


<p>U.S. Department of Labor Employment and Training Administration, Office of Apprenticeship (OA) Washington, D.C. 20210</p>	<p>Distribution: A-541 Hdqtrs A-544 All Field Tech A-547 SD+RD+SAA+; Lab.Com</p> 	<p>Subject: New Apprenticeable Occupations: Workforce Development Specialist, and Workforce Development Analyst (Government Only)</p> <p>Code: 200.1</p>
<p>Symbols: DSNIP/FJH</p>	<p>Action: Immediate</p>	

PURPOSE: To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of two new apprenticeable occupation:

Workforce Development Specialist
O*NET-SOC Code: 13-1511.00
RAPIDS Code: 2042
Term: 2,000 hours
Type of Training: Time-based

Workforce Development Analyst
O*NET-SOC Code: 13-1511.00
RAPIDS Code: 2043
Term: 2,000 hours
Type of Training: Time-based

BACKGROUND: Mrs. Lisa Lahrman, Acting Administrator, Office of Management and Administrative Services, on behalf of United States Department of Labor, Employment and Training Administration's, Pathways Through Apprenticeship Program submitted the following occupations: Workforce Development Specialist and Workforce Development Analyst for apprenticeability determination.

The Workforce Development Specialist and Workforce Development Analyst will be added to the List of Occupations Recognized as Apprenticeable by OA when the list is reissued. A suggested Work Process Schedule and Related Instruction Outline are attached.

If you have any questions, please, contact Mrs. Felecia Hart, Team Leader, Division of Standards and National Industry Promotion at (202) 693-3792.

ACTION: OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

NOTE: This bulletin is being sent via electronic mail.

Attachment

- [WORK PROCESS SCHEDULE WORKFORCE DEVELOPMENT ANALYST
GS 140-05 and 07 O*NET-SOC CODE: 13-1151.00 RAPIDS CODE](#)



**WORK PROCESS SCHEDULE
WORKFORCE DEVELOPMENT ANALYST
GS 140-05 and 07
O*NET-SOC CODE: 13-1151.00 RAPIDS CODE**

On-the-Job Learning	APPROXIMATE HOURS
Information Technology Training <ul style="list-style-type: none">• E-Grants/GEMS• AMS• NCFMS	40
Office Specific Training (FPO/COR) <ul style="list-style-type: none">• Data Analysis• Preparation for Compliance Monitoring• Compliance Reviews	520
Rotational Assignments (WDS must complete 2 <i>two week</i> rotations)	160
Effective Writing Techniques <ul style="list-style-type: none">• Communicate effectively verbally and in writing• Writing Essentials• Effective Business Writing• Fundamentals of Technical Writing• Business Writing: How to write clearly and concisely• Report Writing	350
Effective Presentation Techniques <ul style="list-style-type: none">• Basic Presentation Skills: Creating a Presentation• Basic Presentation Delivery Skills	350
Communication and Conflict Management <ul style="list-style-type: none">• Time Management: Planning and prioritizing your time• Conflict Management: creating constructive conversations in the workplace• Customer Service• Personal Development• Keys to Effective Communication• Interpersonal Communication	100
Team Building <ul style="list-style-type: none">• Building Effective Teams• Building Trust and Commitment• Effective Team Communication• Dealing with Conflict	100



Research Policy & Legislation **216**

- Critical Thinking
- Policy Research and Application (Federal & State Laws)
- Data Analysis
- Analytical Thinking
- Collect, organize, analyze, and report data or findings to assist in improving the agency and the operation of its programs
- Projects may relate to monitoring, best practices, pilot and demonstration projects, program performance data, and
- Other specific areas of ETA program operations

Facilitation Skills **100**

- Brainstorming
- Active listening skills
- Modeling: Practice behavior that you want reflected back to you.
- Summarizing
- Helps the group focus its energies on a task
- Suggests methods and procedures
- Protects all members of the group from attack
- Helps find win/win solutions
- Make sure that everyone has the opportunity to participate
- Periodically summarize the group consensus on issues to validate and clarify the progress of the discussion.

DOL Learning Links Training **64**

- Continuity Awareness
- Records Management for Everyone
- Information Security Systems and Privacy Awareness

Total **2,000**



**RELATED INSTRUCTION OUTLINE
WORKFORCE DEVELOPMENT ANALYST
GS 140-05 and 07
O*NET-SOC CODE: 13-1151.00 RAPIDS CODE**

	Approximate Hours
Information Technology	40
COR Training provided by OGM	40
Project Management	16
Writing Techniques	32
Oral Presentation Techniques	24
General Communication	16
Time Management	16
Conflict Management	16
Critical Thinking	16
Team Building	16
Facilitation Skills	16
DOL Learning Links Training	40
Total Hours	288



**WORK PROCESS SCHEDULE
WORKFORCE DEVELOPMENT SPECIALIST
GS 142-05 and 07
O*NET-SOC CODE: 13-1151.00 RAPIDS CODE:**

On-the-Job Learning	APPROXIMATE HOURS
Rotational Assignments (WDS must complete 3 <i>two week</i> rotations within either DWI, UI, OSID, DFMAS)	240
Information Technology Training <ul style="list-style-type: none">• E-Grants/GEMS• AMS• NCFMS	40
Office Specific Training (FPO/COR) <ul style="list-style-type: none">• Data Analysis (program and fiscal)• Compliance Monitoring<ul style="list-style-type: none">○ Planning the review○ Conducting the review○ Writing report• Evaluating and processing Grant Modifications• Delivering technical assistance to grantees	804
Project Management <ul style="list-style-type: none">• OJL	80
Effective Writing Techniques <ul style="list-style-type: none">• Writing Essentials• Effective Business Writing• Fundamentals of Technical Writing• Business Writing: How to write clearly and concisely• Report Writing	160
Effective Presentation Techniques <ul style="list-style-type: none">• Basic Presentation Skills: Creating a Presentation• Basic Presentation Delivery Skills	80
Communication <ul style="list-style-type: none">• Customer Service• Personal Development• Keys to Effective Communication• Interpersonal Communication	40



Time Management	24
• Time Management: Planning and prioritizing your time	
Conflict Management	16
• Conflict Management: creating constructive conversations in the workplace	
Critical Thinking	16
• OJL	
Problem Solving	40
• OJL	
Team Building	80
• Building Effective Teams	
• Building Trust and Commitment	
• Effective Team Communication	
• Dealing with Conflict	
Research Policy & Legislation	300
• Research and Application of policy guidance and legislation	
Facilitation Skills	40
• OJL	
DOL Learning Links Training	40
• Continuity Awareness	
• Records Management for Everyone	
• Information Security Systems and Privacy Awareness	
Total	2,000



**RELATED INSTRUCTION OUTLINE
WORKFORCE DEVELOPMENT SPECIALIST
GS 142-05 and 07
O*NET-SOC CODE: 13-1151.00 RAPIDS CODE:**

	Approximate Hours
Information Technology	40
FPO Core Training provided by OGM	40
Project Management	16
Writing Techniques	32
Oral Presentation Techniques	24
General Communication	16
Time Management	16
Conflict Management	16
Critical Thinking	16
Team Building	16
Facilitation Skills	16
DOL Learning Links Training	40
Total Hours	288