

**D.C. OFFICE OF THE ATTORNEY GENERAL  
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 01-2017	<b>POSITION:</b> Workforce Development Specialist *** (Bilingual)
<b>POSITION GRADE &amp; SERIES:</b> CS-0142-11	<b>SALARY RANGE:</b> \$61,491 - \$67,419 per year *This position is currently budgeted to \$67,419 only. All offers will be within this range.
<b>OPENING DATE:</b> October 03, 2016 <b>CLOSING DATE:</b> October 24, 2016	<b>TOUR OF DUTY:</b> 8:15 am – 4:45 pm (Full-Time) Monday - Friday
<b>AREA OF CONSIDERATION:</b> Open to the general public	<b>PROMOTION POTENTIAL:</b> None
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Child Support services Division First Response Unit 441 - 4 <sup>th</sup> Street, N.W. Washington, D.C. 20001	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> Term Appointment (13 months)	

**COLLECTIVE BARGAINING UNIT:** This position is in the collective bargaining unit.

**BRIEF DESCRIPTION OF DUTIES:** This position is located in the Office of the Attorney General (OAG), Child Support Services Division, (CSSD), First Response unit. CSSD is responsible for enhancing the well-being of children by assuring that accurate and timely financial and medical support is provided. Incumbent assists customers, both in English and in Spanish, in connecting to employment opportunities via referrals to direct employment opportunities, support services and career counseling through the delivery of the American Job Center's service delivery system of CORE, intensive training and employment referrals. Assesses customers' needs and suitability for occupational training, job and/or training opportunities that will lead to employment opportunities. Assist with matching customers with job placement opportunities and make referrals in Virtual One Stop (VOS). Communicates and follow up with customers in a timely manner. Enters customer's data, service delivery codes and case notes into Virtual One Stop (VOS) system, Alternative Solution Center Systems and any applicable partner data management systems, as specified in partner agreement. Create processes and maintain customer files. Assist with pre-screening events for employment opportunities. Incumbent appears at hearings before DC Superior court and provides information to the court and assigned assistant attorneys on participants in the program. Monitors the progress on customers and provide effective case management for child support and job development. Assists customers in resolving barriers to employment by identifying other services, benefits and community resources. Develops daily log of participation and utilization of programs CSSD offer. Coordinates planning events, programs and services to meet client needs, including public education campaigns and training seminars. Incumbent uses initiative and independent judgment in accomplishing the day-to-day coordination and execution of activities. The work involves coordination with other agencies in order to carry out the mission and functions of CSSD and in particular its workforce operations. The incumbent must ensure the transmission of appropriate information to various audiences. The incumbent also keeps the community abreast of CSSD's mission which is instrumental in identifying potential stakeholders. Performs other related duties as assigned.

**QUALIFICATIONS:** Candidates must have at least one (1) year of Specialized Experience. 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 work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Time-in-grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

**Substitution of Education:** A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

**Ranking Factor #1:** Knowledge of the mission, functions, organizations, policies, and requirements of the District and Federal governments and work processes of CSSD programs.

**Ranking Factor #2:** Knowledge of the principles and practices of public relations and communications.

**Ranking Factor #3:** Skill in the use of PowerPoint, Microsoft Office, Desktop Publisher and other computer programs, which assist in creating and maintaining database, extracting data for assembling reports, creating presentations and accompanying materials and developing similar products.

**Ranking Factor #4:** Ability to communicate effectively, both orally and in writing, a variety of legalistic and complex issues in a persuasive and professional manner.

**Ranking Factor #5:** Ability to develop effective relationships with clients, public/private organizations and individuals.

**Ranking Factor #6:** Ability to effectively communicate both orally and in writing in English and Spanish.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. **APPLICANTS WHO FAIL TO COMPLETE, SIGN, DATE AND SUBMIT THE RESIDENCY PREFERENCE FOR EMPLOYMENT FORM WITH THEIR APPLICATION WILL NOT BE CONSIDERED FOR RESIDENCY PREFERENCE.**

**VETERANS PREFERENCE:** Applicants claiming veteran's preference must submit official proof of the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**OTHER INFORMATION:** A background investigation will be conducted.

**HOW TO APPLY:** Candidates may apply via email by sending one PDF file containing the following to [OAG.Recruitment@dc.gov](mailto:OAG.Recruitment@dc.gov) addressed to Doris Roseborough, Management Liaison Specialist, at (202) 724-7316:

- (1) DC 2000, Employment Application for the District of Columbia Government, available at [oat.dc.gov](http://oat.dc.gov);
- (2) resume; and
- (3) cover letter describing relevant experience.

Resumes are not considered job applications. A DC-2000 must be submitted to receive consideration.

**INFORMATION TO CANDIDATE:** Applications received outside the area of consideration and/or after the closing date as well as **INCOMPLETE APPLICATIONS** will not be given consideration. **FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS.** Therefore, to be considered all applicants **must** submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION.**

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to actual or perceived, race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation. Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, genetic information or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**\*\*\*Please note if you applied under vacancy announcement 38-2016 you need not to reapply all applications will be considered.**

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL**

