

to both specialists and non-specialists.

Ability to explore and present fully the many facets of a policy, legislative, research, development or evaluation issue. Ability to exercise judgment in all phases of analysis -- ranging from sorting out the most important problems, to sifting evidence, and framing feasible options. Ability to effectively express ideas orally and in writing, using appropriate language, and organizing ideas and facts in an objective manner. Ability to work effectively under the pressure of tight time-frames and rigid deadlines.

Factor 2 - Supervisory Controls

FL 2-4

450 pts.

The incumbent works under broad general supervision and direction and may receive leadership and direction from a Team Leader. The incumbent exercises originality and initiative in planning and carrying out his/her duties and responsibilities and in determining the approach and methodology to be employed. Performance is evaluated in terms of overall effectiveness and compliance with established standards and objectives. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3, Guidelines

FL 3-4

450 pts.

Guidelines include Federal Law, Federal Regulations, DOL and ETA policy and operations directives and issuances, state and local laws, historical precedent, legislative history, related rulings in legal proceedings, findings in previous studies, professional literature, and sound scientific research practices, principles and methodology. These guidelines provide broad policy statements regarding objectivity, responsiveness, and timeliness, often requiring the incumbent to deviate from traditional professional methods and develop new evaluative criteria and methodology. The incumbent must exercise judgment and ingenuity in maintaining objective, professional standards.

Factor 4 - Complexity

FL 4-5

325 pts.

As a principal analyst on workforce development-related policy, legislative or research and development, develops a wide variety of policy analysis documents to aid decision makers in proposing legislation and making changes in existing programs. Identifies areas of major concern; reviews current projects; searches pertinent literature, evaluations, and studies, which often contain voluminous and conflicting data; discusses issues with other Federal and non-Federal experts and program officials; considers legislative developments and assesses programmatic trends. Defines and describes issues; develops options; devises and predicts the impact of various alternatives. Summarizes and presents findings to policy makers. Assignments include a broad range of projects involving complex variables and numerous interrelationships in the workforce research and analysis field. Voluminous qualitative and quantitative data must be analyzed to assess the relationship of workforce development (job training and employment)-related information, research, and initiatives to occupational analysis, skills assessment and policy implications. The work may require coordination of analytical efforts of other analysts who are expert in Workforce analysis and related fields. Work products include written reports

and memoranda, oral briefings, and personal assistance in defining problems and planning studies which will aid in developing and examining policy proposals.

Factor 5 - Scope and Effect

FL 5-4

225 pts.

The purpose of the work is to provide authoritative reports through the synthesis of a wide variety of information from Federal, State, and private sector sources regarding the continuing research and development of labor market and workforce development (job training and employment)-related information, proposals, policy, evaluations, and projects. Written and oral reports produced by the incumbent provide recommendations and options on operational research and demonstration activities, or on workforce development policies and legislation.

Factor 6 - Personal Contacts

FL 6-2

25 pts.

Maintains personal contacts with key officials and staff members within ETA, with analysts and specialists within the Office to which assigned, with regional offices and other agencies at Federal, State, and local levels, foundations, universities, labor unions, and management and professional organizations engaged in related research and development of labor market information. Contacts may be initiated by the incumbent, the person requesting information and/or assistance, or another party, and may be moderately unstructured, in that the role and authority of participants initially may be unclear.

Factor 7 - Purpose of Contacts

FL 7-3

120 pts.

The purpose of the contact is: to obtain or clarify information; to summarize, interpret, and relate information on difficult, complex, or misunderstood job training and employment related analysis, issues, and policy questions; to plan and coordinate work efforts to provide factual and analytical information on occupational analysis questions; to present alternative approaches to ETA policy and guidance on computerized assessment questions in response to inquiries; to inform policy makers of the analytical capabilities of the incumbents organization as they relate to various job training and employment or labor market research and development projects and issues; and to establish working relationships among policy analysis staffs in state and local governments and academia. The establishment of contacts is an important aspect of the work and requires tact and negotiating skills.

Factor 8 - Physical Demands

FL 8-1

5 pts.

Work is principally sedentary. No special physical demands are made of the incumbent.

Factor 9 - Work Environment

FL 9-1

5 pts.

Work is performed in an adequately lighted and climate controlled office and occasional travel by any means of government or public conveyance to meetings, conferences, or consultations may be required. Use of protective clothing or gear or observance of unusual safety precautions would not normally be required.

TOTAL = 2855 pts.

IV. UNIQUE POSITION REQUIREMENTS *(The immediate supervisor may mark one of the following descriptions to indicate primary area of responsibility)*

_____ Serves on projects for various evaluations, pilots/demonstration and research grants or contracts and as such may assist with COTR/GOTR procurement activities for the Employment and Training Administration, on behalf of the project officer. In close cooperation with the project officer, assists with the administrative, managerial, and monitoring tasks necessary for an award and execution of an evaluation, pilot/demonstration or research project(s). Specific tasks performed may include: initial review of the project requirements to define the statement of work or procurement solicitation, conduct proposal(s) reviews to determine the most technically sound approach to executing the project, conducting contract/grant administrative duties associated with day-to-day operations of the project after an award, provide continual evaluation and analysis of the projects performance to determine and certify payment against work performed and evaluate appropriateness of option year funding if necessary, and assist the project officer and the Division of Acquisition and Award (DAA) manage the closeout of the project, including evaluating the adequacy of the project=s final products, clearing such products if necessary and providing final products to the next level of functionality such as identifying application of findings for enhancing program performance, technical assistance strategies or dissemination, as appropriate.

_____ Prepares or participates substantively in the preparation of policy analyses on workforce development programs and issues which have short- and long-term implications for improving the quality and effectiveness of training and employment services. Analyses are based on an assessment of program experience, academic research, government reports, technological developments, and may include implementation strategies to accomplish recommended options. Prepares legislative analyses that are used to prepare positions on legislation and develop Department of Labor legislative initiatives. Develops draft testimony and supporting analyses articulating Administration positions for use at Congressional hearings. Prepares analyses of research and evaluation studies and program experience to develop new program initiatives and to identify issues requiring further study and analysis. Prepares technical analyses of the economic and labor market situation. Conducts in-depth policy review of ETA programs to determine the need for modification in light of program performance and the future economic, labor market, political, and social environment.