

PROGRAM SPECIALIST
GS-0301-07

I. INTRODUCTION

This position is located in the Department of Labor (DOL), Employment and Training Administration (ETA). The position provides the incumbent with advanced training and development in the performance of a variety of program-related assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

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

Assists in performing studies or providing analyses to develop requirements for program deployment. Participates in developing operational plans. Makes recommendations for improving methods. Assists in determining need for work standards and control systems.

Reviews and analyzes pertinent agency policies. Gains familiarity with regulations and procedures.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-6	950 pts.
---	--------	----------

Knowledge of organizational and administrative principles, concepts, and methodologies sufficient to carry out segments of projects.

Ability to apply well-established program operations techniques and methods.

Skill in oral communications sufficient to explain findings and recommendations.

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 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 areas with diverse and unique functions. Assignments require the analysis of issues for effectiveness and efficiency. The incumbent makes decisions regarding what needs to be done based on an analysis of the subject under review. The incumbent identifies the conditions involved and analyzes the information gathered to determine the appropriate steps and to provide tentative recommendations.

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

The purpose of the work is to conduct projected and operational studies and to provide support to higher-level analysts in the completion of mandated or management-requested studies and reviews. The work performed by the incumbent comprises a part of the overall project or study being performed and affects the reliability of the services provided.

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

Contacts are with employees, supervisors, and managers in the agency but outside the immediate organization, including representatives from regional or field offices. 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