FEDERAL LABOR RELATIONS AUTHORITY

CAREER OPPORTUNITY ANNOUNCEMENT

MERIT STAFFING

Announcement No: FLRA-04-04		**Opening Date:** April 15, 2004, **Closing Date:** May 14, 2004	**Job Title, Pay Plan, Series and Grade:** Senior Attorney-Advisor GS-0905-15
Number of Vacancies: One	**Promotion Potential:** None	**Salary Range:** GS-15: $100,231 - $130,305 Salary includes 2004 locality rate for Washington, DC geographic area.	

Duty Station/Agency Component: FLRA Office of the Chairman, Washington, DC

The FLRA headquarters office is located approximately one block north of the McPherson Metro subway station in Washington, DC. The FLRA is also conveniently located to Metrobus and a number of commuter buses routes. Various eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefit programs include alternative work schedules and transit subsidy.

Who May Apply: Nationwide - All US citizens who meet the job qualifications.	**Type of Appointment/Work Schedule:** Excepted Service Permanent; Non bargaining unit Full-Time RELOCATION EXPENSES MAY BE PAID FOR THIS POSITION.

DUE TO THE POSSIBLE DELAY IN THE MAIL SYSTEM, WE ENCOURAGE CANDIDATES TO SUBMIT APPLICATIONS BY EXPRESS MAIL OR FAX TO 202-343-1006 BEFORE 5:00 pm EASTERN STANDARD TIME ON THE CLOSING DATE OF THIS ANNOUNCEMENT TO ENSURE TIMELY CONSIDERATION.

Major Duties: This position is located in the Office of the FLRA Chairman. The incumbent serves as the senior Attorney-Advisor under the general supervision of the Chairman. The incumbent is responsible for administrative management and day-to-day supervision of two office assistants and five staff attorneys. Primary duties include working with staff attorneys in continued processing of all cases from the initial stages of case preparation and discussion through issuance of final decision by planning and conducting staff meetings with staff attorneys; assisting in the development and implementation of organizational strategic plans, to include case-related goals and objectives; and ensuring timely completion of staff attorneys' assignments by maintaining tracking system with established suspense dates for each defined step in the case processing system. Provides internal or external training sessions on Federal labor matters, as appropriate. Works with the Chief Counsel to the Chairman in reviewing issues memoranda and draft decisions prepared by staff attorneys on Member staffs and the Chairman's staff, in connection with the resolutions of negotiability, arbitration, unfair labor practice, and representation cases arising under the Federal Service Labor-Management Relations Statute, 5 U.S.C. § 7101 *et seq.* Also assists in preparation of such memoranda and draft decisions, as appropriate. Additional duties may include performing legal research on general law matters such as FOIA, Privacy Act, etc., and recommending approaches to or analyzing and developing draft interpretations of law, regulations, or legislation having application to the Federal Service Labor-Management program.

Conditions of Employment:
U.S. Citizen
Occasional travel across the USA
Attorneys new to the Federal government must serve a probationary period.
A probationary period for supervisory positions may also be required, if not previously completed.
Security investigation, as appropriate.

Qualifications Required:

1. EDUCATION: You must be a graduate from a full course of study in a School of Law accredited by the American Bar Association, holding either a J.D. or an LL.B. degree.

2. BAR MEMBERSHIP: You must be a member in good standing of the bar of a state, territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico.

3. EXPERIENCE: You must have three or more years of professional legal experience acquired after being admitted to the bar, commensurate with the duties and responsibilities of the position, one year of which must have been equivalent to the Federal service GS-14 level.

If you are currently employed as an attorney by the Federal government, you must have completed one year comparable to a GS-14 grade within 30 days of closing date of this announcement, or previously served at the same or higher grade as the position being filled.

Selective Placement Factors/Knowledge Skills and Abilities (KSA's)/Rating and Ranking Criteria:
You must address the selective factors in writing as an attachment to your application. Your responses to these factors will be used to determine if you are among the best qualified. The applications of the highest ranked candidates will be sent to the selecting official for selection consideration. ***If the factors are not separately addressed, the Agency will exclude your incomplete application from consideration.***

Knowledge, Skills, and Abilities

1. Demonstrated knowledge of or experience working with labor and employment-related laws and regulations. Describe the types of cases with which you have been involved and your role with the case (e.g., providing advice to clients; actual representation before an arbitrator, administrative law judge, or adjudicatory panel; drafting exceptions, briefs, or decisions; etc.).

2. Demonstrated knowledge of or experience working with Federal administrative laws and regulations. Describe the types of cases or issues with which you have been involved and your role with the case or issue.

3. Demonstrated experience effectively organizing, reviewing, leading, and coordinating the work of others.

4. Demonstrated experience in developing and delivering written and oral presentations, including instructing or training.

5. Ability to work effectively with senior officials and through others in order to accomplish individual and organizational work objectives.

How To Apply:

Application packages **must** include the following items:

1. Current Resume (SF-171 or OF-612 forms are acceptable), with information described on the attached Application/Resume Checklist.

2. Separate, written statement addressing each of the Knowledge, Skills, and Abilities.

3. Two writing samples (preferably one reflecting employment, labor, or labor relations issue and the second reflecting administrative or general law issue).

4. 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.

A complete application package must be **received by 5:00 p.m. Eastern Standard Time on the closing date**: Federal Labor Relations Authority, Human Resources Division, **1400 K Street, NW, Washington, DC 20005. You may also submit your application electronically at the following address: resumes@flra.gov. There is a statutory prohibition against using Government-franked envelopes to mail applications.**

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.

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.

An announcement will be placed on FLRA's web page once selection is made. Please note that the selection process may take up to 120 days.

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. The FLRA employs approximately 215 employees dispersed among the Washington, DC headquarters and seven regional offices. The FLRA consists of three components: the Authority, the General Counsel, and the Federal Service Impasses Panel. The **Authority** is a quasi-judicial body that 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.

Additional information is available at our website: http://www.flra.gov.