



DISTRICT OF COLUMBIA PUBLIC
EMPLOYEE RELATIONS BOARD
POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER CG 15001	OPENING DATE October 10, 2014	CLOSING DATE: Open until filled	OPEN TO ALL APPLICANTS
Position: Supervisory Attorney- Advisor LS- 14/15	TYPE OF APPOINTMENT: Excepted	Salary: \$111,369 - \$127,254	
DIVISION:	LOCATION: 1100 4 th Street, SW., Washington, DC 20024	TOUR OF DUTY: Full-time	

BRIEF DESCRIPTION OF DUTIES: This position is located in the Public Employee Relations Board (PERB). The incumbent investigates findings regarding violations of the Labor-Management section of the District of Columbia Comprehensive Merit Personnel Act and drafts decisions and orders for the Board. The incumbent will also provide guidance to staff attorneys; review staff attorneys' investigative findings, legal memoranda and decisions and orders for the Board. Performs other related duties as assigned including performing the duties of the Executive Director in his/her absence.

QUALIFICATIONS REQUIRED: The successful candidate must have a law degree and be a member of the District of Columbia Bar or an active member in good standing of a bar of a court of general jurisdiction of a state, territory or possessions of the U.S. and eligible for waiver into the bar. If the candidate is not a member of the District of Columbia Bar, he/she must be sworn into the District of Columbia Bar within 360 days of initial hire. The candidate should have at least five (5) years experience as a labor lawyer as well as excellent analytical, oral and writing skills.

This position is an excepted service appointment. Federal annuitants welcome. Candidates for the position may be subject to a background check.

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 WITH YOUR RESUME and DC 2000.** 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 manage multiple projects, plan work schedules, complete assignments, and accomplish objectives in a timely manner.
4. Ability to maintain effective person-to-person working relationships with representatives from both labor and management.

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 P. 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

Open until filled. Screening of applications will begin on October 20, 2014.

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 seq.* (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.