

**THE U.S. DEPARTMENT OF LABOR  
WAGE AND HOUR DIVISION  
SCHEDULE A JOB OPPORTUNITY  
ADMINISTRATIVE SPECIALIST (PT)**

These positions are with the U.S. Department of Labor's Wage and Hour Division. Locations, work schedule and starting salaries are as follows:

**Mountainside, New Jersey (Part-Time ~ 24 hrs per week ~ \$25.63 p/hr)**

**Please indicate which location(s) you are applying for on your resume.**

The position is that of an Administrative Specialist for the United States Department of Labor, Wage and Hour Division. The incumbent functions as an Administrative Specialist (GS-0301-09) with Responsibility for providing administrative management support to the organization in one or more vital administrative areas. The incumbent identifies, coordinates, monitors, and controls and evaluates the administrative support operations of the organization while ensuring coordination, adequacy, and timeliness of all actions and recommends improvements to various internal procedures and methods. Duties include making travel arrangements for managers and for other staff members. Prepares and tracks personnel actions, utilizing personnel software. Maintains WHD itineraries to facilitate training opportunities. Conducts annual safety and health inspections of all offices under the DO jurisdiction. Works closely with members of the Regional Office and with others to track projects and ensure implementation dates are met. Ensures all DOL personnel are furnished with appropriate technology hardware, that all hardware issues are resolved in a timely manner. Maintains internal/standard operating procedures and policies for administrative functions. Develops, devises and analyzes administrative policies, procedures and management processes of the office. Drafts and organizes responses to a variety of reports involving WHD personnel, FAIR Act challenges and inventory.

**QUALIFICATIONS:** To qualify based on **EXPERIENCE**, applicants **MUST** have 52 weeks of specialized experience (described below) equivalent to at least the GS-7 level in the Federal Service. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

**Examples of qualifying specialized experience include, but are not limited to:**

-Providing guidance to employees on a wide variety of subjects, such as time and attendance regulations and processes, temporary duty travel regulations, travel authorizations and vouchers, employee benefits, and employment procedures, and performance management systems.

-Experience performing a variety of administrative management support duties that provided knowledge of employee and labor relations principles, training, leave entitlement programs, recruitment staffing issues, etc.

-Knowledge of administrative regulations, operating guidelines and technical processes incorporated in a broad array of business functions such as budgeting, accounting, property management, preparing payroll, procurement and contract oversight to manage the daily administrative/operational function of an office environment.

-Making travel arrangements for supervisor and staff members, assisting in the preparation or refinement of itineraries, travel orders, securing reservation and tickets, and upon completion of travel, prepare vouchers.

-Conducting studies on the effectiveness and efficiency of organizational administrative support activities, processes and procedures and preparing briefing information on study findings and recommendations.

- Performing duties that provided experience and knowledge of management principles, practices, methods, and functions, including the ability to analyze and evaluate data, and draw conclusions.
- Knowledge and experience using various office automation tools and computer software and tracking programs in order to evaluate and analyze data associated with a variety of processes necessary to carry out daily responsibilities.
- Conducting organizational studies to identify, analyze, and recommend solutions to problems in organizational structure, staffing, administrative procedures, work processes, or workload distribution

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Applicants may substitute experience with education. To qualify based on **EDUCATION**, applicants **MUST** meet the following criteria: Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related to the position, i.e. Business Administration, Public Administration, Human Resources, Labor Law, Accounting, or other related degree. Such education **MUST** demonstrate the knowledge, skills, and abilities necessary to do the work.

**SCHEDULE A AUTHORITY:** The Schedule A hiring authority [Appointment of Persons with Disability – 5CFR 213.3102(u)] is an Excepted Service option that allows an agency to appoint a person with mental retardation, a severe physical disability, or a psychiatric disability. In order to be eligible, applicants must submit two documents: **1) Proof of Disability** – Certified proof of individual's disability (e.g., records, statements, or other appropriate information) issued from a licensed medical professional (e.g., a physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); a licensed vocational rehabilitation specialist (i.e., State or private); or any Federal agency, State agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits; and **2) Certificate of Job Readiness** – Certification that the individual is likely to succeed in the performance of the duties of the position for which he or she is applying. This certification provided will be by an entity as stated in the "Proof of Disability" section.

Under Schedule A authorities, upon selection, the incumbent is employed on a "trial" basis. After 2 years of successful performance, the incumbent may be noncompetitively converted to a permanent appointment in the competitive service or remain on the excepted service appointment.

**APPLICATION PROCEDURES:** The opening period for recruitment is from August 9, 2010 - August 23, 2010. Interested candidates **MUST** submit application package (**resume, proof of disability, and Certification of job readiness**) to the contact stated below. If the applicant desires to qualify based on education, a copy of your college transcript **MUST** also be submitted as part of the application package. See "**Tips for Applicants.**"

### **Tips for Applicants:**

- Ensure that your resume demonstrates you meet the required experience.
- Remember a private sector resume is different than a resume for a federal job – Do not limit yourself to one page!
- Do show the beginning and ending dates (month/year) of employment, so that it demonstrates that you meet the one year of specialized experience.
- Do show the total hours worked per week (full-time and/or part-time).
- Do include copies of college transcript if substituting education for experience
- Do submit required documentation that shows you are eligible to be appointed under a Schedule A Appointment:
  - o Certification from Vocational Rehabilitation service or
  - o Other documentation listed under Schedule A Authority.
- Veterans with a 30% or more compensable disability may also apply under another Schedule A hiring authority - Veterans Recruitment Authority (VRA) - Public Law 107-288. If applying for this Schedule A Appointment – Do submit required documentation:
  - o Copies of your military DD-214(s) and

- A statement of from the VA demonstrating a 30% or more compensable disability status.

**KEY REQUIREMENTS:** U.S. Citizenship. Appointment to this position may require a background investigation. Requires a trial period. Travel and relocation expenses are not authorized.

**Making a false statement on your application may be grounds for not hiring you, or for firing you after you begin work. Also you may be punished by fine or imprisonment, 18 U.S.C. 1001.**

For additional information, contact Dolores Garcia, HR Consultant at (646) 264-5013. Submit your **COMPLETE** application package via e-mail ([garcia.dolores@dol.gov](mailto:garcia.dolores@dol.gov)).

**The United States Department of Labor is an Equal Opportunity Employer**