



UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231
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FORM CD-260
REV. 6-86
DAO 202-335

MERIT PROGRAM

Announcement Number: **PTO-04-142**
Issue Date: **10/8/04**
Closing Date: **Open Until Filled**

VACANCY ANNOUNCEMENT

TITLE, SERIES, AND GRADE

Human Resources Specialist (Labor Relations)
GS-0201-12/13
Full Performance Level GS-13
One position
Competitive Service
Non Bargaining Unit

VACANCY LOCATION

U.S. Patent and Trademark Office
Chief Financial Officer/Chief Administrative Officer
Office of Human Resources
Labor Relations Division
Arlington, VA

AREA OF CONSIDERATION

All Current Federal Employees with Status
PTO Employees with Status
Reinstatement Eligibles
DOC Surplus, Displace Employees in
local commuting area

NOTE: THE CUT-OFF DATES FOR REFERRAL TO MANAGEMENT ARE: THE 15TH OF EACH MONTH.

DUTIES:

The United States Patent and Trademark Office (USPTO), a cutting-edge organization dealing with intellectual property issues around the world. The USPTO offers a family friendly work environment including flexible work schedule, on-site fitness center, on-site child care facility, casual dress policy, transit subsidy and by early next year will be fully located at our new state-of-the-art headquarters in Alexandria.

This position is located in the Office of Human Resources, Labor Relations Branch performing labor relations duties. Serves as a USPTO focal point for technical guidance, management of, and advice on matters relating to labor relations issues. Develops and analyzes complex data gathered from a wide variety of sources that may be of significance to management's positions on a variety of issues. Manages the labor relations program for assigned areas, serving as representative on USPTO-wide committees and task forces. Provides key consultative labor relations advice and services to USPTO HR personnel, managers, and supervisors that involve the full spectrum of labor relations policies, programs, agreements, processes, and procedures. Performs a key role in rendering expert labor relations advice and services and providing key insight into authoritative labor relations statutory and regulatory guidance; analyses and direct/indirect applicability of union agreements to a wide variety of situations/issues; and USPTO policies, processes, and procedures. Also provides interpretations on highly complex USPTO-wide management/labor union bargaining agreements that may be real or perceived. Collaborates with HR staff, managers, and/or supervisors to develop labor relations courses of action to resolve complex issues, real or perceived situations, identified inconsistencies, and/or concerns. Provides insight into key labor relations issues related to establishment of strategic planning and workforce goals, objectives, and implementation plans. Interprets complex labor-management goals and objectives, legislative, regulatory and/or policy guidance to prepare a comprehensive study report that succinctly synthesizes the study approach, identifies how data was collected, provides overall findings, and includes bargaining unit agreement recommendations that are feasible, realistic, and attainable. Uses keen persuasive techniques to persuade management officials/decision makers to accept and implement recommendations. Serves as USPTO representative on inter-agency and intra-Commerce discussion and working groups covering a broad range of labor relation issues.

SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of specialized experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. **Specialized experience** includes work that involves establishing and maintaining effective relationships, including the use of non-traditional collaborative approaches, with labor organizations that represent federal employees, negotiating and administering labor agreements, and providing guidance and consultation to management on a variety of labor relations matters. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

EVALUATION OF QUALIFIED CANDIDATES:

will be on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Knowledge of labor relations theories, program principles, concepts, regulations and practices.
2. Ability to identify and analyze problems polices, procedures, and regulations in order to develop and effect option solutions.
3. Skill in establishing and maintaining effective relationship with management, employees, and unions.
4. Ability to communicate effectively, both orally and in writing.

SELECTIVE FACTOR: Candidate must possess the following for consideration: None.

NOTICE TO ALL APPLICANTS: US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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How To Apply - Submit The Following:

1. Candidates may submit a SF-171, Application for Federal Employment, an OF-612 **OR** resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.

**FOR SPECIFIC INFORMATION CALL: Linda Majca, (703) 305-4790 or Ronald Taylor, (703) 305-4324
TDD# 1-800-828-1120 or Relay System**

For more employment opportunities visit our web site at WWW.USPTO.GOV

MAILING ADDRESS:

US Patent and Trademark Office
Mail Stop 171
Office of Human Resources
P.O. Box 1450
Alexandria, VA 22313-1450

WHERE TO APPLY IN PERSON:

US Patent and Trademark Office
Office of Human Resources
2011 Crystal Drive (CPK-1), Suite 707
Arlington, VA

VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

- 1. The announcement number, title and grade of the position for which you are applying.**
- 2. Personal information**
 - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
 - b. Social security number
 - c. Country of citizenship
 - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
 - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
 - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
 - g. Highest federal civilian grade held, including job series and dates held.
- 3. Education**
 - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
 - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
- 4. Job-Related Work Experience (Paid and Non paid)**
 - a. Job title (include series and grade if Federal)
 - b. Duties and accomplishments
 - c. Employer's name and address
 - d. Supervisor's name and telephone number
 - e. Starting and ending dates (month and year)
 - f. Hours per week,
 - g. Salary
 - h. Indicate if we may contact your current supervisor.
- 5. Other Qualifications**
 - a. Job-related training courses (title and year)
 - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
 - c. Typing and/or stenography speed
 - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
 - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

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II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. **Applications submitted by telefax will not be considered.**
3. **Applications submitted by email will not be considered.**
4. **Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.**
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. Relocation expenses will not be paid.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.