

WORKFORCE ANALYST
GS-0140-13

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). It is established to provide a professional authority to conduct specific studies into complex problems relating to workforce development.

II. MAJOR DUTIES AND RESPONSIBILITIES

Leads and/or carries out analyses of policy and program issues which may include such work activities as the preparation of reports on economic and labor market trends applicable to concerns and issues concerning workforce development programs; the development or refinement of legislative proposals, policy materials such as analytical papers, and/or programmatic materials describing initiatives, plans for research, demonstration and/or evaluation agendas or projects relating to specialized workforce development content specialties such as performance measurement, skills standards, skills attainment and assessment. Substantive work assignments include the analysis and development of policy recommendations and options designed to resolve conflicting concerns or issues. Independent assignments may include identifying, developing, planning, implementing, monitoring and maintaining either individual (often high profile) and/or multi-site projects, research initiatives, strategic research plans, budgetary analysis, statistical and economic analysis with inferences upon workforce development programs and activities; or one or more subject or client- specific areas including but not limited to areas such as performance evaluation, adult employment and training assistance (including welfare recipients), and youth-related employment and training assistance; occupational information, labor shortages, and occupational skills and assessment. The incumbent analyzes findings to develop recommendations and options for research applications and new initiatives and participates as a recognized expert in work groups and in making professional presentations on the subject(s) areas. The incumbent often organizes, arranges for and facilitates conferences/meetings to provide expert information and guidance to contractors which supports and promotes the goals and objectives of the projects.

Prepares or develops replies, reports and analyses regarding policy and guidance on workforce development matters directed to the Office by the Office of the Assistant Secretary, the Department of Labor and other Federal agencies, other ETA program offices and State, local and private agencies, including national associations representative of specific workforce development interests and jurisdictions.

III. FACTORS

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| Factor I - Knowledge Required by the Position | FL 1-8 | 1550pts. |
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Mastery of workforce (job training and employment) research and development; policy and legislative analysis; evaluation; or occupational assessment and analysis for the purpose of

furthering the development and utilization of the Nation's workforce resources, and skill sufficient to apply new analytical developments, methodologies, and research findings to workforce analysis. Professional mastery of scientific research practices, principles, and methodology. Professional mastery of concepts, principles and practices of the social sciences in implementing national programs.

Skill sufficient to extend and refine existing techniques and to develop new approaches to workforce analysis. Skill in dealing with decision makers and their immediate staffs. Skill in interacting with other specialists and experts in the same or related fields.

Skill to conduct probing, innovative analyses involving complex variables which significantly impact the effective development, interpretation, or implementation of workforce programs development and evaluation.

Ability to relate complex variables of workforce research and workforce programs development and evaluation to specific public policy issues in an effective and cogent manner. Ability to make realistic assessments of the political and institutional environment in which policy alternatives will be considered, chosen, and implemented.

Ability to effectively express ideas orally and in writing, using appropriate language, and organizing ideas and facts in an objective manner. Skill in preparing and presenting technical material and complex issues to both specialists and non-specialists. 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 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, legislation, research, development or evaluation, 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 6-3

60 pts.

Maintains personal contacts with analysts, specialists, key officials and staff members within ETA; with regional offices and government officials of other agencies at Federal, State, and local levels; foundations; professionals in universities; members of trade associations, labor unions, and management and professional organizations engaged in related research and development of labor market information; with professionals and program directors in executive, legislative, or judicial branch agencies, or with staffs of Members of Congress and committees. Contacts may be initiated by the incumbent, the person requesting information and/or assistance, or another party, and frequently involve unstructured face-to-face meetings. Some contacts with specific individuals are frequent and recurring since the incumbent frequently functions in a liaison capacity with policy making staff officials.

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 incumbent's 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 = 3190 pts.

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

_____ Serves as project officer for various evaluation, pilots/demonstration and research grants or contracts and as such is responsible for conducting COTR~GOTR procurement activities for the Employment and Training Administration, on behalf of the contract/grant officer. In close cooperation with the Division of Acquisition and Award (DAA), the project officer performs the administrative, managerial, and monitoring tasks necessary for an award and execution of an evaluations, pilot/demonstration or research project(s). Among the specific tasks performed are: 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 project's performance to determine and certify payment against work performed and evaluate appropriateness of option year funding if necessary, and in collaboration with 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 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.