

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 12-20

December 27, 2011

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Job Announcement for Resident Officer Vacancy in Miami, Florida

There is a Resident Officer vacancy in Miami, Florida. The position may be filled at either the GS-14 or GS-15 level depending upon the qualifications of the selectee. Eligible professionals who desire to be considered for this position should submit applications to the attention of Secretary to Deputy Associate General Counsel, Crystal Roberts on or before January 23, 2011. Since the Resident Officer position may be filled by either a Field Examiner or Field Attorney, applicants should state whether they are applying for the position as an Examiner or as an Attorney.

Pursuant to Memorandum OM 97-30, applicants should address each of the rating and ranking factors set forth below and should limit their responses to the equivalent of one typewritten page per rating factor. In addition, applicants should state what awards they have received within the last 5 years prior to the application date. The rating and ranking panel will review each applicant's submission, her/his most recent appraisal and the summary ratings from the applicant's second most recent appraisal. This is the entire package that will be reviewed.

Applicants will be evaluated by determining the extent to which their experience, training, awards and performance appraisals indicate they possess the knowledge, skills, and abilities and other characteristics described below.

- A. Demonstrated knowledge of, as well as, analytical and decision making ability concerning the National Labor Relations Act, NLRB procedures, and familiarity with related Court procedures and state statutes applicable to NLRB compliance activities.
- B. Demonstrated supervisory/managerial experience and ability in Regional Office or comparable activities, including participation in programs such as employee development, recruitment, EEO, labor relations, training, and supervision of subordinates. Inter-personal skills are to be considered in this factor.

- C. Demonstrated knowledge of Regional Office operations (Field Experience).
- D. Demonstrated ability in written and oral communication.
- E. Demonstrated ability to timely and appropriately complete and supervise the completion of multiple assignments.

Any questions regarding these requirements may be discussed with me or your Assistant General Counsel or Deputy.

/s/  
A. P.

cc: NLRBU

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