SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** The applicant should describe specific incidents of sustained achievements from his/her experience that show evidence of the level at which he/she meet the ranking factors that have been determined to be of importance for the position for which the applicant is applying. The applicant may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which he/she possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of his/her knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE THE APPLICANT FROM CONSIDERATION.**

RANKING FACTORS

1. Knowledge of labor-management relations, collective-bargaining process and applicable labor laws.
2. Good understanding of the structures, functions and practices of management and labor organizations within the District Government.
3. Ability to interpret rules, regulations and evaluate facts, and make sound recommendations.
4. Ability to manage multiple projects, plan work schedules, complete assignments, and accomplish objectives in a timely manner.
5. Ability to maintain effective person-to-person working relationships with representatives from both labor and management.
6. Ability to communicate orally and in writing with parties involved in labor disputes.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: SUBMIT FORM DC 2000 TO:

Yvonne Waller
D.C. Public Employee Relations Board
1100 4th Street, S. W, Suite E630
Washington, D.C. 20024
(202)727-1822
Pat.waller@dc.gov

NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et sea.*. (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

DISTRICT OF COLUMBIA PUBLIC EMPLOYEE
RELATIONS BOARD POSITION

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CG 12005	OPENING DATE **September 1, 2012**	CLOSING DATE: **Open until filled**	OPEN TO ALL APPLICANTS
Position: Attorney-Advisor LS- 11/12/13/14	TYPE OF APPOINTMENT: **Excepted**	Salary: **$55,025-$120,485**	
DIVISION:	LOCATION: 1100 4th Street, SW., Washington, DC 20024	TOUR OF DUTY: Full-time	

PREFERENCE AMENDMENT ACT OF 1998: An applicant for a position in the Career Service, for an attorney position (DS 905) in the Excepted Service, or for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES: This position is located in the Public Employee Relations Board (PERB). The Attorney-Advisor will serve under the general supervision of the Executive Director and will be responsible for handling a full range of assignments. The Attorney-Advisor will be responsible for: (1) conducting investigations regarding alleged violations of the Labor-Management section of the District of Columbia Comprehensive Merit Personnel Act; (2) analyzing investigative findings; (3) drafting legal memoranda; and (4) drafting decisions and orders.

QUALIFICATIONS REQUIRED: Labor law experience preferred. The successful candidate must possess: (1) a license to practice law in the District of Columbia; (2) excellent interpersonal, written,and oral communications skills; (3) an ability to research, interpret, analyze and explain complex legal labor law issues; and (4) excellent judgment.

SPECIALIZED EXPERIENCE: Two (2) years of specialized experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled. To be creditable, experience must have been at least equivalent to the next lower grade in the normal line of progression.