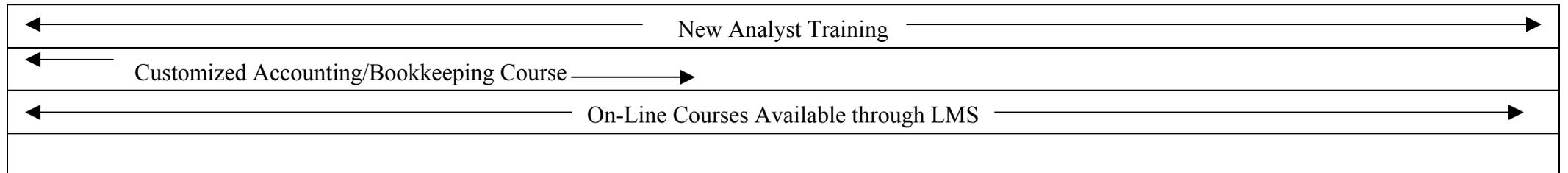


ITA / IA – AD CVD Operations Competency Model for International Trade Program Analysts - GS7-13
07/29/05

Competency Area	Skills/Behaviors Exhibiting Competency				
Case Management	GS 7	GS 9	GS 11	GS 12	GS 13
<p><u>Analysis:</u> Seeks information necessary for antidumping (AD) and countervailing duty (CVD) proceedings through questionnaires, research, and verification. Analyzes information within the framework of the statute, regulations and established policy. This competency area includes: data gathering, data processing, and legal/policy competencies (see below).</p>			<p>Able to lead a routine AD/CVD proceeding</p>	<p>Able to lead an intermediate level AD/CVD proceeding</p>	<p>Able to work on multiple proceedings at the same time. Able to lead a difficult AD/CVD proceeding</p>
<p><u>Data Gathering:</u> Seeks data, including financial data, regarding companies' business practices, sales and costs</p>	<p>Collects and compiles information needed for proceeding as directed; understands and applies fundamental principles of accounting</p>	<p>Collects and compiles information needed for proceeding as directed; understands and applies fundamental principles of accounting</p>	<p>Understands different information gathering and compiling techniques; understands and applies intermediate principles of accounting.</p>	<p>Understands and uses different information gathering and compiling techniques; understands and applies intermediate principles of accounting.</p>	<p>Understands and uses advanced information gathering and compiling techniques; anticipates obstacles and proposes solutions to obstacles.</p>

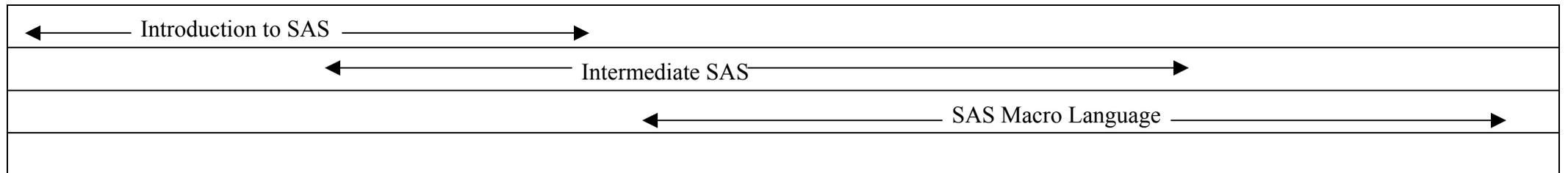
Training & Development Opportunities Identified:



ITA / IA – AD CVD Operations Competency Model for International Trade Program Analysts - GS7-13
07/29/05

Competency Area	Skills/Behaviors Exhibiting Competency				
Case Management	GS 7	GS 9	GS 11	GS 12	GS 13
<u>Data Processing (Quantitative)</u> : Uses SAS and spreadsheets to calculate AD/CVD margins	Performs elementary data processing. For spreadsheets: enters data, performs arithmetic (addition, subtraction, multiplication, division); understands order of operations; computes simple and weighted averages. For SAS: understands structure of data set and is able to compare data sets to narrative response.	Performs elementary data processing. For spreadsheets: enters data, performs arithmetic (addition, subtraction, multiplication, division); understands order of operations; computes simple and weighted averages. For SAS: understands structure of data set and is able to compare data sets to narrative response	Performs basic data processing. For spreadsheets: uses functions (sum, average, round, simple and compound interest etc.) and links data between spreadsheets. For SAS: knows basic SAS syntax rules; performs basic math functions in the data step; converts data between SAS & spreadsheets; understands & creates SAS libraries; knows numeric, character & macro variables	Performs intermediate level data processing. Knows basic SAS procedures (means, sort, print, frequency), understands and creates data format, understands what SAS functions are and knows basic functions (e.g., sum, substring, in, select, month)	Performs advanced level data processing. Understands how source code is generated using macro subroutines; understands advanced SAS functions (e.g., pointers, array statements)

Training & Development Opportunities Identified:



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Competency Area	Skills/Behaviors Exhibiting Competency				
Case Management	GS 7	GS 9	GS 11	GS 12	GS 13
<i>Legal/Policy:</i> Conducts AD/CVD proceedings within framework provided by statute, regulations and established policy	Identifies sections of statute and regulations, and policy bulletins relevant to issues in proceeding	Identifies sections of statute and regulations, and policy bulletins relevant to issues in proceeding. Applies statute, regulations and established policy at a basic level.	Applies statutory and regulatory provisions, and established policies to issues in routine proceeding. Understands and can articulate the rationale underlying those provisions and policies.	Applies statutory and regulatory provisions, and established policies to issues in intermediate level proceedings. Understands and can articulate the rationale underlying those provisions and policies.	Applies statutory and regulatory provisions, and established policies to issues in difficult proceedings. Identifies situations where policy does not exist and develops recommendations for extending the policy to issues presented in the proceeding.

Training & Development Opportunities Identified:

OJT _____ →
Conferences and seminars _____ →

<i>Scheduling:</i> Understands workflow associated with AD/CVD proceedings. Keeps other team members informed and coordinates their actions.	Produces work output in accordance with requests and schedule set by lead analyst.	Produces work output in accordance with requests and schedule set by lead analyst.	Meets deadlines. Establishes schedule for routine investigation, incorporating concurrence process.	Meets deadlines. Establishes schedule for intermediate level investigation, incorporating concurrence process.	Meets deadlines. Establishes schedule for difficult investigation, incorporating concurrence process.
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Training & Development Opportunities Identified:

OJT _____ →

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Competency Area	Skills/Behaviors Exhibiting Competency				
Case Management	GS 7	GS 9	GS 11	GS 12	GS 13
<p><u>Customs:</u> Ensures that results of AD/CVD proceedings are implemented in a timely manner</p>	Familiar with basic tools of implementation, <i>e.g.</i> , Customs module, messages to Customs regarding suspension of liquidation and assessment. Able to prepare routine instructions in draft form.	Familiar with basic tools of implementation, <i>e.g.</i> , Customs module, messages to Customs regarding suspension of liquidation and assessment. Able to prepare routine instructions in draft form.	Able to draft messages to Customs; implementation instructions sent promptly; follow-up actions taken to ensure that instructions are sent to the ports; information in Customs module is accurate	Implementation instructions are accurate and sent promptly; follow-up actions taken to ensure that instructions are sent to the ports; information in Customs module is correct	Implementation instructions are accurate and sent promptly; follow-up actions taken to ensure that instructions are sent to the ports; information in Customs module is correct
<p><u>File Maintenance and Update:</u> Establishes and maintains workfile for proceedings, ensures official record is complete, follows established procedures for archiving data; updates Lotus Notes (case management) files</p>	Carries out file maintenance assignments with limited supervision; treats proprietary information appropriately.	Carries out file maintenance assignments with limited supervision; treats proprietary information appropriately	Workfiles and official files are complete. Data is archived promptly upon completion of proceeding segment. Lotus Notes files are updated promptly.	Workfiles and official files are complete. Data is archived promptly upon completion of proceeding segment. Lotus Notes files are updated promptly.	Workfiles and official files are complete. Data is archived promptly upon completion of proceeding segment. Lotus Notes files are updated promptly.

Training & Development Opportunities Identified:

OJT →

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Competency Area	Skills/Behaviors Exhibiting Competency				
Business/ Communications Skills	GS- 7	GS -9	GS-11	GS-12	GS-13
<u>Team/Relationship:</u> Works with team members to identify and resolve issues in AD/CVD proceedings	Demonstrates appropriate professional behavior towards co-workers. Maturely and responsibly responds to and gives feedback	Demonstrates appropriate professional behavior towards co-workers. Maturely and responsibly responds to and gives feedback	Demonstrates appropriate professional behavior towards co-workers. Builds on feedback; constructively participates in teamwork. In leading routine AD/CVD proceedings, uses team effectively to identify issues and propose solutions	Demonstrates appropriate professional behavior towards co-workers. In leading AD/CVD proceedings, uses team effectively to identify issues and propose solutions. Serves as mentor/trainer for newer analysts.	Demonstrates appropriate professional behavior towards co-workers. In leading AD/CVD proceedings, takes ownership of the work product, making recommendations for resolving issues taking into account team member positions. Serves as mentor/trainer for newer analysts.

Training & Development Opportunities Identified:

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Competency Area	Skills/Behaviors Exhibiting Competency				
Business/ Communications Skills	GS- 7	GS -9	GS-11	GS-12	GS-13
<i>Writing/Reporting:</i> Prepares different types of documents necessary for AD/CVD proceedings	Prepares routine FR notices and other documents adapting boilerplate to particular proceeding. Work is reviewed to ensure accuracy.	Prepares routine FR notices and other documents adapting boilerplate to particular proceeding. Work is reviewed to ensure accuracy.	Able to adapt boilerplate to special circumstances presented by proceedings. Prepares concise and accurate summaries of parties' comments, requiring minimal editing, and Department's responses to comments.	Able to adapt boilerplate to special circumstances presented by proceedings. Prepares concise and accurate summaries of parties' comments and thorough responses to comments, requiring minimal no editing. Memoranda prepared for decision makers contain appropriate level of detail.	Able to summarize complex, multi-part comments, ensuring that all of the parties' arguments are presented. Prepares well-reasoned responses to difficult issues raised in parties' comments. Ensures that all aspects of comment are addressed.

Training & Development Opportunities Identified:

← Business Writing Course →

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Competency Area	Skills/Behaviors Exhibiting Competency				
Business/ Communications Skills	GS- 7	GS -9	GS-11	GS-12	GS-13
<u>Presentation/Oral Communications</u>	Presents information clearly. Capable of assembling presentation materials under supervision.	Presents information clearly. Capable of assembling presentation materials under supervision.	Presents information clearly. Uses appropriate Departmental terminology with accuracy. Designs and produces effective visuals and handouts.	Presents information clearly. Understands questions and responds. Designs and produces effective visuals and handouts.	Communicates directly, clearly. Plans and delivers advanced presentations. Effectively verbally summarizes written materials and meeting outcomes.

Training & Development Opportunities Identified:

←————— Toastmasters —————→
←————— Various On-Line Courses through LMS —————→

Business/ Communications Skills	GS- 7	GS -9	GS-11	GS-12	GS-13
<u>Intercultural Skills:</u>	Aware of and appropriately responsive to intercultural differences.	Aware of and appropriately responsive to intercultural differences.	Aware of and appropriately responsive to intercultural differences.	Aware of and appropriately responsive to intercultural differences.	Aware of and appropriately responsive to intercultural differences.

Training & Development Opportunities Identified:
