



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

SENIOR EXECUTIVE SERVICE

Vacancy Announcement Number: OMB-06-34-VM

Opening Date: March 27, 2006

Closing Date: April 24, 2006

Position: Senior Executive Service Candidate Development Program (SESCDP)
GS-0301-14/15

Duty Location: Washington, DC

Area of Consideration: All Qualified Persons at the GS-14/15 or equivalent level. The SES Candidate Development program will run for a period NTE 24 months.

Several participants will be selected under this announcement.

****NOTICE:** Please note the Executive Core Qualifications (ECQs) and Technical Qualifications listed in this vacancy announcement. Failure to address these factors will result in you not receiving consideration for this vacancy.

Purpose: The purpose of OMB's SESCO is to identify outstanding individuals with demonstrated executive potential, and to provide opportunities for them to prepare for the assumption of executive duties. The types of career SES positions the graduate may be considered for include Branch Chiefs, Deputy Assistant and Associate Directors in the following areas:

Resource Management Offices

National Security Programs
Natural Resource Programs
Human Resource Programs
General Government Programs

Statutory Offices

Office of Information and Regulatory Affairs
Office of Federal Procurement Policy
Office of Federal Financial Management

OMB-wide Staff/Support Offices

Budget Review
Legislative Reference Division
Economic Policy

For more information about the OMB structure, mission and responsibilities, you may check our website at <http://www.whitehouse.gov/OMB/>.

Features: The program will last for up to 24 months, depending on the candidate's developmental needs. Candidates will receive developmental assignments and training outside of their position of record. For successful completion of the SESCDP, certification is required by a Qualification Review Board (QRB) convened by the Office of Personnel Management (OPM).

QUALIFICATIONS: You must submit a separate narrative statement that addresses each of the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service as well as the Desirable Technical qualifications related to OMB's mission and responsibilities. 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. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to 2 pages 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 program.

EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the technical qualifications, you will also be assessed for executive competency or potential against the following five executive core qualifications. The ECQs provide the focus for OPM certification of executive qualifications and describe the leadership skills needed to succeed in the SES.

ECQ 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.

Key Characteristics:

- (a) Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.
- (b) Identifying and integrating key issues affecting the organization, including political economic, social, technological, and administrative factors.
- (c) Understanding the roles and relationships of the components of the national policy making and implementation process, including the President, political appointees, Congress, the judiciary, state and local Governments, and interest groups; and formulating effective strategies to balance those interests consistent with the business of the organization.
- (d) Being open to change and new information; tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.

(e) Displaying a high level of initiative, effort, and commitment to public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.

(f) Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

ECQ 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.

Key Characteristics:

(a) Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating, and guiding others toward goal accomplishment; empowering people by sharing power and authority.

(b) Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel, or remove employees, as appropriate).

(c) Valuing cultural diversity and other differences; fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.

(d) Assessing employee's unique developmental needs and providing developmental opportunities which maximize employee's capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring

(e) Fostering commitment, team spirit, pride, trust, and group identity; taking steps to prevent situations that could result in unpleasant confrontations.

(f) Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and Equal Employment Opportunity issues, and taking disciplinary actions when other means have not been successful.

ECQ 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.

Key Characteristics:

(a) Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.

(b) Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short-and long-term goals and objectives.

(c) Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.

(d) Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action, and taking action from developed contingency plans.

(e) Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify standards to promote customer service and/or the quality of programs and policies.

(f) Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

ECQ 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.

Key Characteristics:

(a) Assessing current and future staffing needs based on organizational goals and budget realities. Applying merit principles to develop, select, and manage a diverse workforce.

(b) Overseeing the allocation of financial resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.

(c) Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.

(d) Overseeing procurement and contracting procedures and processes.

(e) Integrating and coordinating logistical operations.

(f) Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological changes on the organization.

ECQ 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

Key Characteristics:

(a) Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Government executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele, and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.

(b) Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.

(c) Developing and enhancing alliances with external groups (e.g., other agencies or firms, State and Local Governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.

(d) Working in groups and teams; conducting briefings and other meetings; gaining cooperation from others to obtain information and accomplish goals; facilitating “win-win” situations.

(e) Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; being tactful and treating others with respect.

(f) Seeing that reports, memoranda, and other documents reflect the position and work of the organization in a clear, convincing, and organized manner.

DESIRABLE TECHNICAL QUALIFICATIONS: (Candidates should prepare, using specific examples, a brief description of their experience as it relates to the following skills. Candidates who do not address these factors will be rated ineligible for this program.)

1. Demonstrated experience and leadership in identifying, analyzing, communicating, and negotiating to effect change, with senior policy level officials in one or more of the following areas: the budget process, legislative review, regulatory review, and/or oversight of financial management programs and/or procurement policy. (Address all areas of expertise.)
2. Demonstrated experience and leadership with one or more cross-cutting Federal government activities, e.g. financial management policy, acquisition reform, information technology policy, performance measurement, and/or policy development. (Address all areas of expertise.)

EVALUATION METHOD: The Human Resources Management Division will review all applications to determine the degree to which candidates possess the desirable technical qualifications and exhibit potential or demonstrate the SES ECQs. Those who meet the qualifications will be referred to a panel convened by the OMB Executive Resources Board (ERB) for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates, check references, and then make a recommendation to the OMB Executive Resources Board about the top candidates to interview for the SESCO. The OMB Director will serve as the final selecting official for participants in the program.

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)395-1194/5608/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

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 five (5) Executive Core Qualifications and two (2) Desirable Technical Qualifications listed above;**
- **A supervisory appraisal completed by the applicant’s 1st level supervisor (form attached); and**
- **A copy of the applicant’s latest annual performance appraisal dated within the last 12 months.**

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:

- **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.
- 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 component'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 component directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Supervisory Evaluation for OMB's Senior Executive Service Career Development Program (SESCDP)

Applicant's Name: _____

Supervisor: Attached are the executive qualifications and desirable technical competencies necessary for successful performance in an SES position. Please rate the applicant's demonstrated potential using the scale below and check an overall summary rating for each.

- 5 - Outstanding
- 4 - Highly Successful
- 3 - Fully Successful

- 2 - Minimally Successful
- 1 - Unsatisfactory
- N/A -- Not applicable to current position

<u>ECQ</u>	<u>Rating</u>
1. Leading Change	
2. Leading People	
3. Results Driven	
4. Business Acumen	
5. Building Coalitions/ Communications	
<u>Desirable Technical Competencies</u>	<u>Rating</u>
1. Demonstrated experience and leadership in identifying, analyzing, communicating, and negotiating to effect change, with senior policy level officials in one or more of the following areas: the budget process, legislative review, regulatory review, and/or oversight of financial management programs and/or procurement policy.	
2. Demonstrated experience and leadership with one or more cross-cutting Federal government activities, e.g. financial management policy, acquisition reform, information technology policy, performance measurement, and/or policy development.	

Using the same scale, please give your overall assessment of this applicant's potential for the Office of Management and Budget SES Candidate Development Program.

Overall rating:

I have supervised the applicant from _____ to the present.

Rater's Signature: _____ Date: _____

Title: _____ Phone number: _____

EXECUTIVE CORE COMPETENCIES:

1. Leading Change

Competency Definitions:

Continual Learning - Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self development; seeks feedback from others and opportunities to master new knowledge.

Creativity and Innovation - Develops new insights into situations and applies innovative solutions to make organizational improvements; creates a work environment that encourages creative thinking and innovation; designs and implements new or cutting-edge programs/processes.

External Awareness - Identifies and keeps up to date on key national and international policies and economic, political, and social trends that affect the organization. Understands near-term and long-range plans and determines how best to be positioned to achieve a competitive business advantage in a global economy.

Flexibility - Open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Adjusts rapidly to new situations warranting attention and resolution.

Resilience - Deals effectively with pressure; maintains focus and intensity, and remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Effectively balances personal life and work.

Service Motivation - Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well. Shows a commitment to public service. Influences others toward a spirit of service and meaningful contributions to mission accomplishment.

Strategic Thinking - Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential threats or opportunities.

Vision - Takes a long-term view and acts as a catalyst for organizational change; builds a shared vision with others. Influences others to translate vision into action.

2. Leading People

Competency Definitions:

Conflict Management - Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Cultural Awareness - Initiates and manages cultural change within the organization to impact organizational effectiveness. Values cultural diversity and other individual differences in the workforce. Ensures that the organization builds on these differences and that employees are treated in a fair and equitable manner.

Integrity/Honesty - Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; behaves in a fair and ethical manner toward others; demonstrates a sense of corporate responsibility and commitment to public service.

Team Building - Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust.

Develops leadership in others through coaching, mentoring, rewarding, and guiding employees.

3. Results Driven

Competency Definitions:

Accountability - Assures that effective controls are developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities. Can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans; focuses on results and measuring attainment of outcomes.

Customer Service - Balancing interests of a variety of clients; readily readjusts priorities to respond to pressing and changing client demands. Anticipates and meets the needs of clients; achieves quality end-products; is committed to continuous improvement of services.

Decisiveness - Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data is limited or solutions produce unpleasant consequences;

Vision - Takes a long-term is proactive and achievement oriented.

Entrepreneurship - Identifies opportunities to develop and market new products and services within or outside of the organization. Is willing to take risks; initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.

Problem Solving - Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical decisions; provides solutions to individual and organizational problems.

4. Business Acumen

Competency Definitions:

Financial Management - Demonstrates broad understanding of principles of financial management and marketing expertise necessary to ensure appropriate funding levels. Prepares, justifies, and/or administers the budget for the program area; uses cost-benefit thinking to set priorities; monitors expenditures in support of program policies. Identifies cost-effective approaches. Manages procurement and contracting.

Human Resources Management - Assesses current and future staffing needs based on organizational goals and budget realities. Using merit principles, ensures staff are appropriately selected, developed, utilized, appraised, and rewarded; takes corrective action.

5. Building Coalitions/Communication

Competency Definitions:

Influencing/Negotiating - Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals; facilitates “win-win” situations.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate, and sensitive, and treats others with respect.

Oral Communication - Makes clear and convincing oral presentations to individuals or groups; listens effectively and clarifies information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communication.

Partnering - Develops networks and builds alliances, engages in cross-functional activities; collaborates across boundaries and finds common ground with a widening range of stakeholders. Utilizes contacts to build and strengthen internal support bases.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Approaches each problem situation with a clear perception of organizational and political reality; recognizes the impact of alternative courses of action.

Written Communication - Expresses facts and ideas in writing in a clear, convincing, and organized manner.