



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

ISSUE DATE: May 12, 2006
CLOSING DATE: May 25, 2006

ANNOUNCEMENT NUMBER
OMB-06-39-VM

Title, Series & Grade:
MANAGEMENT ANALYST
(FOIA AND PRIVACY ACT OFFICER)
GS-0301-9/11/12

Vacancy Location:
Office of Management and Budget
Administration Office
Washington, DC

FULL PERFORMANCE LEVEL: GS-12

AREA OF CONSIDERATION: OMB Status candidates 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 incumbent serves as the Freedom of Information Officer for the Office of Management and Budget and is responsible for processing complex FOIA and Privacy Act requests for access to highly sensitive records. The processing of these records involves conducting research and analyzing the content of the records to make disclosure determinations under the FOIA. Interprets and applies applicable statutes, rules, regulations, and executive orders as they pertain to Freedom of Information Act and Privacy requests. Prepares annual report to Congress regarding FOIA. Serves as agency coordinator for creating and updating of agency directives and Federal Register packages. The incumbent is also responsible for providing office management functions for the Office of Administration, including coordinating administrative matters to insure the smooth flow of business through the Administration Office, as assigned.

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 knowledge of Freedom of Information Act Rules and regulations.

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. Knowledge of management analysis skills that include qualitative and quantitative techniques.
2. Ability to communicate effectively and presenting clear and concise analysis both orally and in writing.
3. Demonstrated ability to work independently and with minimal supervision and guidance as well as part of a team.

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 Selective and Quality Ranking Factors listed above. **APPLICANTS SHOULD ADDRESS EACH SELECTIVE FACTOR AND 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-13 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-13 level.

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.

To request forms applicants may call the Federal Job Information Center at (202) 606-2700.

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

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.

HOW TO APPLY: Send (1) an Optional Application for Federal Employment (OF 612); or a resume; or the SF-171, Application for Federal; or other written application, ensuring that all required information shown in the flyer OF 510, Applying for a Federal Job, is included in you application; (2) your latest SF-50 “Notification of Personnel Action” and Performance Appraisal if you are a current or former Federal employee; and (3) on a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective Factors and Quality Ranking Factors. Prohibited political recommendations with respect to Federal employment will be returned to the applicant in accordance with 5 U.S.C.3303.

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.

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

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

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.

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.

Applicants will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap.