



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

SENIOR EXECUTIVE SERVICE

ISSUE DATE: July 12, 2005
CLOSING DATE: August 2, 2005

ANNOUNCEMENT NUMBER
OMB-05-39-DR

Title, Series & Grade:
Chief, Education Branch
ES-0301
(\$107,550 – 149,200)

Vacancy Location:
Office of Management and Budget
Education and Human Resources
Division
Washington, DC 20503

AREA OF CONSIDERATION: All qualified persons. This position has been designated as a Senior Executive Service (SES) Career Reserved position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected.

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

DUTIES: Under the general direction of the Deputy Associate Director for Education and Human Resources, the incumbent manages a staff of professionals concerned with leading and coordinating the formulation of the budget, legislative and regulatory analysis, data collection and evaluation strategies, and management improvement for programs in the Department of Education and several independent agencies, including the Institute for Museum and Library Services. The incumbent manages a branch of professional and support staff engaged in continuous review and analysis of Department of Education and related agency programs to allocate budget resources, ascertain program effectiveness, stimulate program and management improvements, and review and assist in the development of budgetary, legislative, and regulatory proposals. The Education Branch Chief leads staff in working with Education and related agency staff to improve the management and efficiency of agency programs. The incumbent coordinates closely with the chiefs of the Labor and Income Maintenance Branches in the review, analysis, and presentation of Education budget and management issues, especially issues that involve the programmatic areas of two or more of the branches, or that cut across all government agencies. Representation of OMB in major interagency efforts is expected, along with initiative in delivering completed staff work to policy levels in OMB, to other White House agencies and to the President.

The branch chief is expected to develop a comprehensive and accurate understanding of the branch's assigned programs and, where relevant, their relationships to programs in other agencies; identify needs and establish priorities for the branch's analytical and other activities; alert higher level staff and officials to opportunities,

problems and events of which they should be aware, and ensure that the branch's work is undertaken and completed in a professional and timely manner.

QUALIFICATIONS REQUIREMENTS: You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: www.opm.gov/ses/html/sesguide.htm.

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Proven leadership in budgeting, management analysis, project, program and policy analysis, and legislative work, including the use of quantitative techniques, technical analysis, and presentation of complex issues and recommendations to senior government officials. In-depth experience in Federal education policy or Federal credit programs is highly desirable.
2. Demonstrated capacity to participate effectively in resolution of complex issues, including the development of options and negotiation of resolution.
3. Experience in, or demonstrated potential for, managing a staff to achieve timely, effective, and high quality results.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the Mandatory Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

Note: If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESC DP) of your eligibility for appointment to the SES.

1. **Leading Change** -- This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** -- This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** -- This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

4. **Business Acumen** -- This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** -- This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

EVALUATION METHOD: The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

HOW TO APPLY: In order to receive full consideration, the following documentation must be received by the closing date of this announcement. Applicants must submit: (1) a resume, the Optional Application for Federal Employment (OF-612), SF-171, or any other written application, ensuring that all required information shown in the flyer OF 510, Applying for a Federal Job, is included in the application; (2) applicant's latest SF-50 "Notification of Personnel Action" (Federal employees only); (3) supplemental statement which addresses each of the Mandatory Technical/Professional Qualifications (all applicants) and Executive Core Qualifications (non-SES eligibles); (4) a supervisory appraisal; and (5) Applicant Background Survey (optional).

WHERE TO APPLY: Completed form(s) must faxed to:
Executive Office of the President
Office of Administration
Human Resources Management Division
(202) 395-1194/1262

APPLICATIONS WILL ALSO BE ACCEPTED ELECTRONICALLY. PLEASE SUBMIT YOUR APPLICATION TO EOPJOBS@OA.EOP.GOV.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.

If you omit any of the required information specified in the Optional Form 510, "Applying for a Federal Job", your application may be rated INELIGIBLE.

Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

APPLICATIONS WILL NOT BE RETURNED.

NOTE: Relocation expenses will NOT be paid to the applicant selected.

FAVORABLE SECURITY SCREENING: This position requires the selectee to obtain and maintain an Executive Office of the President (EOP) favorable security determination as a prerequisite to employment. EOP's offer of employment is conditional until the selectee passes a drug screen, pre-employment security interviews, appropriate credit checks, a criminal background record and identification check, and the EOP exercises its discretion to grant the selectee a favorable security determination. Any employment offer EOP management extends prior to a favorable security determination is merely tentative, and the EOP expressly reserves the right to rescind the tentative employment offer at any time before the selectee's start date.

DRUG TESTING: The applicant tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively Promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factors.

Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

Federal agencies, must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.