

APPRENTICESHIP AND TRAINING REPRESENTATIVE
GS-0243-09

I. INTRODUCTION

This position is located in the U. S. 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 developmental position performs 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

Carries out field work independently throughout assigned area, and initiates contacts with employers, local joint employer associations, and unions. Visits worksites to meet with labor and employer representatives. Makes recommendations which conform to recommended national standards and which are aimed at serving the needs of local plants and local conditions.

Engages in activity of a promotional and developmental nature for new programs for apprentice training for small, single trade employers, or those multiple trade industries in the area (such as the construction industry) for which adequate program guides are available. Training programs for a company are usually limited to a single program for the training of a very small number of employees (1-10) at any one time. Provides needed technical program guidance to companies are considered to be potentially interested in a training program.

III. FACTORS

Factor 1 – Knowledge Required by the Position

FL 1-6

950 pts.

Basic knowledge of the principles, techniques, and methods applicable to the promotion and development of apprenticeship and closely related on-the-job training programs.

Knowledge of the apprenticeship and training objectives and requirements sufficient to extend, adapt, and apply conventional type apprentice training to solve problems and improve effectiveness.

Ability to communicate effectively verbally and in writing to convey information in a clear, succinct, and organized manner in order to make clear and convincing oral and written presentations. Ability to relate well to people inside and outside the organization and to operate in a team environment. Ability to adapt and work effectively with a variety of situations, individuals, or groups; to understand and

appreciate different and opposing perspectives; to rise to the challenge of unfamiliar tasks; and to adapt approaches to the requirements of a situation change.

Ability to assess and weigh information in a logical and analytical manner to identify trends and relationships among issues, to weigh options critically through use of a variety of information sources and to provide written or verbal rationale and results of analysis.

Factor 2 – Supervisory Controls FL 2-3 275 pts.

The supervisor directs where the major emphasis of the incumbent's efforts should be placed, makes special assignments, and provides general policy and technical guidance. The incumbent plans and carries out the daily work schedule, keeping the supervisor regularly informed of work plans, and usually discussing initial contacts beforehand. Field work is generally carried out independently; however, if larger companies are involved the supervisor usually establishes the initial contact. Incumbent discusses findings with the supervisor, and consults during the course of the work if the need arises. The supervisor (or senior field representative) may occasionally accompany the incumbent on calls to companies, both to observe methods of operation and to offer assistance. Incumbent's work is normally reviewed through frequent discussions with the supervisor and through regular reports of work activities and results achieved. Written recommendations developed by the incumbent for use by the industry, are cleared with the supervisor prior to presentation to any of the parties concerned. 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.

Guidelines consist of standard Federal regulations, organizational policies, and directives. Close guidance or personal assistance is received in any training projects involving Federal funds; in situations for which little or no precedent exists; in assignments which involve any difficulties in dealing with a larger company, unresolved labor-management difficulties over certain training issues, difficult labor relations with local unions, or other such special problems.

Factor 4 – Complexity FL 4-3 150 pts.

The work involves program activity relating primarily to conventional type apprentice training, in assignments of relatively limited scope or complexity. Assignments are made on a territorial basis (segment of a State or city, or on a trade or industry basis within the territory), and do not necessarily involve responsibility for continuing coverage. Industry diversity is sufficient to warrant employment of a limited number of craftsmen in a variety of apprenticeable trades but, on the whole, the assignment involves companies which are of small to medium size, each usually of single trade type, employing a small number of craftsmen, generally in only one apprenticeable trade (except in the construction industry). Many of the plants tend not to be employee-organized; where plants are unionized, the

