OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 14-05 October 31, 2013

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

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Job Announcement for Resident Officer (Field Examiner, GS-14) Vacancy in Nashville

There is an upcoming Resident Officer (Field Examiner) vacancy in Nashville. The position will be filled at the GS-14 level. Eligible applicants must be Regional Office employees who have served at least 52 weeks at the next lowest grade level. To be qualified for the position, employees must have knowledge of, as well as analytical and decision making ability concerning, the National Labor Relations Act, NLRB procedures, related court procedures and federal and state statutes applicable to NLRB compliance activities. In addition, they must have experience directly related to the position, with the particular knowledge, skills and abilities, as set forth below, to perform successfully the duties of the position. **Employees who desire to be considered for this position should submit applications to the attention of Secretary to Deputy Associate General Counsel Crystal Roberts no later than December 2, 2013.** This position is being posted together with Resident Officer (Field Attorney) vacancy, OM 14-04. Only one selection will be made as a result of both postings. Relocation expenses will be paid by the Agency consistent with government-wide regulations.

Applicants should address each of the Required Competencies (KSAs) set forth below and should limit their responses to the equivalent of one typewritten page per competency. In addition, applicants should state their employment history with the Agency, including awards they have received within the 5 years prior to the application date, and other relevant experience.

A Division of Operations-Management merit promotion panel will review each qualified applicant's submission, her/his most recent appraisal and the summary rating 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.

Applications of those who are rated as best qualified by the merit promotion panel will be forwarded to the recommending and selecting officials. These applicants may be interviewed and references may be solicited from their current and former supervisors.

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

/s/
A. P.

cc: NLRBU