and local partners who provide workforce development services to various adult and youth populations. The position requires the performance of a variety of program-related assignments in one or more front-line, core workforce development lines of work. Assignments are heavily influenced by ETA's one-stop, customer service philosophy and the focus and direction flowing from workforce legislation. The incumbent reviews plans, analyzes legislation and develops new methods for improving and strengthening program requirements, carries out program policy and/or revises operating procedures, conducts studies and evaluations, reviews plans and operations for conformity and compliance with program requirements, procedures and policies, provides technical assistance, and may serve as GOTR or project officer for one or more grants or other activity in any one or more of several grant programs.

II. MAJOR DUTIES AND RESPONSIBILITIES

Serves as an agency expert.

Provides authoritative advice and consultation to ETA officials, grantees, contractors, other Federal agencies, and customers. Recommends new approaches and alternatives to address current or anticipated problems.

Negotiates acceptable agreements to resolve conflicts and controversial disputes. Elicits support of program officials, customers, grantees, contractors, agencies, other partners, and other concerned parties.

Oversees implementation and continued maintenance of the Workforce Development System.

Provides leadership in formulating methods for getting results through cooperative efforts.

Implements national guideline material. Develops and applies new methods and techniques to solve problems where existing guides are largely inapplicable.

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Studies new and proposed legislation and regulations to determine impact on the program.

May serve as agency expert on specific program activities and/or legislative initiatives, providing region-wide guidance and direction to State and local program administrative entities,

contractors, and other Federal agencies.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-8 1550 pts.

Comprehensive knowledge of the range of laws, regulations, principles and methods applicable to the program sufficient to provide authoritative advice and develop new approaches.

Comprehensive knowledge of program objectives and requirements sufficient to resolve controversial disputes, address problems not susceptible to resolution by existing methods, and develop alternative approaches.

Skill in oral, written, and computer communications sufficient to advise and consult with a variety of customers, present findings and recommendations, negotiate agreements, and secure cooperation.

Factor 2 - Supervisory Controls FL 2-4 450 pts.

The employee independently plans, organizes and conducts all phases of the work and may serve as a team leader for other lower graded staff or peers. This frequently involves definitive interpretation of regulations and study procedures, and the initial application of new methods. The employee exercises a wide range of independent judgment in the performance of duties and responsibilities. The employee informs the supervisor of potentially controversial issues. Completed projects are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Factor 3 - Guidelines FL 3-4 450 pts.

Guidelines include program legislation, historical precedent, legislative history, regulations and objectives of general agency policy. The existing guides are largely inapplicable and provide inadequate guidance on major problem areas and issues. The incumbent uses initiative and resourcefulness in interpreting and applying these guides and in developing more specific guidelines, or in deciding which parts of the guide to use.

Factor 4 - Complexity FL 4-5 325 pts.

The work consists of projects which require review and analysis of a variety of interrelated or unrelated issues. Decisions about how to proceed in planning, organizing, and conducting the project are complicated by conflicting program goals and objectives. The employee decides on the approach to be used, interprets program data, develops proposed changes, and anticipates the

entities (*e.g.*, several large urban communities) having extremely difficult coordination problems or a single political entity (*e.g.*, one of the largest urban areas or one of the more populous States) having national importance and impact. The incumbent may serve as Program Team or Project Leader and provide technical guidance to and coordinate the efforts of workforce development personnel and other subject-matter specialists assigned to the team or project.

- **Incumbents performing principal duties as stated above** in adult and dislocated worker, youth, workforce security services have independent responsibility for planning, coordinating, organizing, and successfully concluding difficult and complex assignments. The area contains a wide diversity of programs, serving a broad range of customers: current workers, dislocated workers, new workers, individuals making a transition from welfare to work, and employers. Typically the incumbent will facilitate the promotion, development and integration of multiple employment and training programs, some of which are provided in one-stop service centers; provide advice and assistance, exchange information, develop partnerships and linkages with a variety of public and private organizations, education, government, elected officials, workforce development agencies; special interest groups and other Federal agencies. The incumbent may serve as a grant officer's technical representative, fulfilling the department's responsibility to provide grant management, oversight, and technical assistance. The incumbent may make oral presentations and provide training. The incumbent will work with grantees to address the increased accountability of the delivery system to achieve improved results in job placement, earnings, retention in unsubsidized employment, skill gains, and occupational/academic credentials earned.
- **Incumbents performing principal duties as stated above** involving project manager activities relating to the administration and oversight of the regional Job Corps Program serve low-income, disadvantaged youth between the ages of 16 and 24 facing multiple barriers to employment, and provide academic and vocational education, employability skills training, work-based learning and support services primarily in residential Job Corps centers, followed by continued services to program graduates. As a program expert, the incumbent a) provides oversight, program development, technical assistance, and staff training to center and agency staff; b) manages the basic education and vocational training programs and insures that proper teaching techniques, training materials, and testing programs are properly administered; c) insures that individual, group, and vocational counseling is provided and that center orientation, group management, enrollee discipline, physical education, and recreation programs are properly implemented; d) reviews and approves center organization structure, position descriptions, performance standards, and hiring/termination procedures and recommends employment of the center director and key staff at contract centers; e) reviews center plans and specifications for site utilization and approves capital facility construction requests; f) insures that enrollee support activities (*e.g.*, pay and allowances, food services, health care, clothing issue, transportation, legal aid, civil rights, safety, and security) are adequate; g) serves as GAR, exercising authority to direct contractor compliance with government regulations and contract clauses; h) performs regular, ongoing evaluation of center plans and performance; i) reviews and approves the center's annual recruitment and placement plans; and j) negotiates and coordinates support

service relationships between centers, community groups, employers, universities, volunteer organizations, and other government programs.

(Workforce Development Specialist)

___ The principal responsibilities of the incumbent typically involve one or more of the following: a) developing interpretations of Federal legislation for unemployment insurance (UI) and related wage-loss compensation programs; b) reviewing State legislation for conformity with Federal requirements; c) providing authoritative advice on UI program requirements to officials of State agencies; d) developing operating procedures and policy guidance for State officials to implement Federal UI and related wage-loss compensation program legislation; e) developing UI policy and guidance for State officials' use in establishing and operating State UI programs, systems and procedures consistent with Federal legislative requirements and policy issuances; f) development of automated systems; g) establishing and maintaining systems for the assessment of UI program accuracy and quality; h) reviewing State UI and workforce security program budget plans; and i) participating in special studies, reviews, and evaluations of benefit and tax functions, systems, and/or activities designed to enhance program integrity, performance, or quality and to improve service to claimants and employers. *(Unemployment Insurance Program Specialist)*