

Department: Federal Mediation and Conciliation Service
Agency: Federal Mediation and Conciliation Service
Job Announcement Number: FMCS-1005

Mediator, Alternative Dispute Resolution and International Services

Salary Range: 89033 to 115742 USD Per Year

Open Period: 1/11/2010 to 1/26/2010

Series & Grade: GS-0241-13/

Position Information: Full-Time Permanent

Promotion Potential: 14

Duty Location: 1 vacancy - Washington DC Metro Area, DC

Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

Targeted Work Environment(s):

Time in Career: Attracting applicants who want a work environment that welcomes entry and different stages of career from novice to retiree.

Job Summary:

Work for the agency rated the best place to work in the Federal government among small agencies.

The incumbent will be part of an agency that was established in 1947 to promote the development of sound and stable labor-management relations; prevent or minimize work stoppages by assisting labor and management in settling their disputes through mediation; advocate collective bargaining, mediation and voluntary arbitration as the preferred process for settling issues between employers and representatives of employees.

Great Benefits Package: paid vacations, sick days, holidays, health and life insurance, and an excellent retirement package!

Please read and respond to KSA's.

Key Requirements:

- U.S. Citizenship

Major Duties:

The position is located in the Office of ADR and International Services. This office is responsible for FMCS' programs for Alternative Dispute Resolution activity, internal and external training programs, Age Discrimination Act complaints for Federal agencies and federally funded programs, monitoring Federal labor-management disputes and other related activities. The incumbent will provide program development and mediation services to Federal agencies in developing ADR/Mediation programs in such areas as age discrimination, EEO, labor-management relations and regulatory compliance and negotiations. The incumbent will work with District Directors and field mediations to develop and implement ADR programs and courses for use in the labor-management community and assist the field mediators with the ADR mediation program. The incumbent will assist in the implementation of a strategic plan for ADR opportunities in the Federal and public sectors and internationally; expand the agency's participation in Federal and public sector / international dispute resolution and ADR training; and develop and manage national

contracts for mediation of Federal and public sector employment disputes; and perform other related duties.

Qualifications:

You must have one year of specialized experience at a level close to the work of this job that has given you the particular knowledge, skills, and abilities required to successfully perform. Typically we would find this experience in work within this field or a field that is closely related.

The successful candidate will have experience in the fields of employment law, labor law, collective bargaining, or mediation and dispute resolution as both a practitioner and trainer at the GS-12 (or equivalent) level.

You must be a U.S. citizen to qualify for this position.

How Will You Be Evaluated:

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 possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

1. Skill and expertise in providing consultation or in mediating disputes on a variety of topics, including age discrimination, EEO, labor-management relations, regulatory compliance, regulatory negotiations, and others which are of a particularly unique, difficult, or complex nature.
2. Ability to coordinate complex international and domestic projects with multiple high-level government and non-governmental officials.
3. Ability to negotiate contracts for services and develop funding sources with high-level government officials.
4. Ability to develop and deliver presentations and training programs to groups focusing on a variety of topics.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>. Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life> Long-Term Care Insurance is offered and carries into your retirement. More info:

<http://www.usajobs.gov/jobextrainfo.asp#ltci> New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info:

<http://www.usajobs.gov/jobextrainfo.asp#retr> You will earn annual vacation leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#VACA> You will earn sick leave. More info:

<http://www.usajobs.gov/jobextrainfo.asp#SKLV> You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI> If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run. You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

Other Information:

This job is being filled by an alternative hiring process and is not in the competitive civil service.

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

How to Apply**How to Apply:**

You may submit your resume for this job online by locating it on the Office of Personnel Management's website, www.usajobs.gov, and selecting the 'Apply Online' button at the bottom of the announcement. Please note: your online resume may not be a complete application. Be sure to carefully read this announcement to see if additional information is required and how it should be submitted. If you do not use the online feature, you should send your resume, or Optional Form 612, along with any other required documents to the address shown below.

You must submit your application so that it will be received by the closing date of the announcement.

To apply online, read the announcement carefully and note any rating factors or KSAs that will need a response. From the announcement, select Apply on Line. You will need to log on to access your existing resumes or to create a new one and then submit it for consideration.

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

Contact Information:

Glorious L. Broughton
Phone: 202 606-5460
Fax: 202-606-4216
Internet: gbroughton@fmcs.gov

Or Write:
Federal Mediation and Conciliation Service
2100 K Street, NW
Washington DC 20427
US

What to Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - 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.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.