



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

DELEGATED EXAMINING UNIT FOR THE
OFFICE OF PERSONNEL MANAGEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

ISSUE DATE: August 26, 2005
CLOSING DATE: September 16, 2005

ANNOUNCEMENT NUMBER
OMB-05-47-DR

Title, Series & Grade:

BUDGET REVIEW AND CONCEPT ASSISTANT
GS-0303-9
(\$43,365 - \$56,371)

Vacancy Location:

Office of Management and Budget
Budget Review and Concepts Division
Washington, DC 20503

FULL PERFORMANCE LEVEL: GS-9

MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT.

AREA OF CONSIDERATION: Status Only

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: The employee is a Budget Concepts and Review Assistant in the Budget Review and Concepts Division (BRCD), Office of Management and Budget (OMB). The employee performs a wide range of professional and administrative duties in support of the Budget Concepts Branch and the Budget Review Branch of BRCD. The incumbent is expected to perform the duties described below.

Major duties in the Budget Concepts Branch and the Budget Review Branch may include, but are not limited to, the following:

- Supports the development of the web-based OMB Virtual Handbook and the production of documents that are made part of the Handbook.
- Assists with a variety of graphics requirements. The incumbent could be asked to assist in the creating and delivering of charts and Power Point presentations under high-pressure situations and short deadlines. Should be comfortable with learning, and quickly grasping, new software and the use of the specialized graphics equipment. May be asked to monitor the graphics inventory of consumables to ensure adequate supply is always on-hand.
- Monitors congressional action on appropriations bills, as required. The employee may attend congressional mark-up sessions, conduct liaison activities with staff of the Appropriations Committees and Congressional Budget Office, maintain computer data files, and prepare various supporting materials for use by policy officials.

- Provides administrative support to BRCD staff, as requested. This can include entering time and attendance for staff, processing travel requests using the automated travel voucher system, locating and reserving available conference rooms throughout the EOP complex, and keeping track of office supply inventories and ordering, as needed. The employee also prepares tent cards for meetings, budget season detailees, and summer interns.

In addition, the employee establishes, maintains, and retires subject matter and official files. This includes manual and automated files or other information-storage systems within the Division. Such files include all bulletins, circulars, BDRs, BPMs, pamphlets, and memoranda.

- Assists with the development and production of the Budget *Appendix* index during budget season and the Circular A-11 index in the Spring and Summer, including the training of budget season detailees to assist with this project.
- Prepares, distributes, and tracks official documents such as BDRs, BPMs, Memos to Heads of Agencies, and clearance signature packages for intra-OMB review. The position requires strong writing skills and an ability to communicate orally with a wide variety of individuals at various policy levels, along with, an attention to detail as it is sometimes performed under very tight deadlines and will require multiple edits before the product is considered final.
- Obtains appropriations material from the Capitol as requested by the senior Administrative Assistant. Upon return, the material(s) must quickly be made available to all relevant parties including BRCD staff, other OMB divisions, and policy officials for immediate review. Strong organizational skills are needed to compile and disseminate the sometimes large volume of documents.
- Assists with the upkeep of the Budget Officers Advisory Council distribution list and answers the various administrative-type inquiries such as those dealing with location and time of the meetings.

Work assignments are based on cyclical, ongoing, and ad-hoc requirements for administrative support and computer applications assistance related to the functions of the Budget Review and Concepts Division.

MINIMUM QUALIFICATION REQUIREMENTS: Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to the next lower grade in the Federal service. Specialized experience is experience directly related to the work of the position to be filled, which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position.

NOTE: EMPLOYEES MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO DATE OF APPOINTMENT.

QUALITY RANKING FACTORS: Candidates must prepare, using specific examples, a brief description of their qualifications as they relate to each of the quality ranking factors listed below. Each candidate who meets the minimum qualifications and the Selective Factors listed above, will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address these factors WILL result in a rating of INELIGIBLE.

1. High degree of personal initiative and dedication to work. Ability to perform independently a wide range of assignments rapidly, and to shift effectively from one assignment to another as the priority of requirements change.
2. Knowledge of the Executive Branch of the Federal Government, and experience working in a professional office environment.

3. Ability to communicate orally and in writing in a fast-paced environment.
4. Demonstrated ability and skill in using a broad range of office automation applications including word processing software to prepare reports and briefing documents, spreadsheet software to maintain the Division's financial records; graphics software to develop graphs on short deadlines, travel management software and electronic requisitioning software.

BASIS OF RATING: No written test is required. Applicants will be rated based on an evaluation of their experience/education as described in the application **AND** on their responses to the Quality Ranking Factors listed above. **APPLICANTS SHOULD ADDRESS EACH QUALITY RANKING FACTOR SEPARATELY ON PLAIN PAPER.**

NOTE: Applicants who do not indicate their lowest acceptable grade/salary will be considered only at the highest grade for which they qualify. For example, if you qualify at the GS-11 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-11 level.

HOW TO APPLY:

ALL APPLICANTS MUST SUBMIT ONE OF THE FOLLOWING:

- **OF 612, Optional Application for Federal Employment; -OR-**
- **Resume or other written format that includes the information identified in OF-510, Applying for a Federal Job;**

OTHER REQUIRED DOCUMENTS:

- **If you are a current or former Federal Employee please provide your latest SF-50 "Notification of Personnel Action" and your most recent Performance Appraisal;**
- **On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective and Quality Ranking Factors listed above.**

IF YOU ARE CLAIMING VETERAN'S PREFERENCE:

- **You must clearly identify your claim for veteran's preference on your application**
- **If claiming 5 point veteran's preference, you must submit a copy of your DD 214 or other proof of entitlement;**
- **If claiming 10 point veteran's preference (based on service connected disability), you must submit a copy of your DD 214, and SF 15, and a copy of your Department of Veterans Affairs letter dated within the last 12 months (or other required proof).**

OTHER INFORMATION:

- **Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.**
- **Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.**

OTHER REQUIREMENTS:

- **SECURITY CLEARANCE: This position requires the selectee to obtain and maintain a security clearance. This means that a full field background investigation will be conducted, including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of pre-employment interviews and any additional information obtained prior to the initiation of a full background investigation. This agency has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during the preliminary security and/or credit check.**
- **The applicant tentatively selected for this position will 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.

- As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.
- Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

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.
- 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.
- Applications will not be returned.
- You must include the announcement number on your application.
- 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.

SPECIAL NOTE

Displaced employees requesting special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP). If you are a displaced Federal employee, you may be entitled to receive priority consideration under the ICTAP. To receive consideration you must:

1. Be a displaced Federal employee. The following categories of candidates below (A and/or B) are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation notice, letter from OPM, or a Certificate of Separation from your agency documenting your priority consideration status.
2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement under section 8337 (h), or 8456 of title 5 United States Code;

OR

1. Current or former career or career-conditional (tenure group 1 or 2) competitive service employees who: received a specific RIF separation notice; or separate because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or retired with a disability and whose disability annuity has been or is being terminated; or upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
2. Be applying for a position at or below the grade level of the position from which you were being separated. The position must not have greater promotion potential than the position from which you are being separated.
3. Have a current performance rating of record (or last) of at least fully successful or equivalent (does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria.
6. Be rated well qualified for the position. To be considered well qualified you must earn a score of 90 or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.