



**U.S. GOVERNMENT PRINTING OFFICE  
MERIT PROMOTION  
VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** 15-GC1

**POSITION:** Attorney Advisor (Labor Relations)

**SERIES/GRADE:** PG-0905-13/14

**SALARY RANGE:** \$89,924.00 - \$138,136.00

**ISSUE DATE:** November 25, 2014

**CLOSING DATE:** December 15, 2014

**NUMBER OF VACANCIES:** One

**ORGANIZATION:** Office of the General Counsel, Labor Relations

**GEOGRAPHIC LOCATION:** Washington, DC

**PROMOTION POTENTIAL:** 14

**TYPE OF APPOINTMENT:** Excepted Service

**DURATION OF APPOINTMENT:** Full-time, Shift 1

**TOUR OF DUTY:** 8:30 AM - 5:00 PM

**WHO MAY APPLY:** All U.S. Citizens

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The U.S. Government Printing Office (GPO) is responsible for the production and distribution of information products and services for all three branches of the Federal Government. The GPO's main mission is to ensure the American public has access to Government information.

**The Office of the General Counsel** provides legal advice to and legal representation for the U.S. Government Printing Office (GPO) in matters relating to the activities and functions of the GPO. The Office is also responsible for reviewing proposed actions to ensure compliance with legal requirements, preparing formal legal opinions, defending all litigation involving GPO, and assisting in the development, implementation, and evaluation of Agency programs, policies, and procedures.

**KEY REQUIREMENTS:**

U.S. Citizenship is required.

Selectees must pass a drug test prior to appointment.

Selectees must pass a background check prior to appointment.

Relocation expenses are not authorized.

Males born after 12/03/59 must be registered for Selective Service.

### **ABOUT THE POSITION:**

This position is located in the Office of Labor Relations, Office of the General Counsel, U.S. Government Printing Office (GPO), Washington, DC. The Labor Relations program at the Government Printing Office (GPO) involves approximately 1800 employees in 12 unions and 12 bargaining units, some of which are located in field activities. The Selectee for this position will serve as an Attorney Advisor in the Office of Labor Relations (LR) and as a principal contact for labor relations matters, providing advisory services to all levels of management, including the Director of Labor Relations, Chief Human Capital Officer and other senior management officials.

### **DUTIES AND RESPONSIBILITIES:**

- Interpret and clarify contracts, policies, and procedures for management, employees and unions. Assist top management in dealing with employees and unions and cultivating an awareness of current issues facing the GPO. Research pertinent laws, regulations and precedents from the Federal Labor Relations Authority (FLRA), Merit Systems Protection Board (MSPB) and the Comptroller General and make appropriate recommendations regarding their applicability and impact upon the GPO.
- Participate in negotiations of labor-management agreements conducted pursuant to Chapter 71 Title 5 and Section 305 of Title 44 of the US Code, up to and including appropriate impasse procedures. Interpret contract provisions for senior management officials, including the Chief Human Capital Officer. Develop documents and implement long-range plans and specific projects to accomplish an effective and responsible labor-management relations program. Evaluate programs as necessary, based on the Public Printer's policies, Agency Directives and Collective Bargaining Agreements, and make expert interpretations and recommendations. Develop GPO-wide methods of measurement that provide a valid assessment of the success of the LR program.
- Assist the Director of Labor Relations in negotiations of contracts and wage negotiations. Serve as a management spokesperson for changes in conditions of employment, grievances and arbitrations. Serve as GPO spokesperson before the Federal Labor Relations Authority and Federal Services Impasses Panel.
- Resolve problems in the administration of contracts and recommend changes to policies and procedures covering all aspect of labor-management matters. Resolve problems in the supervisor-employee relationship related to labor relations. Provide advice on basic responsibilities for compliance with Federal Labor Relations statutes (5 U.S.C. § 7101 et seq.).
- As needed, prepare and argue cases before Arbitrators or Administrative Law Judges, EEOC, MSPB, and state or local Departments of Unemployment. Represent GPO in administrative hearings before the FLRA.
- Provide training for supervisors, managers and employees on labor relations matters.
- Act for the Director of Labor Relations in his/her absence.
- Perform other related duties as assigned.

## **QUALIFICATIONS REQUIRED:**

To qualify for this position, applicants must meet the mandatory BASIC *and* the SPECIALIZED EXPERIENCE requirements below:

### **BASIC REQUIREMENTS:**

**Education:** You must have successfully completed a full course of study in a school of law accredited by the American Bar Association (ABA) and possess a professional law degree (LL.B., JD., LL.M.); and

**Bar Membership:** You must currently be a member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico. You are required to disclose any current allegations or previous findings of ethics, judicial, or other professional misconduct by any state bar or attorney disciplinary committee.

**SPECIALIZED EXPERIENCE:** In addition to meeting the Basic Requirements above, you must possess professional legal experience in the specialized area of Federal Labor Relations.

**For the PG-13:** You must possess at least 4 years of professional legal experience following law school graduation in the specialized area of Federal Labor Relations, including at least one year of such experience equivalent to the PG-12 or GS-12 level. Applicants must provide examples of their specialized experience which include performing professional work that involved ALL of the following:

- Participating in matters before the FLRA, FSIP and other bodies
- Negotiating contracts
- Drafting proposals and counter proposals
- Representing as First or Second chair in arbitrations
- Responding to federal labor grievances and ULP charges
- Conducting legal research
- Meeting with Union Leaders
- Strong writing, presentation, and speaking skills.

**For the PG-14:** You must possess at least 5 years of professional experience following law school graduation in the specialized area of Federal Labor Relations, including at least one year of such experience equivalent to the PG-13 or GS-14 level. Applicants must provide examples of their specialized experience which include performing professional work that involved ALL of the following:

- Serving as Lead Advocate in matters before the FLRA, FSIP, and other administrative bodies
- Participating in contract negotiations as the Lead Negotiator
- Drafting proposals and counter proposals as the primary drafter
- Representing as First chair in arbitrations, including hearings, advocacy, witness preparation, and brief writing
- Researching matters of first impression
- Meeting with Union Leaders independently
- Teaching or training managers on Labor and Employee Relations issues
- Strong writing, presentation and speaking skills.

Note: Law Clerk experience is not qualifying for the experience requirements above. Experience must be as a licensed attorney in order to be creditable.

### **TIME IN GRADE REQUIREMENT:**

If you are currently employed as an attorney by the federal government, you must have completed one year of time-in-grade at the next lower grade level by the closing date of the announcement, or previously served at the same or higher grade as the position being filled.

## **HOW YOU WILL BE EVALUATED:**

Resumes will be evaluated for basic qualifications requirements and for the skills needed to perform the duties of the position as described in this Vacancy Announcement and identified by the Selecting Official for the position. Your application package will be evaluated by comparing the description of your work experience, the level of responsibility, and accomplishments, with the requirements of the position to determine whether you meet the basic qualifications requirements and eligibility requirements for this position. ***Applicants must be specific in documenting these areas in their applications and must designate the month/year their experience began and ended for the above experience.***

**NOTE:** Basic Rating: Applicants will not be rated or ranked; however, qualified candidates may be invited for an interview and asked to provide a writing sample and evidence of bar admission. ***Final selection will be made on the basis of relevant experience, education, training, performance appraisal, job-related awards, interview, and the skills and experience.***

## **BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your needs, as well as your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, retirement savings plans. For more information about these benefits, please visit: [https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits).

## **REQUIRED DOCUMENTS:**

To apply for this position, you must provide a complete Application Package, which includes:

- **Resume.** Your resume may be submitted in any format. For qualifications determinations, your resume must contain hours worked per week and dates of employment (i.e., hours per week and month/year to month/year or month/year to present). Resumes that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position. If you submit a resume with inappropriate material, e.g. photos, you will not be considered for this vacancy.
- **Law school transcript.** Photocopies of documents are acceptable when applying, however official transcripts must be furnished before entering on duty. The information presented in the transcript you submit must be verifiable, and at a minimum must contain the name of the ABA law school, applicant's name, list of completed courses, GPA, the degree, and the date degree was conferred.
- **Official certificate showing that you are a member in good standing of the bar**, together with a sworn (notarized) statement from you that your fitness to practice law or conduct as an attorney has never been challenged in any jurisdiction to the best of your knowledge, or if either challenged, a sworn (notarized) statement concerning the facts and circumstances, together with any explanation that you may deem appropriate may be submitted. As an alternative to a sworn (notarized) statement, a Declaration under penalty of perjury may be submitted in the following format: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the forgoing is true and correct. . . . executed on (date). . . (your signature)." (28 U.S.C. 1746).
- **STATEMENT OF U.S. CITIZENSHIP:** Please state on the first page of your resume or on a cover page whether you are a U.S. Citizen. Non-U.S. citizens are not eligible for this position.

## **HOW TO APPLY:**

Please follow the instructions listed below for submitting your complete application package. Application procedures are specific to this vacancy announcement. **Please read all instructions before you begin.**

The completed Application Package must be submitted by 11:59 PM (EST) on the date the announcement closes. Note: If mailed, Application Packages must be postmarked by 11:59 PM (EST) on the date the announcement closes, and received no later than 5 business days after postmark date.

- Step 1: Assemble the REQUIRED DOCUMENTS.
- Step 2: If you are currently employed or formerly employed by the federal government as an attorney, please submit a copy of your SF-50 documenting the highest grade held as an attorney.
- Step 3: Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.
- Step 4: If you would like to confirm that the documents have been received, or to check on the status of our application, please email or call the number listed below. Note: Incomplete packages will not be reviewed.
- Step 5: Submit the application package to the Email address: [laborrelations@gpo.gov](mailto:laborrelations@gpo.gov) and INCLUDE AS THE SUBJECT LINE: Announcement # 15-GC1.
- Step 6. Email is the preferred method of submission; however, you may mail the complete package to the address listed below.

### **SUBMIT APPLICATION(S) TO:**

U.S. Government Printing Office  
Office of General Counsel, Stop: GC  
North Capitol and H Streets NW  
Washington, DC 20401  
ATTN: Announcement # 15-GC1  
Email: [laborrelations@gpo.gov](mailto:laborrelations@gpo.gov)

### **FOR ADDITIONAL INFORMATION CALL:**

Phone #: (202)512-0198

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