



**FEDERAL LABOR RELATIONS AUTHORITY  
CAREER OPPORTUNITY ANNOUNCEMENT  
Internal Merit Staffing**

<b>Announcement No:</b> FLRA 04-05		<b>Opening Date:</b> 05/07/2004 <b>Closing Date:</b> 05/21/2004	<b>Job Title, Pay Plan, Series and Grade:</b>  Attorney-Advisor (labor) GS-905-14
<b>Number of Vacancies:</b> ONE	<b>Promotion Potential:</b> NONE	<b>Salary Range: \$ 85,210 - \$ 110,775</b> Salaries include 2003 locality rate for the Washington DC area.	
<b>Duty Station/Agency Component:</b> Office of the Member Pope  Include a description of the geographic area, e.g., for positions in the Washington, DC area: The FLRA headquarters office is conveniently located within walking distance of the McPherson Square subway station in Washington, DC. Metro bus and a number of commuter buses are similarly close by. Numerous eateries, shops, theaters, and historical sites are within walking distance. Excellent employee benefit programs include alternative work schedules and transit subsidy.			
<b>Work Schedule/Type of Appointment:</b> <ul style="list-style-type: none"> <li>◦ Excepted Service</li> <li>◦ Permanent</li> <li>◦ Full Time</li> </ul>			
<b>Major Duties:</b> In this position, you will serve under the general supervision of the Chief Counsel and will be responsible for handling a full range of assignments, including the most complex issues arising in cases under the Federal Service Labor-Management Relations Statute assigned to Member Pope for processing. Duties include preparing issues memoranda and draft decisions for arbitration, representation, unfair labor practice, and negotiability cases; and reviewing issues memoranda and draft decisions prepared by the other Member Offices. Additional duties include conducting conferences with parties in negotiability cases; assisting in interventions under the auspices of CADRO; and conducting training for internal and external audiences, as assigned; mentoring and coaching junior employees; and performing special projects, as assigned.			
<b>Conditions of Employment:</b> <ul style="list-style-type: none"> <li>◦ You must be a U.S. citizen to qualify for this position.</li> <li>◦ Relocation Expenses MAY BE PAID for this position.</li> <li>◦ Travel requirements for this position are minimal; primarily for training or related activities.</li> </ul>			
<b>Who May Apply:</b>  <b>Applications will be accepted from current agency employees only.</b>		Are you a candidate with a disability and therefore need q 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. You must also include a copy of your most recent SF-50, "Notification of Personnel Action" reflecting grade, title, series, and annual pay and your most recent performance appraisal

**Minimum qualifications:**

Applicants must possess two or more years of specialized 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-13 level.

Specialized experience is defined as professional legal experience conducting research in connection with questions concerning the interpretation and application of statutes, rules, and regulations as they pertain to contracts, labor agreements and other issues relating to labor or employment law. Such assignments may affect directly, or as a legal or administrative precedent, a significant group of individuals such as a nationally organized group, labor group or agency management.

**Specialized Education:**

1. You must be a graduate from a law school accredited by the American Bar Association;
2. possess either a J.D. or an LL.B. degree; and
3. be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar.

**Knowledge, Skills, and Abilities:**

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Demonstrated knowledge of labor and employment-related laws and regulations, including Labor Law.
2. Ability to research and analyze complex issues in arbitration, representation, unfair labor practice, and negotiability cases. (Describe cases with which you have been involved and your role in each)
3. Ability to develop and deliver written and oral presentations, including training.
4. Ability to prepare for and effectively conduct conferences in negotiability cases.
5. Ability to work effectively with others, including coaching/mentoring others.

Failure to respond to the above listed KSAs in writing, as an attachment to your application, will exclude your incomplete application from further consideration.

*Those applications meeting minimum qualifications will be forwarded to an external rating and ranking team that will rate and rank applicants on the knowledge, skills, and abilities (KSAs) required to perform the duties of the position. The applications of the highest ranked candidates will be sent to the selecting official for selection consideration.*

**Additional Information:**

- ° **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.**
- ° **Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder**

**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, ensuring that the information is received by 11:59 p.m. Eastern Standard Time by the closing date of the announcement:

**Mail:** Federal Labor Relations Authority, Human Resources Division, 1400 K Street, NW, 4<sup>th</sup> Floor,  
Washington, DC 20005.

**Email:** [resumes@flra.gov](mailto: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.**

## 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

- C Vacancy number, position title and grades(s)

### Personal Information

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

### Education

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

### Work Experience

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

### Other Qualifications

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

### Selective Factors and 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

### SF-50, Notification of Personnel Action

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

### Veterans' Preference DD-214

Preference does not apply to Outstanding Scholar or to internal Federal merit promotion actions. For other positions, if you are claiming veterans' preference, submit form DD-214, and, if applicable, proof of disability or mother/widow preference.

NOTE: Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply to the announcement. Also, 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.

### Disability Status

Applicants with disabilities who are eligible for non-competitive appointment under special appointing authorities must indicate their special status and provide appropriate current certification of that status.

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

Form Approved  
MB No. 50-RO-616

<p align="center"><b>GENERAL INSTRUCTIONS</b></p> <p>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.</p> <p>Name (Last, First, MI)</p> <p>Position for which you are applying</p> <p>Date (Month, Day, Year)</p> <p>1. Social Security Number</p> <p>2. Year of Birth 19_____</p> <p>3. Do you have any physical disability?</p>	<p align="center"><b>PRIVACY ACT INFORMATION</b></p> <p align="center"><b>GENERAL</b></p> <p>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.</p> <p align="center"><b>AUTHORITY</b></p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p align="center"><b>PURPOSE AND ROUTINE USES</b></p> <p>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.</p> <p align="center"><b>EFFECTS OF NONDISCLOSURE</b></p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p align="center"><b>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NO. UNDER PUBLIC LAW 93-579, SECTION 7 (b)</b></p> <p>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.</p>
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4. How did you learn about the particular position or exam for which you are applying? (You may select up to three choices.)

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

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