FEDERAL LABOR RELATIONS AUTHORITY

CAREER OPPORTUNITY ANNOUNCEMENT

Merit Staffing

This position may be filled by an Excepted or Competitive Service Appointment. Please see Competitive Service announcement, FLRA 03-38B.

Announcement No: FLRA 03-38A	**Opening Date:** September 16, 2003 **Closing Date:** October 7, 2003	**Job Title, Pay Plan, Series and Grade:** Supervisory General Attorney (Labor), GS-905-15 (Regional Attorney)

Number of Vacancies: One	**Promotion Potential:** GS-15	**Salary Range: GS-15: $95,987 - $124,783** Salaries include 2003 locality rate for the Washington DC area.

Duty Station/Agency Component: Office of the General Counsel, Washington Regional Office, Washington, DC

Work Schedule/Type of Appointment:
Excepted Service
Permanent
Non-bargaining unit position
Full Time

Major Duties:
In the absence of the Regional Director, you will serve as Acting Regional Director with all the duties and powers exercised by the Regional Director. Along with the Regional Director, you will be responsible for ensuring that cases are processed expeditiously, quality standards are uniformly maintained, and time targets are met. You will participate in Regional Office agendas and make recommendations to the Regional Director to issue complaints, dismiss charges, and take other actions in the most complex and controversial unfair labor practice and representation cases, using alternative dispute resolution techniques where possible. You will have primary responsibility for ensuring the accomplishment of the Region's legal functions. You will supervise the investigation, analysis and initial resolution of unfair labor practice cases and the processing of representation petitions filed in the Regional Office.

The Agency is highly automated and currently uses Corel Word Perfect for word processing, the Microsoft Outlook electronic mail system, and Oracle for database management.

Conditions of Employment:
U.S. Citizen
Financial Disclosure
Occasional Travel within the US
Security Investigation

Who May Apply:	**Are you:**
Nationwide - All sources U.S. citizens who meet the job qualifications	**T a 30 percent compensable veteran; or** **T severely handicapped?** **If so, we may be able to consider you under a special hiring authority. Please be sure to clearly designate your eligibility for these types of appointments in your cover letter or application.**

	Are you: **Ta candidate with a disability and therefore need a reasonable accommodation for any part of the application and hiring process?** **If so, ask for an application for accommodation on which you describe your needs. (Determinations on requests for reasonable accommodation are made on a case-by-case basis.)**

To apply for this position:
Please refer to the attached Checklist to ensure your application package is complete.
Complete applications must include a resume and a separate statement addressing Knowledge, Skills, and Abilities.

I. Minimum qualifications:
Applicants must have earned the first professional law degree (LL.B. or J.D.) from an accredited law school; have been admitted to the Bar; and have a minimum of five years of professional legal experience or an equivalent combination of professional legal experience and education. At least three years of this experience must have been in the labor relations field or other public employment law field, one year of which must have been equivalent to the Federal service GS-14 level.

II. Basis For Rating:
Applicants meeting basic eligibility requirements will be rated and ranked on the knowledge, skills and abilities and other characteristics (KSAs) required to perform the duties of the position. Please review KSAs carefully. Include in the write-ups such things as experience in and out of Federal service that gave you the specific knowledge, skill or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.)

III. Desired Knowledge, Skills, and Abilities:
Your application must include a separate statement addressing each of the desired knowledge, skills, and abilities listed below. Responses will be used to determine a listing of best-qualified candidates. The applications of the highest ranked candidates will be sent to the selecting official for selection consideration. If your application does not include a statement addressing each of the desired knowledge, skills, and abilities, the Agency may exclude your incomplete application from consideration.

1. Demonstrated experience in labor relations and labor law.
2. Ability to handle complex legal issues, including the ability to manage the investigation and processing of complex unfair labor practice and representation cases.
3. Demonstrated experience in facilitating the resolution of representation and unfair labor practice cases.
4. Demonstrated experience in gathering and analyzing facts, drawing conclusions, and exercising ingenuity in devising practical solutions to legal issues.
5. Ability to supervise, train and develop a staff.
6. Demonstrated ability to communicate effectively, both orally and in writing.

Special Remarks:
- This position is excluded from coverage by the Agency's bargaining unit.
- Relocation expenses may or may not be paid.
- Attorneys who are new to the Federal government must serve a two-year trial period; preference eligible attorneys new to the Federal government must serve a one-year trial period.
- Position requires travel within the serviced region.
- Position requires completion of a one-year supervisory probationary period, if not previously completed.
- Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form such as the OF-612.
- If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment or other disciplinary action.
- Employees who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment of contracts for person services, are generally obligated to repay the full amount of the buyout to the agency that paid it.
- Applicants will be notified of the outcome of this announcement only if selected.
- Privacy Act Notice(PL93-579): The information requested here is used to determine qualifications for

employment and is authorized under Title 5 U.S.C. 3302 and 3361.

- Failure to submit all required documents and information requested by the closing date of this announcement will result in your not receiving full consideration. Applicants' qualifications will be evaluated solely on the information submitted in their applications.
- Materials submitted as a part of your application will not be returned.

Agency Mission:
The Federal Labor Relations Authority (FLRA) is an independent agency responsible for administering the labor-management relations program for non-postal Federal employees world-wide. It employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The Agency consists of three components: the Authority, the General Counsel and the Federal Service Impasses Panel. The **Authority** is a quasi-judicial body which resolves disputes over the negotiability of proposals made by Federal employee unions in collective bargaining with Federal agencies. It also resolves exceptions to grievance arbitration awards and decides whether conduct alleged in a complaint constitutes an unfair labor practice. In addition, it reviews determinations made by Agency Regional Directors in disputes over union elections and unit determinations. The **Office of the General Counsel** is responsible for independently investigating, and settling or prosecuting unfair labor practice charges; receiving and processing representation proceedings; and providing facilitation, intervention, training and education services to the parties to prevent and/or resolve disputes. The **Federal Service Impasses Panel** provides assistance to Federal agencies and unions representing Federal employees in resolving impasses arising from negotiations over conditions of employment. For additional FLRA information, you may visit our website at: http://www.flra.gov.

Employee Programs And Benefits:
FLRA offers options in flexible work schedules such as working a regular fixed schedule, a compressed work schedule, or flexible schedules that allow varied arrival and departure times or number of hours per day worked. There are opportunities to attend skills-enhancing and skills-maintenance training. Employees may earn a variety of monetary and non-monetary awards. An employee assistance program provides confidential, professional counseling and referral service to help troubled employees, a health service which provides periodic health screening opportunities at nominal cost, and a leave donation program that can assist employees during personal medical emergencies. For special circumstances, there are opportunities to work at home on a limited basis. All employees are paid by electronic funds deposit.

FLRA recognizes the Union of Authority Employees (UAE) as the exclusive bargaining representative of eligible employees.

The FLRA subsidizes health benefits and life insurance costs. Its portable Federal Employees Retirement System permits eligible employees to supplement their retirement by contributing to a Thrift Savings Plan (similar to 401K savings plans). Employees on appointments of more than 90 days with set work schedules earn annual and sick leave based on their years of service, beginning at 104 hours each of annual and sick leave per year for a full time employee.

How To Apply For This Position:
Submit your resume with the information described on the attached "Application/Resume Checklist," so that the information is received by 5:00 p.m. Eastern Standard Time by the closing date of the announcement:

Mail: Federal Labor Relations Authority, Human Resources Division, 1400 K Street, NW, 4th Floor, Washington, DC 20005.
Email: resumes@flra.gov
Fax: (202) 343-1006

To request a copy of this announcement, call the Job Line at (202) 218-7974 or (877) 303-8945. To download a copy, visit our website at http://www.flra.gov/29-jobs.html. There is a statutory prohibition against using Government-franked envelopes to mail applications. **Applications received in such envelopes will not be considered.**

Qualified applicants will receive consideration without regard to such non-merit factors as race, color, religion, gender, handicap, age, sexual orientation, national origin, political affiliation, marital status, non-disqualifying disabilities, membership or non-membership in an employee organization, personal favoritism, protected genetic information, or status as a parent.

Once selection is made an announcement will be placed on FLRA's web page. Please note that the selection

process may take up to 120 days.

DEFINITIONS:

Excepted Service. Includes all civilian positions in the executive branch which are specifically excepted from the competitive service by law, Executive order, or regulation, and includes student positions, those of a confidential or policy-determining character, and those for which it is not practicable to examine against a qualification requirement.

Competitive Service. Competitive service positions are civilian positions in the executive branch of the Government which require some form of examination - either a written test, or a ranking of qualifications against prescribed knowledge and skill criteria.

Knowledge, skills, and abilities. Attributes which would enhance an applicant's ability to succeed on the job. These factors are used to rank applicants' quality of education and experience.

Salary Range. There are ten salary increments (called "steps") within each grade level. Candidates with no prior Federal service generally are appointed at step 1, which is the minimum pay rate of the grade for which selected. Some candidates possess superior academic or experience qualifications and may be hired above the entry level salary. The Human Resources Division, in concert with the selecting official, will determine salary level prior to extending a final offer of selection to a candidate. The salary is not negotiable after appointment.

Preference Eligible. A candidate with veteran's preference. In certain instances, additional points are added to the candidate's ranking and this preference is considered in the selection process.

Reasonable Accommodation. Includes, but is not limited to, making existing facilities used by employees readily accessible to and usable by persons with disabilities; job restructuring; modification of work schedules; providing additional unpaid leave; reassignment to a vacant position; acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters. Reasonable accommodation may be necessary to apply for a job, to perform job functions, or to enjoy the benefits and privileges of employment that are enjoyed by people without disabilities.

Severely Handicapped. An individual with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities are those that an average person can perform with little or no difficulty such as walking, breathing, seeing, hearing, speaking, learning, and working.

Trial and Probationary Periods. Applicants selected for excepted service permanent positions serve a two-year trial period if they are non-veterans' preference eligibles, and a one-year period if they are a veterans' preference eligible. Applicants selected for a career or career-conditional appointment may be required to serve a one-year probationary period. During this trial period, the agency determines the fitness of the employee, and the employee has no appeal rights if the Agency decides to terminate the appointment.

APPLICATION / RESUME CHECKLIST

To ensure full and proper consideration, your application/resume must contain the following information. Failure to submit this information may result in non-consideration for the position.

Job Information

- Vacancy number, position title and grades(s)

Personal Information

- Full name, mailing address (with zip code), phone numbers (with area code)
- Social Security Number
- Country of citizenship
- Veterans' preference
- Reinstatement eligibility, if any
- Title and series of highest Federal civilian job held, if any

Education

- High school (name, city, state and zip code); date of diploma or GED
- Colleges or universities (name, city, state, and zip code); Majors
- Type and year of degrees received (if no degree, show semester/quarter hours).
- Transcripts - only if applying for entry level Attorney, Law Clerk, or Outstanding Scholar positions.

Work Experience

- Title (include specific dates held, number of hours worked per week and, if Federal job, reflect series and grade)
- Duties
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month, day, and year)
- Number of hours worked per week and beginning and ending salary for each experience
- Indicate if we may contact current supervisor

Other Qualifications

- Training (title, hours, year)
- Special skills (e.g., computer software/hardware, typing speed, etc.)
- Current certificates and licenses (e.g., Bar membership; CPA)
- Honors, awards, accomplishments (e.g., publications, performance award, memberships in professional organizations or societies, leadership activities, public speaking.

Desirable Knowledge, Skills, and Abilities

You must address the listed factors on a separate sheet of paper and attach it to your application.

Background Questionnaire

You are requested to complete the attached "Background Survey Questionnaire 79-2."

Performance Appraisal

Current or former Federal employees must submit a copy of most recent performance appraisal and a copy of a recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay.

Veterans' Preference DD-214

If you are claiming veterans' preference, submit form DD-214, and, if applicable, proof of disability or mother/widow preference.

NOTE: The Defense Authorization Act of 1997 extended veterans' preference to persons who served on active duty during the Gulf War, and authorizes that the Armed Force Expeditionary Medal for service in Bosnia is qualifying for veterans' preference.

United States
Federal Labor Relations Authority
Background Survey Questionnaire 79-2

Form Approved
MB No. 50-RO-616

GENERAL INSTRUCTIONS	PRIVACY ACT INFORMATION
The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box. **Name (Last, First, MI)** _____ **Position for which you are applying** _____ **Date (Month, Day, Year)** _____ **1. Social Security Number** _____ **2. Year of Birth 19_____** **3. Do you have any physical disability?** _____	**GENERAL** This information is provided pursuant to Public Law 93-579 (Privacy Act 1974) December 31, 1974 for individuals completing Federal records and forms that solicit personal information. **AUTHORITY** Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code. **PURPOSE AND ROUTINE USES** The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of **Federal** law. Address questions concerning this form and its uses to the Director PRDC, Office of Personnel Management, Washington, D.C. 20415. **EFFECTS OF NONDISCLOSURE** Providing this information is voluntary. No individual personnel selections are made on this information. **INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NO. UNDER PUBLIC LAW 93-579, SECTION 7 (b)** Solicitation of the Social Security Number (SSN) is authorized under provisions of Executive Order 9397 dated November 22, 1943. It is used to relate this form with other records that you file with Federal agencies and the Office of Personnel Management.

4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

01 - Private Information Service
02 - Newspaper
03 - Magazine
04 - Radio
05 - TV
06 - Poster
07 - Private Employment Office
08 - State Employment Office (Unemployment Office)
09 - Agency Personnel Dept. (Bulletin Board or Other Announcement)
10 - Agency or Other Federal Government Recruitment at School or College
11 - Federal, State or Local Job Information Center
12 - Religious Organization
13 - School or College Counselor or Other Official
14 - Friend or Relative Working for Agency
15 - Friend or Relative Not Working for Agency
16 - Other (Specify)_____

5. Please categorize yourself in terms of race, sex, and ethnic categories below. First read definitions of subcategories. The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:
ETHNICITY: Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin regardless of race.

RACE: American Indian or Alaskan Native -- A person having origins in any of the original peoples of North America, and who maintains culture identification through tribal affiliation or community recognition. Asian or Pacific Islander -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa. Black or African American -- A person having origins in any of the original peoples of Africa. White -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A. Race	B. Sex	C. Ethnicity
1. American Indian or Alaskan Native 2. Asian or Pacific Islander 3. Black or African American 4. White 5. Other (*Specify*)_____	1. Male 2. Female	1. Hispanic Origin 2. Not of Hispanic Origin