

MANPOWER DEVELOPMENT SPECIALIST  
GS-0142-11

## I. INTRODUCTION

This position is located in the U. S. Department of Labor (DOL), Employment and Training Administration (ETA), Foreign Labor Certification division, which has the responsibility for planning, developing, and administering a region-wide alien employment certification program, and for the issuance or denial of labor certifications pursuant to Section 101(a)(15) and 212(a)(14) of the Immigration and Nationality Act. The objective of these functions is to assist employers in supplementing the work force with foreign nationals possessing needed skills, to protect the jobs of United States workers, and to ensure that the wages/working conditions of United States workers will not be adversely affected by the immigration or temporary entry of nonagricultural and agricultural workers.

## II. MAJOR DUTIES AND RESPONSIBILITIES

Typical assignments include:

Analyzes and makes recommendations on (non-agricultural or agricultural) foreign labor certification requests in accordance with Section 212(a)(14) of the Immigration and Nationality Act. Reviews Applications for Alien Employment Certification in accordance with applicable laws, regulations, and directives pertaining to immigration. Prepares Notices of Findings on non-compliance with immigration laws and regulations. Reviews and answers rebuttals to Notice of Findings. Writes final decisions to approve or deny Applications based on statutory and regulatory considerations and documented facts. Writes and submits for supervisory review final decisions to deny Applications based on statutory and regulatory considerations and documented facts.

Determines availability of qualified American workers, adequacy of recruitment efforts, prevailing wages and working conditions for the purpose of establishing factual basis for decisions on Applications in (non-agricultural and or agricultural) occupations. Obtains, analyzes and interprets labor market information provided by State employment services within regional boundary, Bureau of Labor Statistics reports and publications, professional journals, associations, trade unions, colleges and universities, mass layoff reports, labor supply and demand bulletins, and private industry employers.

Replies directly to telephone inquiries from the offices of Senators, Congressmen, SESAs and other governmental agencies, attorneys, employers, (growers), private employment agencies, aliens, and others concerning a specific Application or procedure in general.

Provides orally or in writing as appropriate other program assistance related to inquiries, status of cases or special contacts with employers, attorneys, aliens, SESAs and members of Congress. Compiles

reports, as required, regarding alien certification activity.

Reviews the administration and operations of State FLC programs and systems, with a primary focus on agency internal operations.

Conducts training sessions, workshops, and seminars with SESA personnel on immigration laws and regulations. Prepares agenda and instructional materials.

### III. FACTORS

Factor 1 – Knowledge Required by the Position	FL 1-7	1250 pts.
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Knowledge of immigration legislation, policies, rules, regulations, guidelines and policies concerning foreign labor certification.

Analytical ability to apply principles of law to factual situations, and above average decision making ability.

Knowledge of the goals, methods, principles, and practices pertinent to the foreign labor certification program, activities, and operations.

Ability to identify and interpret contract/grant specifications, program requirements, regulations, policy statements, and other similar guideline and informative material. Ability to work effectively in stressful situations.

Ability to establish, maintain, and improve interpersonal relationships with employees, supervisors, and managers of ETA, other Federal agencies, other levels of government, organized labor, special interest groups, and organizations in private enterprise. Ability to adapt and work effectively in a variety of situations with individuals or groups, to understand and appreciate different and opposing perspectives, and to operate in a team environment.

Ability to communicate effectively verbally and in writing to convey information in a clear, succinct, and organized manner. Ability to prepare reports, correspondence, and other written technical material.

Skill in using a personal computer, associated peripheral equipment, and a variety of office automation software applications in a LAN environment to produce documents, charts, and graphics, to send and receive electronic mail, and to research and communicate via Internet.

Factor 2 – Supervisory Controls	FL 2-4	450 pts.
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The supervisor, team leader, or a senior specialist provides general instructions about the assignment

usually confined to the objectives and scope of the assignment, work priorities, and instructions on revised or new policies or procedures. The incumbent is responsible for planning, organizing, scheduling, and completing assignments within the framework provided by agency policies, defined objectives, and established procedures, and keeping the supervisor apprised of potentially controversial issues. Completed work is usually accepted as technically sound and is reviewed only for compliance with established policies and accomplishment of proposed objectives. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 – Guidelines

FL 3-3

275 pts.

The guidelines for this position are 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, professional literature, and sound research practices, principles, and methodology. Procedural guidelines are not always applicable to specific project assignments; therefore, the incumbent must use judgment in selecting or adapting guides. The incumbent makes commitments and recommendations, concerning factual, noncontroversial matters that are adequately treated by available guides or require extension or adaptation of this material to secure adequate results.

Factor 4 – Complexity

FL 4-4

225 pts.

The work involves many different and unrelated processes requiring extensive planning, coordination, and organization of the work. The incumbent analyzes information and data gathered, often requiring integration of that information with other functions prior to deciding on a course of action. The incumbent assesses available information, the results of coordination and integration, together with customer and program needs to select an appropriate course of action from several possible or practical alternatives.

Factor 5 – Scope and Effect

FL 5-3

150 pts.

The incumbent individually and, on occasion in concert with other specialists, analyzes and resolves problems in connection with assigned projects. The results of the work materially impact the effectiveness and efficiency of internal operations, the effective accomplishment of ETA work, and the efficient delivery of services to recipients of ETA products and services.

Factors 6/7 – Personal Contacts/Purpose of Contacts Level 3.c. 180 pts.

The incumbent has regular and recurring contacts with analysts and specialists within the target activity, with key officials and staff members within ETA, with regional offices and other agencies at Federal, State, and local levels. Contacts often involve matters that require explanation or interpretation in order to reconcile differences, negotiate agreements, and investigate and resolve complaints.

Factor 8 – Physical Demands

FL 8-1

5 pts.

The work is sedentary, although some slight physical effort may be required.

Factor 9 – Work Environment

FL 9-1

5 pts.

The work is performed in an adequately lighted and climate controlled office. Occasional travel by any means of government or public transportation may be required.

TOTAL = 2540 pts.

#### IV. UNIQUE POSITION RESPONSIBILITIES