



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: April 12, 2006
CLOSING DATE: May 9, 2006

ANNOUNCEMENT NUMBER
OMB-06-36-VM

Title, Series & Grade:
POLICY ANALYST
GS-0301-13/15
(\$77,353 - \$139,774)

Vacancy Location:
Office of Management and Budget
Office of Federal Financial Management
Washington, DC 20503

FULL PERFORMANCE LEVEL: GS-15

MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT.

WHO MAY APPLY: Open to All Sources.

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 incumbent, as a Policy Analyst in the Office of Federal Financial Management (OFFM), provides expert advice and assistance on a diverse array of financial management issues dealing with financial reporting, financial systems, and auditing. Such advice builds a supporting rationale and provides the analytic basis for major OMB and/or Presidential decisions related to financial management. The incumbent primarily assists in the development, implementation, and evaluation of government-wide policy issues relating to Federal financial management and financial integrity. Such policies include developing and recommending actions related to accounting and auditing standards for Federal agencies; developing and recommending appropriate and effective management controls over Federal financial systems; coordinating and synthesizing financial and management information to interpret the composite financial results of operations across the Federal Government; developing and coordinating government-wide financial policies, procedures, and plans; developing, reviewing, analyzing, and advising in regard to proposed government-wide accounting and auditing standards; and advising and assisting agencies on a variety of Federal financial reporting issues and financial performance improvement initiatives.

Specific duties include:

1. Supports development of government-wide policies and management improvement strategies in the areas mentioned above.

2. Plans, directs and coordinates OFFM activities with respect to Federal financial reporting policies and practices. Participates in interagency committees in the development and implementation of such policies and works cooperatively with Federal agencies, State and local governments, professional associations, and internal OMB offices to facilitate improved financial management.
3. Develops and recommends common standards for financial integrity; reviewing, analyzing, evaluating, and reporting upon the status/outcome of agency efforts; and advising and assisting agencies on a variety of Federal financial integrity topics.
4. Analyzes and reports on the status of Federal financial reporting and performance improvement initiatives. Prepares issue papers and meets regularly with staff and senior-level officials at OMB and Federal agencies to discuss agency progress, proposed budget actions, and development of legislation and regulations affecting Federal financial systems.
5. Prepares OMB's government-wide guidance dealing with Federal financial reporting and auditing. Reviews and updates OMB's guidance pertaining to these areas as appropriate. Provides technical assistance and policy interpretation to Federal agencies.
6. Develops and recommends standards for Federal financial systems staff services, appropriate and effective management controls over systems, and coordinates and synthesizes financial and management information to interpret composite financial results of operations across the Federal Government. Develops and coordinates government-wide financial systems – policies, procedures, ad plans; reviewing analyzing, evaluating and reporting upon the status/outcomes of Federal financial system efforts.
7. Coordinates the work of junior staff, interns and detailees, and assumes supervisory responsibility for in-house team efforts, as well interagency task forces and work groups.

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: This announcement contains Selective Factors that are considered a basic requirement of the position. Applicants who do not meet these factors WILL NOT receive further consideration.**

SELECTIVE FACTORS: Candidates should prepare, using specific examples, a brief description of their qualifications as they relate to each of the selective factors listed below. Failure to address these factors WILL result in a rating of INELIGIBLE. Candidates who do not meet these factors are ineligible for this position.

1. Demonstrated leadership experience in defining strategies and plans to improve financial performance, internal controls, accelerate Federal financial statements and improve overall financial management in specific Federal agencies.
2. Demonstrated leadership experience in planning for and executing the financial statement preparation, financial audit process and/or financial system implementation for a large Federal agency.
3. Knowledge of and familiarity with policy development in government-wide and/or business financial management processes.

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 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. Professional credentials such as CPA, CGFM, or others appropriate to OFFM's areas of responsibility.
2. Ability to gather, interpret, analyze, and present data for making decision related to Federal financial management activities. This includes the ability to distill a large amount of information and material into clear and concise documents (such as strategies and business plans) and oral presentations
3. Ability to establish and maintain effective working relationships at the highest levels within OMB, with other departments and agencies within the executive branch, and with the legislative branch.

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-07 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-07 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:

- **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 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 be 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.