

ATR/MDS/UIPS
GS-13

I. INTRODUCTION

This position is located in the Department of Labor, Employment and Training Administration. 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 and develops program requirements, establishes and revises operating procedures, reviews operations, and provides technical assistance.

II. MAJOR DUTIES AND RESPONSIBILITIES

Serves as an agency expert.

Provides authoritative advice and consultation to ETA officials 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 and other concerned parties.

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

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

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

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-8	1550 pts.
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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 and written 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 project. This frequently involves definitive interpretation of regulations and study procedures, and the initial application of new methods. 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 - Guideline FL 3-4 450 pts.

Guidelines include program legislation, regulations and objectives. 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.

Factor 4 - Complexity FL 4-5 325 pts.

The work consists of projects which require review and analysis of a variety of interrelated 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 effects and outcome. The incumbent develops and applies new methods and techniques to solve problems not susceptible to resolution by existing approaches.

Factor 5 - Scope and Effect FL 5-5 325 pts.

The purpose of the work is to perform a wide variety of program assignments including reviewing plans, analyzing and developing program requirements, establishing and revising operating procedures, reviewing operations, and providing technical assistance to customers. Recommendations may result in changes in the way the program is conducted. The work affects the quality and quantity of services provided to customers and the attainment of program objectives.

Factor 6/7 - Personal Contacts/Purpose of Contacts Level 3.c. 180 pts.

Contacts are with persons outside the organization and with high level program officials, customers and stakeholders in moderately unstructured settings. The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on program changes and improvement.

Factor 8 - Physical Demands FL 8-1 5 pts.

No unusual physical exertion is required.

The work is generally performed in a office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 3290 pts.

IV. UNIQUE POSITION REQUIREMENTS *(The immediate supervisor is to mark the first descriptive paragraph below only if appropriate. In all cases the immediate supervisor is to mark the **one** of the last three descriptions below which describes the position for titling purposes)*

___ The incumbent has regular and recurring responsibilities to provide leadership to individual workforce development specialists and/or teams or groups of specialists. These leadership responsibilities may be task driven or may reflect the usual and customary office organization and workflow.

___ The principal responsibilities of the incumbent involve industrywide apprenticeship and training assignments at the national level. The industry or industries assigned are of major importance to the national interest and reflect significant changes in patterns of manpower skill needs, typically as a result of radical technological changes. Activities involve promoting, and assisting management and labor in the development of, national-level training plans, standards, and programs which will have application throughout the industry or that portion of the industry concerned. *(Apprenticeship and Training Representative)*

___ The principal responsibilities of the incumbent typically require the development and application of new workforce development methods, approaches, and techniques or the extension, revision, and adaptation of existing methodology to new or unusual applications or situations. The incumbent focuses on an extremely large and diverse population encompassing a large number of political 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. *(Manpower Development Specialist)*

___ The principal responsibilities of the incumbent typically involve: a)developing national workforce security guideline material which includes the whole range of actions, relationships, standards, etc., for which established guidelines have been relatively unsuccessful or largely inapplicable; negotiating workable agreements to correct workforce security problems for which precedent conditions beyond the direct service operations must be met (*e.g.*, amendment to State laws, cooperative agreement with other jurisdictions); and/or providing authoritative advice on workforce security program content to officials of State and local agencies and encouraging and assisting them in setting up new or experimental programs in areas where related precedents or guidelines are generally unavailable. *(Unemployment Insurance Program Specialist)*