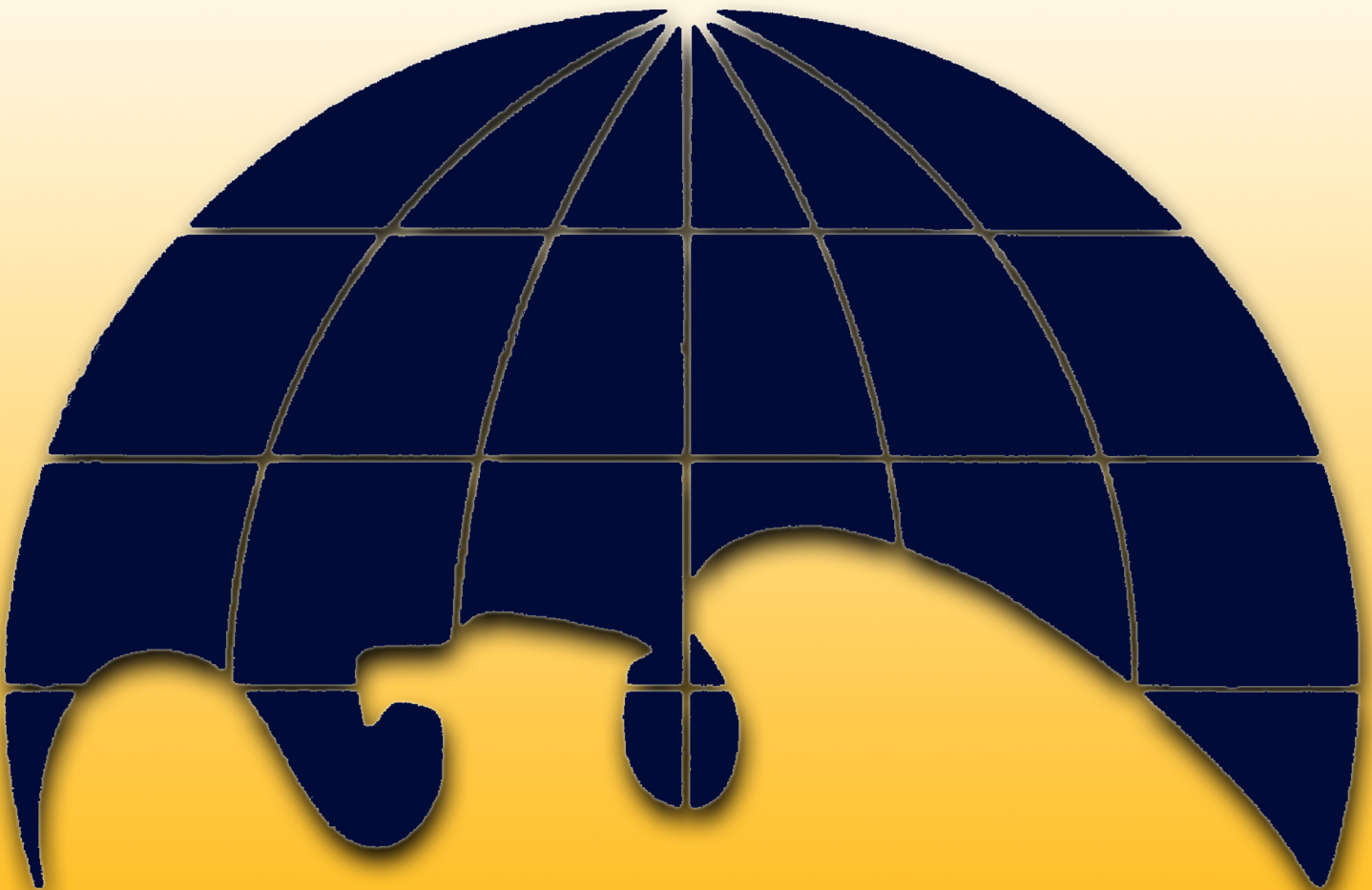


**U.S. INTERNATIONAL TRADE COMMISSION**

**TRADE ON YOUR SKILLS**



[WWW.USITC.GOV](http://WWW.USITC.GOV)

# U.S. International Trade Commission

## Introduction – *Who we are*

The U.S. International Trade Commission (ITC) is an independent, quasi-judicial federal agency established by Congress with a wide range of trade-related mandates. The Commission is headed by six commissioners who are supported by a permanent staff of roughly 360 career federal employees. Under its factfinding authority, the ITC exercises broad investigative powers on matters related to trade. The ITC is also called upon by both the Legislative and Executive branches of government to provide information on trade and competitiveness issues to both government organizations and the public. In its adjudicative role, the ITC makes determinations with respect to certain unfair trade practices, including illegal practices in merchandise trade and violations of intellectual property rights. Because our work regularly involves classified and proprietary information, USITC employees must be U.S. citizens

## Mission – *What we work on*

The mission of the ITC is to: (1) administer U.S. trade remedy laws within its mandate in a fair and objective manner; (2) provide the President, the United States Trade Representative, and the Congress with independent, quality analysis, information, and support on matters of tariffs, international trade, and competitiveness; and (3) maintain the Harmonized Tariff Schedule of the United States. In so doing, the Commission serves the public by implementing U.S. law and contributing to the development and implementation of sound and informed U.S. trade policy.

## Work environment – *How we get the work done*

The ITC has a strong, diverse, and dedicated staff recognized world-wide for quality, objective research and analysis. A collegial work environment and a multi-disciplinary, team oriented approach to the majority of the work undertaken at the Commission encourages creative thought and the lively and free exchange of ideas. Employees are encouraged to pursue all available avenues in their information gathering roles, including plant visits, telephone interviews, written questionnaires, and the use of electronic and printed resources. The ITC's independent status allows staff to produce fact-based analysis. ITC staff are provided excellent support for research, including the National Library of International Trade, up-to-date IT equipment, travel opportunities, and ready access to a variety of electronic data and information resources.

## Staff – *Common attributes we look for*

Although a variety of diverse skills are required in our different offices, there are some common attributes that support success throughout the organization. We seek employees with personalities that display enthusiasm, initiative, collegiality, personal energy, sound judgment, and inquisitiveness. The ability to effectively distill and communicate technical and complex issues, both orally and in writing, is crucial in all the work we do. We need employees that can approach their assignments in an independent manner while at the same time be an engaged member of our team oriented projects. Most of our work has firm deadlines, so organizational and time management skills that support working simultaneously on multiple, overlapping projects are critical to success. Most positions also require strong analytical abilities, including attention to detail and a healthy skepticism. These analytic qualities need to be combined with

## U.S. International Trade Commission—Continued

a solid grounding in statistics, economic theory, and quantitative methods in many of our positions. We make extensive use of computer-based tools, requiring knowledge of word processing, spreadsheet and database development, and electronic research skills

### **Benefits – *What we offer***

Flexible work schedules, a telecommuting program, and generous leave policies provide opportunities to tailor work to one's lifestyle and make for a family-friendly organization. Private or semi-private offices offer professional staff quiet work spaces. Subsidized and flexible health benefits, subsidized life insurance, and portable, subsidized retirement benefits are offered. The Commission also offers subsidies for both parking and mass transportation. Most professional positions offer career ladders for advancement, which combined with an active awards program provide managers the tools to reward performance based on skills and ability. Our commitment to career advancement is reflected in a dedication to providing skill and knowledge enhancement opportunities.

### **Professional Development – *How we build our skills***

The ITC offers numerous opportunities for training and professional development. All offices have dedicated training budgets and continuous professional growth is encouraged. Our workforce vision, which guides our employee development, can be found on page 11. Professional staff travel to domestic and international locations to attend and participate in industry or professional seminars, conventions, conferences, and training courses, and also to gather information for Commission studies and investigations. Interaction with Congressional staff, personnel at Executive agencies, business representatives, members of academia, and staff at numerous international organizations provides a myriad of opportunities to augment professional skills, contacts, and knowledge. The Commission often uses temporary assignments, both within and outside the agency, to both develop its employees and address temporary staffing needs. Active internship and co-operative work/education programs provide opportunities for graduate level students to enhance their professional skills and make meaningful contributions to the Commission's work while pursuing their degree. For further details on student programs, see page 9.

### **Structure – *How we organize our workforce***

Most of the Commission's work is accomplished through multi-disciplinary teams, which draw together personnel nominally assigned to several different operating offices. These offices contain most of the agency's workforce. The major operating offices include the Office of Economics, the Office of the General Counsel, the Office of Industries, the Office of Investigations, the Office of Tariff Affairs and Trade Agreements, and the Office of Unfair Import Investigations. These operating offices, and the Commissioners, are supported by the Office of Administration and the Office of the Chief Information Officer. These two offices are responsible for providing services such as information technology support, budgeting and procurement activities, office space and equipment, and human resources support.

### **Contact Information:**

The ITC is located at 500 E St., SW, Washington, DC, 20436, with near-by mass transportation stations. For further information on job applications, visit our website ([www.usitc.gov](http://www.usitc.gov)) or call the Office of Human Resources, 202-205-2651.

## Office of Industries

Members of this Office spend their time working on:

- fact-finding studies requested by the President and Congress that examine the competitiveness of U.S. industries in both domestic and foreign markets,
- probable economic effect studies that analyze the likely impact of a proposed change in U.S. trade policy on trade levels, industry, and consumers,
- technical support to the Commission for its deliberations on statutory investigations related to injury from imports and unfair trade practices,
- short-term technical assistance and industry analysis for the United States Trade Representative and Congress on emerging trade issues,
- the development of uniform statistical data for imports, exports, and domestic production,
- providing Congress with analytical reports on proposed legislation amending the Harmonized Tariff Schedules, and
- individual research projects on current industry or trade developments.

To successfully complete this work, industry trade analysts must:

- work closely with producers, trade associations, importers, exporters, and other entities to stay current on the competitive factors influencing the performance of U.S. industries and their foreign counterparts,
- visit companies and government and industry officials domestically and abroad to collect information regarding industry competitiveness and economic conditions, such as manufacturing processes, demand factors, product costs, and other competitive variables,
- gather and analyze information on U.S. and foreign trade agreements; tariffs; nontariff measures impacting trade; customs practices and procedures; international court decisions; and other related matters, and
- work on intra-agency project teams with the responsibility to provide industry expertise and analysis.

The Office's diverse responsibilities require trade analysts with a strong interest in industry dynamics and global and regional trade issues. We generally look for educational backgrounds in international trade/relations, economics, business administration, chemistry, agriculture, engineering, and other industry-related specialties.

## Office of Economics

Members of this Office spend their time working on:

- long- and short-term research studies, usually requested by the United States Trade Representative (USTR) or Congress,
- short term analyses for statutory investigations filed by industries alleging injury by reason of imports,
- providing quick-turnaround technical assistance and analysis to the Congress, the USTR, and other entities within the Executive Office of the President, and
- self-directed research topics.

To successfully complete this work, our economists:

- develop and use economic insights and modeling, and provide theoretical and technical support for USITC investigations,
- work on interdisciplinary teams with other Commission employees and are in charge of the economic content of Commission studies,
- participate in one or two “core groups,” focused on computable general equilibrium modeling, econometrics, and applied modeling,
- travel to domestic and international locations to visit plants, meet with business leaders, and confer with government officials,
- engage in basic economic research and/or develop deep economic insights on topical issues, and
- develop and apply project management and team leader skills.

The Office’s responsibilities require economists with a strong grounding in economic theory and quantitative methods, coupled with expertise in global or regional trade issues, or a strong interest in applying economic tools to specific industries and products

## Office of the General Counsel

Members of this Office spend their time:

- advising the Commission in antidumping and countervailing duty investigations conducted under Title VII of the Tariff Act of 1930,
- advising the Commission in Safeguards investigations under the Trade Act of 1974,
- advising the Commission in investigations concerning patents, copyrights, trademarks, and other intellectual property rights under section 337 of the Tariff Act of 1930,
- representing the Commission before courts of the United States as well as World Trade Organization (WTO) and North American Free Trade Agreement (NAFTA) dispute settlement panels, and
- advising the Commission on administrative law issues that arise in the functioning of an independent agency.

To successfully complete this work, our attorneys:

- analyze the record compiled in Commission investigations,
- prepare legal memoranda to the Commissioners analyzing the controlling statutory and decisional authority,
- prepare draft opinions for the Commissioners,
- prepare motions, briefs, and oral arguments on behalf of the Commission before the courts of the United States as well as WTO and NAFTA dispute settlement panels, and
- prepare proposed amendments to Commission rules and regulations, and evaluate legislative proposals of relevance to the Commission.

The Office seeks attorneys with educational or work backgrounds that include international trade law, federal administrative law, appellate law, economics, and business administration. We also seek employees with the judgment and negotiating skills necessary to represent the Office or the Commission in varied situations and forums. New employees will typically be teamed with more senior attorneys as they become familiar with the different types of investigations we work on and participate in moot court sessions to develop oral advocacy skills.

## Office of Investigations

Members of this Office spend their time working on statutory international trade investigations that result from U.S. industry allegations of injury by reason of imports. This work includes:

- designing and sending questionnaires to U.S. producers, importers, and foreign producers,
- reviewing returned questionnaires for accuracy, consistency, and completeness,
- compiling, verifying, and summarizing questionnaire data,
- preparing clear, comprehensive, and objective staff reports on a timely basis,
- briefing and advising Commissioners and their staffs, and providing information to the public,
- researching, evaluating, maintaining, and providing access to relevant data sources,
- insuring the reliability of statistical information and analyses in Commission investigations,
- representing the Commission on trade, financial, and statistical issues related to investigations, and
- responding to formal inquiries from the President, the Congress, and investigative parties.

To successfully complete their work, our international trade analysts, auditors, and statisticians:

- effectively apply survey and statistical methodology in statutory investigations,
- work with company officials to obtain comprehensive, accurate, and timely information,
- conduct selective on-site verifications of questionnaire data,
- travel to obtain information on market conditions and to inspect production facilities,
- function effectively and collegially in an interdisciplinary team environment ,
- develop and maintain a network of resource contacts at other trade and international agencies,
- develop an in-depth knowledge of the diverse data sources used in statutory investigations, and
- develop strong computer skills in word processing, spreadsheet, and database software.

The Office generally looks for educational backgrounds in international trade/relations, economics, business administration, accounting and auditing, and statistics. Because of the specialized nature of our work, new employees are trained by experienced senior staff through a structured apprenticeship program

## Office of Unfair Import Investigations

Members of this Office spend their time working on:

- performing substantive litigation activities as an independent party representing the public interest in Section 337 investigations by developing relevant information and advocating on behalf of the public an independent position on the issues so that the Commission and its Administrative Law Judges can discharge their statutory decision-making responsibilities,
- providing information in response to public inquiries regarding Section 337 and prospective complaints,
- reviewing Section 337 complaints for sufficiency and recommending to the Commission whether to institute Section 337 investigations, and
- monitoring compliance with certain reporting and other requirements of exclusion, cease and desist, and consent orders entered in Section 337 investigations, investigating possible violations of such orders, and initiating or participating in Commission enforcement proceedings.

To successfully complete this work, our attorneys:

- draft and file motions, responses to motions, discovery requests and briefs,
- participate in depositions and trials,
- examine and cross-examine witnesses at depositions and trials,
- present oral arguments at trials,
- conduct legal research on intellectual property issues and general litigation issues, and
- travel to domestic and international locations to participate in depositions and conduct plant inspections.

To help develop their skills, our attorneys:

- participate in the intensive National Institute of Trial Advocacy litigation seminar (usually one attorney per year).

The Office seeks attorneys with backgrounds that include significant litigation experience and/or technical or scientific experience and expertise in intellectual property law, acquired through work experience and/or post-law school education.



## Office of Tariff Affairs and Trade Agreements (TATA)

Staff in TATA are responsible for:

- compiling, updating, and publishing the Harmonized Tariff Schedule (HTS) of the United States (HTS) to ensure that it is accurate, administrable, enforceable, and in accordance with the Harmonized System,
- representing the USITC in meetings at the World Customs Organization relating to the Harmonized System Convention and preparing technical proposals for modifying the Harmonized System,
- providing technical assistance to the Congress and the Executive Branch with respect to tariff provisions in trade legislation, trade agreements, tariff preference programs, import relief actions and the withdrawal of concessions; and
- maintaining WTO Schedule of U.S. tariff liberalization commitments.

To fulfill this responsibility successfully, staff in TATA must:

- thoroughly understand the content and structure of the HTS and the Harmonized System,
- thoroughly understand tariff nomenclature,
- be familiar with Customs classification and administration,
- have knowledge of products, sectors and industries in order to draft legal changes to the HTS,
- be familiar with tariff and customs laws, tariff preference programs, reciprocal trade agreement authority, trade agreements, trade remedies and the like,
- work collaboratively with USITC colleagues, as well as Congressional staff and staff in Executive Branch agencies, and
- be able to draft and interpret legal documents, including tariff provisions in trade legislation, trade agreements and Presidential Proclamations.

The Office seeks employees with educational and work backgrounds that allows them to draft technical documents and provisions that are legally binding, that incorporate industry and product expertise as well as tariff nomenclature expertise, and that reflect the intent of Executive Branch officials and legislative officials with respect to possible modifications to the HTS.

## Background Information on Student Opportunities at the U.S. International Trade Commission

### General requirements:

All student employment opportunities require that the student be a U.S. citizen or a national (resident of American Samoa or Swains Island) and be currently enrolled in a course of study, or if graduating, be enrolled to continue at the next higher level of study. All student employees are eligible for mass transit subsidy.

### Internship Program:

The Commission's internship program includes both volunteer interns (unpaid) and a paid summer internship program. Volunteer interns may work during any part of the year and are typically recruited through contact with college and university internship coordinators. The length of volunteer internships is determined by the USITC supervisor.

Candidates for the summer intern program must meet GS grade requirements based on education and experience and submit official transcripts prior to appointment. Each year, a vacancy announcement for the summer program is posted at the USAJobs website. The announcement is open from mid-January to early March and covers all academic disciplines. Application instructions are contained in the announcement. Appointments to this program will not exceed 10 weeks and interns do not earn leave.

### Student Career Experience Program (SCEP, aka Co-Op):

The Commission hires students into the SCEP on an ad hoc basis. When a vacancy occurs, a hiring manager has the option of filing the vacancy via a SCEP appointment. SCEP students are hired to work in their academic field. The program provides the opportunity for the student, educational institution, and the Commission to enhance the student's career through a combination of classroom studies and on-the-job training.

In addition to the general requirements students applying for SCEP opportunities must:

- be enrolled or accepted for enrollment as a degree student in an accredited graduate or professional program;
- be at least the minimum age required by Federal, state or local laws and standards governing the employment of minors; and,
- be taking at least half-time academic course load.

Since a student under the Student Career Experience Program is eligible to be noncompetitively converted to permanent status within 120 days of completion of their academic program, the student is responsible for ensuring that he or she completes all requirements for the position, including mandatory certification, prior to the end of the 120-day conversion period. U.S. citizenship is required for conversion to permanent employment under this program.

## Background Information on Student Opportunities at the U.S. International Trade Commission—Continued

### General requirements:

#### *USITC SCEP program features*

- Provides an opportunity to gain work experience directly related to an academic field of study.
- Offers a flexible work schedule on a part-time or full-time basis.
- Allows students to earn leave credit for illness and vacation.
- Includes health and life insurance options.

# U.S. International Trade Commission Future Workforce Vision

## Summary

To ensure it has the workforce needed to be successful over the next 5-10 years, the U.S. International Trade Commission is developing a strategic human capital management plan. The purpose of this plan is to identify the HR programs and activities that need to be initiated in the short-term to ensure the right workforce is developed over the long-term.

This vision statement describes the future mission and business environment of the USITC and the implications of that future environment for the kind of workforce needed. Subsequent project activities will build upon this vision to further define workforce requirements and to identify needed HR programs and activities.

## Mission and Business Environment

**Stable mission.** The fundamental mission of the USITC is mandated by statute and therefore not expected to change. Customers and stakeholders will continue to look to the USITC to administer trade remedy laws; provide independent, high quality analyses and information, and maintain tariff schedules.

**Dynamic workload.** Although the mission is stable, changes in the international economy, in trade flows, and in U.S. trade policy influence the scope and volume of the USITC's workload, as well as the distribution of the workload among the agency's lines of business. These workload shifts will place added pressure on the USITC to be agile and flexible in responding to new and changing workload requirements, while at the same time deepening its expertise.

**New tools and new expectations.** Information technology will continue to alter the way the work of the USITC is accomplished. Along with new technology will come new customer expectations. The USITC must be prepared to respond more quickly to customer requests and to provide a wider variety of analytical services beyond traditional reports.

**Resources.** Overall funding levels are expected to remain relatively stable, requiring the USITC to find creative, flexible, and efficient ways of accomplishing its mission and responding to future workload changes.

## Workforce Requirements

To be successful in this new environment, the USITC needs a workforce that properly balances the following characteristics:

**Technical expertise.** The USITC must preserve its long tradition of outstanding economic, industry, and legal expertise and its ability to conduct analyses and make judgments in an objective, independent manner. To successfully meet this requirement, the USITC must replenish the significant portion of its current workforce which is eligible to retire over the next 5-10 years, while maintaining high technical standards and preserving invaluable institutional knowledge.

## U.S. International Trade Commission Future Workforce Vision —Continued

***Flexibility.*** To support its mission, the USITC must continue to build a workforce that is increasingly flexible. Reaching this goal will require developing multiple skill sets so that more employees can quickly move from one type of assignment to another, enhancing employee comfort with change and ability to handle change, and building organizational structures that allow more employees to seamlessly move throughout the Commission to those areas where they are most needed.

***New and enhanced skills.*** The USITC needs to enhance skill sets that will become increasingly important in the future business environment. These include leadership and management skills, interpersonal skills, information technology skills, and technical skills in new/emerging areas.