OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 14-16 December 30, 2013

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

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Job Announcement for Assistant to the Regional Director Vacancy (GS-244-15/GS-200-14) Region 29, Brooklyn

There is an Assistant to the Regional Director Vacancy in Region 29, Brooklyn that may be filled at either the GS-15 or GS-14 grade level. Eligible applicants must be Agency 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 January 21, 2014.** Relocation expenses will be paid by the Agency consistent with government-wide regulations.

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 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, related court procedures, bankruptcy statutes and procedures and federal and state statutes applicable to NLRB compliance activities.

B. Demonstrated knowledge of Regional Office Operations (Field experience).

C. Demonstrated supervisory/managerial experience and ability in Regional Office or comparable activities, including supervision of subordinates, records management, administration of personnel policies, labor policies, EEO, recruitment, training and employee development. Interpersonal skills are to be considered in this factor.

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