



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: May 12, 2006
CLOSING DATE: June 1, 2006

ANNOUNCEMENT NUMBER
OMB-06-40-VM

Title, Series & Grade:
INFORMATION TECHNOLOGY SPECIALIST
GS-2210-12/13/14
(\$65,048 - \$118,828)

Vacancy Location:
Office of Management and Budget
Budget Analysis and Systems Division
Budget Systems Branch
Washington, DC 20503

FULL PERFORMANCE LEVEL: GS-15

AREA OF CONSIDERATION: Open to All Sources.

STATUS APPLICANTS: Current Federal employees serving under permanent appointments in the competitive service, or former Federal employees with reinstatement eligibility, will be considered under the component's Merit Promotion procedures. Those status applicants who want to receive consideration under the competitive delegated authority procedures of this announcement must submit two applications. Mark one application "Merit Promotion" and the other "Delegated Examining."

****NOTICE:** Please note the Quality Ranking Factors listed in this vacancy announcement. Failure to address these factors will result in you not receiving consideration for this vacancy.

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: Manages the development, maintenance, enhancement, and administration of the Office of Management and Budget's (OMB) computerized budget systems. These systems facilitate the formulation and production of the President's Budget and related budget processes through government-wide and internal information data collection, reporting, and modeling activities. They utilize a combination of networked client-server, and distributed processing architectures, UNIX and Microsoft Windows servers, relational databases, reporting languages, personal computers running Windows NT, and Internet/Intranet technologies including a Webportal.

Activities Include:

- Manage the software development process and maintenance of budget related data entry and decision support software. Work with budget analyst and information resources management staff to gather requirements. Facilitate or lead the software design process with government and contracting staff.

Determine feasibility and resource requirements, schedule and prioritize tasks. Provide user support for applications.

- Manage the system integrity through proper planning and execution of federal budgeting requirements. Prepare databases and applications for various exercises, including but not limited to, the preparation of the President's Budget, Bill Tracking, Scorekeeping, and Performance Assessment Rating Tool (PART).
- Manage changes to systems through the System Development Life Cycle stages using modern project management techniques and tools.
- Provide user support for applications during critical periods of usage. This may include troubleshooting problems with data/databases, applying critical problem-solving skills, and consensus building.
- Work cooperatively with multiple levels of management, budget examiners, information resources management staff, and others in performance of duties.

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. To meet the specialized experience for this position, applicants should have demonstrated: (1) knowledge of the software development life cycle; (2) experience with SQL and relational databases; (3) experience working with end users; (4) ability to understand complex concepts and issues; (5) ability to understand quantitative analytical applications; (6) effective oral and written communication skills; (7) ability to develop and maintain good working relationships with a wide range of contacts at multiple levels of management and staff, both technical and non-technical; (8) sound judgment and discretion in handling sensitive matters; and (9) ability to be responsive to ad hoc demands, and to work effectively under pressure.

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 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 information technologies using a variety of tools and relational databases (e.g. DB2, SQL, Visual Basic, C/C++, J2EE, UNIX, Microsoft Query, Access, Excel, ODBC, and the various security protocols).
2. Knowledge and understanding of the federal budget process from either an agency or national viewpoint.
3. Demonstrated knowledge, skills and abilities in applying the software development process – including requirements analysis, design, testing, implementation, and working with end-users. Skill in applying modern project management techniques.
4. Experience working with software developers and other information technology professionals using analytical and project management skills.
5. Demonstrated effective oral and written communication skills.
6. Demonstrated ability to succeed in a dynamic environment, work both independently and in teams, manage multiple priorities with changing requirements, and produce high quality work under circumstances involving short deadlines, and high pressure.

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:

- **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.

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 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.