

APPRENTICESHIP AND TRAINING REPRESENTATIVE
GS-0243-07

I. INTRODUCTION

This position is located in the 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 provides the incumbent with advanced training and development in 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.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs less complicated portions of larger assignments in order to facilitate the work of higher-grade representatives.

Assists in activity of a promotional and developmental nature for new programs for apprentice training for which adequate program guides are available. Makes tentative recommendations for improving methods. Assists in determining need for work standards and control systems.

Reviews and analyzes pertinent agency policies. Gains familiarity with industrial training practices, and the principles and practices of apprenticeship programs, journeyman training programs, and other on-the-job training methods and programs.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position

FL 1-6

950 pts.

Knowledge of industrial training practices, and the principles and practices of apprenticeship programs, journeyman training programs, and other on-the-job training methods and programs sufficient to carry out segments of projects. Basic knowledge of industrial practices and operations, the general content of occupations across broad industry lines, and the basic trade classifications and apprenticeable occupations. Awareness of the relationships among management, labor, educational institutions, and government and community organizations, in the development and implementation of industrial training programs.

Ability to analyze industrial work operations and processes in order to identify the industrial training problems involved.

Skill in oral communications sufficient to explain findings and recommendations and assist with promotional presentations.

Factor 2 - Supervisory Controls FL 2-2 125 pts.

The supervisor identifies general project outlines and the work results desired, determines the methods and procedures to be employed, and provides specific instructions for new, difficult, and unusual assignments. The incumbent performs recurring assignments independently and seeks guidance from the supervisor or higher grade representative for unusual assignments. Completed work is reviewed for technical accuracy and conformance with instructions. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines FL 3-2 125 pts.

A number of guidelines, program policies, Federal regulations, and directives are used to complete assignments. Judgment is used in locating and applying the provisions of the guidelines to assignments. Significant deviations are reviewed by the supervisor.

Factor 4 - Complexity FL 4-3 150 pts.

The work involves program activity relating primarily to conventional type apprentice training, in assignments of relatively limited scope or complexity. Assignments require the analysis of issues for effectiveness and efficiency. The incumbent makes decisions regarding what needs to be done based on industry diversity, the number of craftsmen and variety of apprenticeable trades, company size and type, and the nature of any union representation. The incumbent identifies the conditions involved and analyzes the information gathered to determine the appropriate steps and to provide tentative recommendations, typically aimed at serving the needs of local plants and local conditions, and conforming to recommended national standards.

Factor 5 - Scope and Effect FL 5-2 75 pts.

The purpose of the work is to assist with apprenticeship programs for situations for which program precedents are generally available and to provide support to higher-level representatives in the completion of promotional and developmental activity and technical advisory services. The work performed by the incumbent comprises a part of the overall project being performed and affects the reliability of the services provided.

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

The incumbent has regular and recurring contacts with employers, union officials, school officials, as well as state and Federal Government officials. Virtually all of the contacts are at the local level in

structured settings. Contacts are to coordinate plans, obtain data, and give advice on resolving problems on shared work efforts.

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 = 1510 pts.

IV. UNIQUE POSITION REQUIREMENTS