



**FEDERAL LABOR RELATIONS AUTHORITY
CAREER OPPORTUNITY ANNOUNCEMENT
SENIOR EXECUTIVE SERVICE**

TEMPORARY NOT-TO-EXCEED 120 DAYS

Announcement No: FLRA 04-07	Opening Date: 08/17/2004 Closing Date: 08/31/2004	Job Title, Pay Plan, Series and Grade: Acting Regional Director ES-340
Number of Vacancies: ONE	Salary Range: Incumbent will remain at his/her current salary.	
Duty Station: Chicago, Illinois		
Who May Apply: Qualified Civil Service Employees.		Type Appointment/Work Schedule: Senior Executive Service - Career Reserved DETAIL Not-To-Exceed 120 Days Full Time
— Major Duties This is a Senior Executive Level (SES) Employment Opportunity not-to-exceed 120-days. If you are a current SES employee interested in supplementing your current experience or if you are a current GS-15 or other eligible employee looking to gain experience in one of the five Executive Core Qualifications (ECQs) required for successful entry into the SES, this detail is a great opportunity! The FLRA is recruiting to fill the position of Acting Regional Director, Chicago Regional Office. You will work in the Chicago Regional Office of the FLRA Office of the General Counsel (FLRA-OGC). You will manage the Chicago Regional Office (approximately 12 FTE) and the Cleveland satellite office (2 FTE). You will represent the General Counsel in matters within the Region's jurisdiction and other matters, as delegated. You will also participate with other senior managers of the FLRA-OGC in connection with activities relating to case-processing and workload management.		
Conditions of Employment: <ul style="list-style-type: none">° You must be a current or formal civil service employee.° Travel and temporary quarters WILL BE PAID for this position.° The selected candidate may be required to file a Financial Disclosure Statement in accordance with the Ethics in Government Act of 1978, as amended.° Position requires some travel within the serviced region.° Post appointment background investigation may be required, as appropriate		

Qualifications Requirements and Evaluation Methods

Your application will be evaluated on the basis of the quality and extent of your total accomplishments, experience and training.

Each applicant must submit a separate written response addressing each of the Executive Core Qualifications (ECQs) below and should not exceed a total of ten pages. If you are a current SES career appointee, SES Reinstatement Eligible candidate, or if you have successfully completed an OPM-approved SES candidate development program, you are not required to address each ECQ separately to be considered; however, you are strongly encouraged to do so.

Your statement in response to the five ECQs should focus on accomplishments, in paid and unpaid positions, which support each of the five criteria. In responding to each of the five criteria, please structure your responses in terms of the specific problem or goal (challenge); the environment in which you worked to tackle the problem or goal (context); the specific actions taken (action); and the outcome from such actions (results). Your examples should be clear and concise, and emphasize your level of responsibilities, scope and complexity of programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts. Avoid statements that describe personal beliefs or philosophies. Additional information on addressing the ECQs is available at www.opm.gov/ses/handbook.html.

1: LEADING CHANGE

Demonstrated ability to develop and implement an organizational vision using general management strategies. This vision must integrate key corporate or governmental goals, priorities, values, and other factors to achieve results. Inherent to it is the ability to balance change and continuity - - to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.

Leadership Competencies: Creativity and Innovation, Continual Learning, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, Vision.

2: LEADING PEOPLE

Demonstrated ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting your organization's vision, mission, and goals. Describe your experience in strategic resource management and your experience in reducing the distance between customers and decision-makers and reshaping organizations to achieve results.

Leadership Competencies: Conflict Management, Leveraging Diversity, Integrity/Honesty, Team Building

3: RESULTS DRIVEN

Demonstrated ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. Ability to use human resources and other general management tools to establish program and/or policy goals and the structure and process necessary to implement the organization's mission and strategic vision.

Leadership Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

4: BUSINESS ACUMEN

Demonstrated ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission; and the ability to use new technology to enhance decision making in leading planning and implementation of the President's Management Agenda initiatives of human resource capital, competitive sourcing, e-government, integration of budget and performance goals, and improved financial performance.

Leadership Competencies: Technology Management, Human Resources Management; Financial Management

5: BUILDING COALITIONS/COMMUNICATION

Demonstrated ability to explain, advocate, and express facts and ideas in a convincing manner; to negotiate with individuals and groups internally and externally; develop an expansive professional network with other organizations; and to identify the internal and external politics that impact the work of the organization.

Leadership Competencies: Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, Written Communication

TO APPLY:

Your application package must include the following:

- Resume, OF-612 or SF-171. Regardless of which document is selected, it must contain the following information: Announcement number; full name; address; day and evening phone numbers; Social Security Number; Country of citizenship; education; training; work experience; highest Federal civilian grade held and reinstatement eligibility (if applicable); special skills, certificates, and/or licenses; memberships in professional organizations or societies; leadership activities; and other job-related information pertinent to the position for which applying.
- You are required to submit a supplemental statement addressing each of the five mandatory criteria set out above. The statement in response to the five criteria must not exceed 10 pages. If you are currently an SES career appointee, an SES career reinstatement eligible candidate, or if you have successfully completed an OPM-approved SES candidate development program you are not required to address the ECQ's separately; **however, you are strongly encouraged to do so.**
- 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.

To receive full consideration an application must be **received at the following address by 5:00 p.m. Eastern Standard Time on August 31, 2004**: Federal Labor Relations Authority, Human Resources Division, 1400 K Street, NW, 4th Floor, Washington, DC 20005.

If you mail your application in a franked Government envelope, you will not be considered for this position. Because mail received through the U.S. Postal Service is sometimes delayed; you may use an alternate delivery service to ensure your application is received by the closing date. You may fax your application to (202) 343-1006.

Your application will be evaluated based on the information you supply. We may also verify performance, suitability, and security information from reference checks and take that information into account in making an employment offer.

You will receive consideration without regard to such non-merit factors as race, color, religion, sex, 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.

The FLRA provides reasonable accommodations to applicants with disabilities. If you need assistance with any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

To request a copy of this announcement, call the Job Line at (877) 303-8945. To download a copy, visit our website at <http://www.flra.gov/29-jobs.html>.

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.

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 worldwide. It employs approximately 200 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 mission of the FLRA is to carry out five primary statutory responsibilities as efficiently as possible and in a manner that gives full effect to the rights afforded employees and agencies under the Statute. Under the Statute, the primary responsibilities of the FLRA include:

- determining the appropriateness of units for labor organization representation;
- adjudicating exceptions to arbitrator's awards;
- resolving complaints of unfair labor practices; and
- resolving impasses and relating to the duty to bargain.

For additional information, please visit our website at: www.flra.gov.

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">GENERAL INSTRUCTIONS</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">PRIVACY ACT INFORMATION</p> <p align="center">GENERAL</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">AUTHORITY</p> <p>Sections 1302, 3301, 3304 and 7201 of Title 5 of the US Code.</p> <p align="center">PURPOSE AND ROUTINE USES</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">EFFECTS OF NONDISCLOSURE</p> <p>Providing this information is voluntary. No individual personnel selections are made on this information.</p> <p align="center">INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NO. UNDER PUBLIC LAW 93-579, SECTION 7 (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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