

FEDERAL MEDIATION AND CONCILIATION SERVICE



RECRUITMENT BULLETIN



BULLETIN NUMBER: MED-08

POSITION: MEDIATOR, GS-241-13 (EXCEPTED SERVICE POSITION)

SALARY: STARTING SALARY \$77,670*
POTENTIAL TO GS-14
*Actual amount varies by geographic location.

AREA OF CONSIDERATION: ALL SOURCES - NATIONWIDE (see attached office location sheet)

FMCS IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION. WE SEEK TO HAVE A WORKFORCE DRAWN FROM LABOR, MANAGEMENT, AND NEUTRALS

MISSION OF THE FMCS

Promoting the development of sound and stable labor management relationships; preventing or minimizing work stoppages by assisting labor and management to settle their disputes through mediation; advocating collective bargaining, mediation and voluntary arbitration as the preferred process for settling issues between employers and representatives of employees; developing the art, science and practice of conflict resolution; and fostering the establishment and maintenance of constructive processes to improve labor-management relationships, employment security and organizational effectiveness.

DUTIES AND RESPONSIBILITIES OF POSITION

The mediator is responsible for promoting and contributing to labor-management peace through active participation in the collective bargaining process. As an impartial third-party neutral, the mediator seeks to achieve harmony and order between parties through a variety of means such as mediation of disputes which may result in work stoppages; active involvement in various stages of the bargaining process; grievance mediation; and relationship development and training techniques including technical assistance, and education, advocacy and outreach efforts. The mediator may also be asked to work on various alternative dispute resolution assignments such as regulatory negotiations, Age Discrimination Act complaints, and Equal Employment Opportunity Commission cases.

QUALIFICATION REQUIREMENTS

GS-13 positions: To be considered for a GS-13 mediator position, an applicant must have **substantial full-time experience (acquired over a period of several years)** in the negotiation of collective bargaining agreements in a leadership/spokesperson role or a similar role in agreement administration within his/her organization. Qualifying experience will generally encompass utilization of varied bargaining processes, substantial knowledge of contract language, familiarity with a broad scope of subjects, experience in numerous and diverse bargaining circumstances, and knowledge of joint processes to improve labor-management relationships. Such experience must have been obtained within the most recent ten years.

Developmental positions: Candidates who fall short in meeting the qualification requirements for a GS-13 mediator position, but do have progressively responsible experience in the negotiation and/or administration of

collective bargaining agreements or ADR experience, may be considered for developmental positions at the GS-9, GS-11 or GS-12 level. Availability of these positions is limited as they are located at our larger field offices where mentoring with an experienced mediator(s) is possible.

QUALIFICATIONS EVALUATION

The Agency actively seeks candidates who have demonstrated that they have attained the core competencies required for the position. Strong demonstrated verbal and written communications skills are also imperative as are initiative, creativity, and the ability to innovate and conceptualize.

Applicants who meet the qualification requirements will be further evaluated to determine the extent to which their education, experience, and training indicate they possess or have the ability to attain the core competencies that are encompassed in the knowledge, skills, and abilities detailed below. In order to perform this evaluation, you are requested to provide a complete and thorough response to each of the following (KSA's). A thorough response to each KSA is critical as it will be the primary source of information used to determine the quality of each applicant's experience. You may either use the attached "Supplemental Qualifications Statement" to address the KSA's or provide the information in a similar format.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Please prepare a brief but concise response to each of the following KSA's.

- (1) Knowledge of economic, management and labor trends, and of current developments and problems in the field of labor-management relations and with changes and trends in union agreements. Please indicate some of the current difficult issues you have experienced at the bargaining table and/or in the administration of a contract. Why are they so difficult and what do you see as possible solutions?
- (2) Advanced knowledge of collective bargaining practices gained through progressively responsible and successful experience in the negotiation and/or administration of collective bargaining agreements and the resolution of labor-management conflict. Please describe your experience in collective bargaining negotiations and/or administration of collective bargaining agreements, including the number of agreements negotiated and/or administered, number and size of bargaining units, your specific role in each activity, including your responsibilities and activities during the term of the agreements. Also indicate if your position(s) were full-time or part-time.
- (3) The ability or potential to assess, design, deliver, and evaluate processes aimed at improving relationships and/or organizational effectiveness. Please provide specific instances where you were involved in such processes or why you believe you have the potential to perform these duties.
- (4) Knowledge of conflict resolution. Please describe what conflict resolution means to you. Do you have any experience or education in conflict resolution? If so, please elaborate.
- (5) Knowledge of the general structure, functions, policies and practices of employer and labor organizations. Briefly describe your knowledge in this area and how you acquired this knowledge.
- (6) Familiarity with the applicable laws governing collective bargaining, wages, hours, benefits, etc. Please highlight some of these laws.
- (7) Faculty for sound presentation and facilitation skills that includes effective communication skills (both verbal and written). Please describe your experience in making formal presentations and/or conducting training courses or in facilitation skills.

- (8) The ability to chair meetings and lead discussions. Briefly describe your experiences in these areas.
- (9) The ability to use personal computers and various software packages. Please describe any experience/education/training you have with computers and various software packages.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- (1) Knowledge of design and implementation of conflict resolution systems. Please discuss one or more conflict resolution systems and your ability to design and implement such a system.
- (2) Bilingual skills - please indicate any ability to read or speak a language other than English.
- (3) College related degree(s) and/or courses - please indicate any college level degree(s)/courses related to the field of labor-management relations, mediation, conflict resolution, etc.

HOW TO APPLY FOR A FEDERAL MEDIATOR POSITION

You may either complete the attached Optional Application for Federal Mediator or provide a resume or other written format. If your resume or application does not provide all the information required on this application form you may lose consideration for the position. Also be sure to complete and include the following:

- (1) Your response to the knowledge, skills and abilities (KSA's).
- (2) Office Location Form
- (3) Supplemental References Form
- (4) Background Survey Questionnaire

REASONABLE ACCOMMODATION

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

CONDITIONS OF EMPLOYMENT

Before appointment to a mediator position, a candidate:

- (1) must certify that they are medically qualified to perform the job;
- (2) must successfully undergo a suitability/background investigation;
- (3) must possess a valid driver's license;
- (4) must indicate a willingness to accept assignment to any location in the United States based on the needs of the Service;
- (5) must present proof of U.S. citizenship.

Send completed applications to: **FMCS**

**2100 K Street, NW
Washington, D.C. 20427
ATTN: Recruitment Manager**

Application for Federal Mediator

Federal Mediation and Conciliation Service
2100 K Street, N.W., Washington, DC 20427
UNITED STATES CITIZENSHIP IS REQUIRED

Please type or print clearly in dark ink

<input type="checkbox"/> New Application		<input type="checkbox"/> Change to previously submitted data	
<input type="checkbox"/> Annual Update <i>(If there have been no changes, complete Name block only and sign and date form)</i>			
Name (Last, First, Middle)		Grade Applying For: Please Circle Developmental GS-9/11/12 GS-13	
Mailing Address - Street, Apt., P.O. Box, etc.		Social Security Number	
City	State	Zip Code	If selected, when can you start
Phone Numbers (include area codes)			
Daytime ()	Evening ()	FAX ()	E-mail
EDUCATION			
Indicate highest level completed: HS/GED () Associate () Bachelor () Master () Doctoral ()			
Name and Location of College or University:			
Name	City and State	Credit Hours	Type and Year of Degree
OTHER QUALIFICATIONS			
Job-related training courses; current Job-related certificates and licenses; Job-related honors, awards, accomplishments such as publications, membership in professional societies, leadership activities, public speaking, and performance awards. (Include description and dates, but do not send documents.)			
GENERAL			
Are you a U.S. citizen? Yes () No ()			
Do you claim veterans' preference? Yes () No () If yes, mark your claim of 5 or 10 points below. 5 points () Attach your DD-214 or other proof. 10 points () Attach an <i>Application for 10-Point Veterans' Preference</i> (SF-15) and proof required.			
APPLICANT CERTIFICATION			
I certify that to the best of my knowledge and belief, all of the information on and attached to this application is true, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.			
SIGNATURE _____		DATE SIGNED _____	

WORK EXPERIENCE

Make as many copies of this page as necessary to identify all related employment.

Name and address of employer:	Dates employed From: To:	Reason for leaving or for wanting to leave:
Name and phone number of supervisor:	Exact title of job (If Federal employment (civilian or military) list series and grade.	Salary or earnings Starting: Ending:

Description of work: Describe your specific duties, responsibilities and accomplishments in collective bargaining negotiations and administration of contracts, including the number of contracts negotiated, number and size of bargaining units, your specific role in each activity, and your activities during the term of the contracts. If you describe several functions (for example, labor relations and compensation) please include an approximate percentage of time you spent doing each.

SUPPLEMENTAL QUALIFICATIONS STATEMENT

Applicant's Name: _____

Please prepare a brief and concise response to each of the following:

1. Knowledge of economic, management and labor trends, and of current developments and problems in the field of labor-management relations and with changes and trends in union agreements. Please indicate some of the current difficult issues you have experienced at the bargaining table. Why are they so difficult and what do you see as possible solutions?

2. Advanced knowledge of collective bargaining practices gained through progressively responsible and successful experience in the negotiation and/or administration of collective bargaining agreements and the resolution of labor-management conflict. Please describe your experience in collective bargaining negotiations and/or administration of collective bargaining agreements, including the number of agreements negotiated/administered, number and size of bargaining units, your specific role in each activity, and your responsibilities and activities during the term of the agreements. Also indicate if your position(s) were full-time or part-time.

SUPPLEMENTAL QUALIFICATIONS STATEMENT - Continued

Applicants Name: _____

3. Ability or potential to assess, design, deliver, and evaluate processes aimed at improving relationships and/or organizational effectiveness. Please provide specific instances where you were involved in such processes or why you believe you have the potential to perform these duties.

4. Knowledge of conflict resolution. Please describe what conflict resolution means to you. Do you have any experience or education in conflict resolution? If so, please elaborate.

SUPPLEMENTAL QUALIFICATIONS STATEMENT - Continued

Applicants Name: _____

5. Knowledge of the general structure, functions, policies and practices of employer and labor organizations. Briefly describe your knowledge in this area and how you acquired this knowledge.

6. Familiarity with the applicable laws governing collective bargaining, wages, hours, benefits, etc. Please highlight some of these laws.

7. Faculty for sound presentation and facilitation skills that includes effective communication skills (both verbal and written). Please describe your experience in making formal presentations and/or conducting training courses and in the use of facilitation skills.

8. Ability to chair meetings and lead discussions. Please describe your experiences in these areas.

9. Ability to use personal computers and various software packages. Please describe any experience/education/training you have with computers and various software packages.

SUPPLEMENTAL QUALIFICATIONS STATEMENT - Continued

Applicant's Name: _____

DESIRABLE KSA'S

1. Knowledge of the design and implementation of conflict resolution systems. Please discuss one or more conflict resolution systems and your ability to design and implement such a system.

(2) Bilingual skills - please indicate any ability to read or speak a language other than English.

(3) College related degree(s) and/or courses - please indicate any college level degrees(s) and/or courses related to the field of labor-management relations, mediation, conflict resolution, etc.

Please Print

Name: _____
 Last First Middle

Address: _____
 Number Street Apt.

 City State Zip

INTERNAL USE ONLY	
Date of Appl:	_____
Entered into system:	_____
Scores/Rating:	_____
Inter. Location:	_____
Date:	_____ Code: _____

Office Locations

From the list below, circle only those locations for which you would like consideration. Candidates are responsible for all interview expenses, and if selected for a position outside your commuting area, for all moving expenses.

I would like to be considered for **ALL LOCATIONS** – 97

ALABAMA
 Birmingham – 27

ARIZONA
 Phoenix – 88
 Tucson - 89

CALIFORNIA
 Long Beach – 96
 Los Angeles – 79
 Oakland – 94
 Santa Ana – 93
 San Diego – 80

COLORADO
 Denver – 87

CONNECTICUT
 Hartford – 09

DISTRICT OF COLUMBIA – 22

FLORIDA
 Miami – 35
 Orlando – 36

GEORGIA
 Atlanta – 26

HAWAII
 Honolulu – 90

ILLINOIS
 Chicago – 54
 Peoria – 55
 Rockford – 56

INDIANA
 Indianapolis – 58
 South Bend – 57

IOWA
 Cedar Rapids – 66
 Des Moines – 67

KANSAS
 Wichita - 70

KENTUCKY
 Louisville - 47

LOUISIANA
 Baton Rouge – 29

MAINE
 Portland – 12

MARYLAND
 Baltimore – 21

MASSACHUSETTS
 Boston – 07

MICHIGAN
 Detroit – 48
 Grand Rapids – 50
 Kalamazoo – 51
 Saginaw – 49

MINNESOTA
 Minneapolis – 62

MISSOURI
 Kansas City – 69
 St. Louis – 65
 Springfield – 72

MONTANA
 Helena – 85

NEBRASKA
 Omaha – 68

NEVADA
 Las Vegas – 73

NEW JERSEY
 Iselin – 24
 Trenton – 20

NEW MEXICO
 Albuquerque – 92

NEW YORK
 Albany – 03
 Buffalo – 05
 New York – 01
 Syracuse – 04

NORTH CAROLINA
 Charlotte - 34

OHIO
 Cincinnati - 46
 Cleveland - 41
 Columbus - 44
 Dayton - 45
 Toledo - 43

OREGON
 Portland – 83

PENNSYLVANIA
 Erie – 15
 Harrisburg – 17
 Philadelphia – 13
 Pittsburgh – 14

RHODE ISLAND
 Providence – 10

TENNESSEE
 Memphis – 30
 Nashville – 31

TEXAS
 Dallas/Ft. Worth – 74
 Houston – 75
 San Antonio – 76

VIRGINIA
 Chesapeake – 38

WASHINGTON
 Seattle – 82

WEST VIRGINIA
 Charleston – 18

WISCONSIN
 Green Bay – 61
 Milwaukee – 60

Professional References

Name: _____
Last First Middle

Please provide three (3) professional references. Include representatives from labor and management, labor neutrals, or others familiar with your work in labor relations or conflict resolution. These references will only be contacted if we are prepared to make you a job offer.

Please print or type:

Name: _____

Organization & Position: _____

Telephone (work): _____ (home): _____

Name: _____

Organization and Position: _____

Telephone (work): _____ (home): _____

Name: _____

Organization and Position: _____

Telephone (work): _____ (home): _____

BACKGROUND SURVEY QUESTIONNAIRE

GENERAL INSTRUCTIONS		PRIVACY ACT INFORMATION	
<p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Public Law 92-261 of March 24, 1972. Your responses are voluntary. Please answer each of the questions to the best of your ability. Read each item thoroughly. Please print your responses.</p>		<p style="text-align: center;">GENERAL</p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.</p> <p>AUTHORITY Sections 1302, 3301, 3304 and 7201 of Title 5 of the U.S. Code</p> <p>PURPOSE AND ROUTINE USES This information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet requirements of Federal Law.</p> <p>EFFECTS OF NONDISCLOSURE Providing this information is voluntary. No individual personnel selections are made based on this information.</p> <p>INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579, SECTION 7 (b) Solicitation of the Social Security Number is authorized under Executive Order 9397, dated November 22, 1943. It is used to relate this form with other records that you file with OSD.</p>	
Name (Last, First, Middle Initial)			
Announcement No. for which you are applying MED-08			
Date of your application			
Social Security Number	Year of Birth		
How did you learn about the position for which you are applying? (You may check up to three choices.)			
01 ___ Private Information Service 02 ___ Magazine 03 ___ Newspaper 04 ___ Radio 05 ___ TV 06 ___ Poster 07 ___ Private Employment Office 08 ___ State Employment Office (Unemployment Office) 09 ___ Agency Personnel Department (Bulletin Board or Other Announcement)		10 ___ Agency or Other Federal Government Recruitment at School or College 11 ___ Federal, State or Local Job Information Center 12 ___ Religious Organization 13 ___ School or College Counselor or Other Official 14 ___ Friend or Relative Working for Agency 15 ___ Friend of Relative Not Working for Agency 16 ___ Other (Specify) _____	
Please categorize yourself in terms of race, sex and ethnic categories below. First read definitions of subcategories.			
DEFINITIONS The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:			
RACE: American Indian or Alaskan Native. A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, India, Japan, Korea, the Philippine Islands and Samoa. Black. A person having origins in any of the black racial groups of Africa. White. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.			
ETHNICITY: Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.			
RACE 1 ___ American Indian or Alaskan Native 2 ___ Asian or Pacific Islander 3 ___ Black 4 ___ White 5 ___ Other (Specify) _____		SEX 1 ___ Male 2 ___ Female	ETHNICITY 1 ___ Hispanic Origin 2 ___ Not of Hispanic Origin
SPECIAL EXCEPTED APPOINTING AUTHORITIES			
Are you eligible for appointment under a special appointing authority (Schedule A or B) for severely physically or mentally handicapped persons? ___ Yes ___ No			

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**Return Completed Application To:
Fed. Mediation & Conciliation Service
2100 K Street, NW
Washington, DC 20427
Attn: Recruitment Manager**

To: