

September 2, 2022

**Subject:** Exciting Job Opportunity available for Indian Preference Eligibles!

**Job Title:** Workforce Development Specialist (GS-9/11)

**Duty Location:** Multiple Locations – *Duty Location Negotiable*

**Salary:** \$59,192 - \$98,970 – *Pay will be determined based on duty location*

The U. S. Department of Labor (DOL)'s Employment and Training Administration (ETA) has a current opening within their **Division of Indian and Native American Programs (DINAP)**.

The Workforce Development Specialist will provide oversight and administration of federal employment and training grants awarded to Tribes and other Native American entities.

**Specific position requirements:**

- Indian Preference eligible
- The employee must possess and maintain a valid driver's license. The duties of this position will often require the employee to drive while conducting on-site reviews and may include remote sites involving 1-3 hours driving time.

**Major Duties for this position include, but are not limited to, the following:**

- Manage a portfolio of approximately 15 - 25 grants
- Interpret and apply laws, regulations and DOL/ETA policies that apply to WIOA employment and training grants.
- Travel to tribes and non-profit organizations to conduct on-site reviews of the grant and write a report upon completion of the review. The report includes an assessment of the overall effectiveness of the grant and any major findings such as non-compliance of federal regulations, the terms and conditions of the grant, or unallowable costs charged to the grant.
- Work directly with Federally Recognized Tribes and Native American non-profit organizations to assist with a wide range of issues related to grants management. Responsible for conducting on-boarding of new grants.
- Serves as a technical resource on workforce development programs interpreting basic grants/assistance regulations, policies, and procedures pertaining to routine issues to ensure compliance with Federal requirements.
- Works as a team or project group member, conducts on-site technical assistance (TA) visits to grantee sites. Provides technical assistance to grantees on a limited range of issues that may include: the development and submission of grant modification requests;

the development of Corrective Action Plans (CAPs); grant close-out, evaluations, or audits.

- Provides technical assistance to grantees to assist them in accomplishing the goals and objectives of the grant by proposing strategies and problem-solving techniques to address deficiencies.

**Skills Required for this position:**

- ✓ **Writing Skills** – This position requires well written correspondence to grantees and internal colleagues and the ability to produce on-site program reviews that includes technical references and clear and concise, grammatically correct content.
- ✓ **Communication Skills** - Ability to communicate effectively verbally and in writing to convey information in a clear, succinct, and organized manner in order to make clear and convincing oral and written presentations.
- ✓ **Grants Management** - Knowledge of or familiarity with administering and managing federal grants, interpreting regulations and policies as they apply to grants. Knowledge of the federal government-to-government relationship with the tribes and Alaska Natives including but not limited to the principles of Indian self-determination and self-governance.
- ✓ **Oral Communication** - Ability to communicate effectively verbally and in writing to convey information in a clear, succinct, and organized manner in order to make clear and convincing oral and written presentations.