

U.S. DOL ETA, Bureau of Apprenticeship and Training Washington, D.C. 20210	Distribution: A-544 All Field Techs	Subject: Code: 446.2 BAT Policy Staffing Supervisory and Management Positions
Symbols:PMG: JHINES		Action:

PURPOSE: To transmit to the field staff BAT's policy on filling openings for supervisory and management positions (including but not limited to State Director positions) through fair and open competition by the highest quality candidates.

BACKGROUND: The Bureau of Apprenticeship and Training recognizes that individuals selected for leadership positions today may be instrumental in bringing apprenticeship opportunities to the highly diverse American workforce well into the 21st Century. Recognizing this, it is the goal of the Bureau that is leadership at all levels this adverse workforce.

ACTION: To assist in achieving this goal, the following procedures will be followed:

- A. Based on the approved position description for the position, the Director of the Bureau has the authority to recommend personnel actions. The Director is also required to exercise personal leadership and demonstrate through positive actions an understanding of the objectives of EEO. This personal leadership is also expected of each selecting official
- B. Selecting official authority for BAT field positions rests with the BAT Regional Directors. The National Director retains the authority to confirm the selecting official's decision regarding all State Directors at any grade level and all Bureau positions at the GM-13 or higher. The certificate of eligible for such positions will not be returned to the servicing personnel office for processing until such written confirmation has been made. Further, offers and acceptance of positions shall be made and received only by the authorized personnel office or by the selecting official after receiving final clearance from the personnel office.
- C. Any individual who is on the certificate may request in writing, through the servicing personnel office, the reasons for the selecting official's decision. The selecting official shall be responsible for stating the reasons in writing, through the servicing personnel office, only on the basis of one or a combination of following factors:
 - 1. The best combination of education and experience required for the specific job to be filled.
 - 2. Work traits—such as the ability to work with others, to exert leadership, or to supervise—the extent they are required by the specific job to be filled.
 - 3. Past and present job performance related to the requirements of the job to be filled (based on personal knowledge, work examples, and/or performance evaluations).
 - 4. Length of service in the grade below that of the job to be filled, or in a higher grade, to the extent that such service is related to the current requirements of the specific job to be filled.