

APPRENTICESHIP AND TRAINING REPRESENTATIVE
GS-0243-05

I. INTRODUCTION

This position is located in the Department of Labor (DOL), Employment and Training Administration (ETA). ETA provides Federal grants and technical assistance to State and local levels who provide workforce development services to various adult and youth populations. This entry-level position provides the incumbent with training and development in the performance of work primarily concerned with (a) the promotion of apprenticeship and other on-the-job training programs and standards to meet the needs for a skilled workforce in industry, and (b) providing technical advice and assistance on methods for improving and obtaining more effective utilization of worker skills on the job.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs a variety of developmental tasks. Gains basic understanding of and familiarity with industrial training practices, and the principles and practices of apprenticeship programs, journeyman training programs, and other on-the-job training methods and programs. Assists in activity of a promotional and developmental nature for new programs for apprentice training for which adequate program guides are available. Drafts assigned portions of final reports making recommendations for improving methods. Assists in determining need for work standards and control systems.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-5	750 pts.
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Basic knowledge of organizational and administrative principles, concepts, and methodologies sufficient to carry out elementary assignments, operations, and procedures.

Skill in applying basic analytical methods and techniques.

Skill in effective communications to provide tentative recommendations to supervisor/team leader.

Factor 2 - Supervisory Controls	FL 2-1	25 pts.
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The supervisor provides specific direction making assignments and giving detailed instructions about what is to be done and the methods to be used. The incumbent works as instructed, consulting with the supervisor or a higher-level representative on all matters that are not covered by specific guidelines or instructions. Completed work is critically reviewed for accuracy and adherence to instructions. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines

FL 3-1

25 pts.

A number of guidelines, program policies, Federal regulations, and directives are used to complete assignments. The incumbent works in strict adherence to the guidelines and instructions; all deviations must be approved by the supervisor.

Factor 4 - Complexity

FL 4-2

75 pts.

Assignments consist of a variety of tasks that involve several related steps. Factors considered in identifying what needs to be done and in performing assignments are straightforward and factual.

Factor 5 - Scope and Effect

FL 5-1

25 pts.

Work involves the performance of various specific, recurring tasks. The work facilitates the work of others in the immediate organizational unit.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 1.a. 30 pts.

Contacts are with co-workers and with employees in related or support units, and may include occasional contacts with employers, union officials, school officials, and/or State government officials. Contacts are for obtaining and providing factual information related to the duties assigned.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is primarily sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

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

TOTAL = 940 pts.

IV. UNIQUE POSITION REQUIREMENTS