



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

ISSUE DATE: July 21, 2006
CLOSING DATE: August 11, 2006

ANNOUNCEMENT NUMBER:
OMB-06-51-VM

Title, Series & Grade:
Policy Analyst
GS-0301-12/15
(\$65,048 - \$139,774)

Vacancy Location:
Office of Management and Budget
Office of Information & Regulatory Affairs
Washington, D. C. 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 agency'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."

NOTE: You must submit all requested information in order to receive consideration for this vacancy. Please see "How to Apply."

Candidates selected below the full performance level may be non-competitively promoted to the next higher grade level. Promotion is neither guaranteed nor implied.

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: Serves as a policy analyst in the Information Policy and Technology Branch (IPT) of the Office of Information and Regulatory Affairs (OIRA), will provide expert advice and assistance on a wide variety of policy issues concerning the use of government information and the investment in and use of information technology (IT) within the Federal government. As the employee's experience and expertise increase, this assignment will include developing and overseeing policies concerning access to and dissemination of government information to the public, applying contemporary information sciences to managing government information and Federal records, securing government information and IT, ensuring personal privacy, and overseeing the IT portfolio of one or more specific Federal agencies to ensure proper agency performance.

The Office of Information and Regulatory Affairs is responsible for improving the use of information and information technology within the Federal government, reducing Federal paperwork, and improving the quality of Federal regulations. The Information Policy and Technology Branch have specific responsibility to develop and oversee the implementation of government-wide policies for the acquisition and use of information and information technology. Such policies support a variety of initiatives, including encouraging the dissemination

of government information to the public, improving the security of government computer systems, promoting forward-looking telecommunications policies, enhancing the ability of agencies to use electronic mail, and generally applying contemporary information technology to the management of government information.

In addition, this position would also oversee privacy issues -- supporting branch responsibilities such as developing and overseeing the implementation of privacy policies affecting Federal information policy and technology and coordinating and facilitating interagency initiatives to improve the protection of personal information by Federal agencies. The incumbent will provide advice and consultation to policy officials regarding the programs under his/her responsibility, including the Privacy Act of 1974. The incumbent will also conduct special analyses of privacy issues affecting the private sector, as appropriate.

MINIMUM QUALIFICATIONS REQUIREMENT: 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 Placement Factors that are considered a basic requirement of the position. Applicants who do not meet these factors WILL NOT receive further consideration.**

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

SELECTIVE PLACEMENT FACTORS:

1. Demonstrated experience working on policy development regarding privacy issues and on advising on privacy policy implementation as well as demonstrated experience or knowledge of working with processes, policies, and procedures used in developing or analyzing information, regulations, or other public policy issues and/or the acquisition and use of information technology to promote policy goals.
2. Demonstrated familiarity either through experience or education with relevant law and Administration policies and initiatives and their underlying principles including the Privacy Act and the privacy provisions of the E-gov Act, Paperwork Reduction Act, Clinger-Cohen Act, Electronic Government Act, Federal Information Security Management Act, OMB Circular A-130, the President's Management Agenda, etc.

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 all these factors will result in you not receiving consideration for this vacancy.

1. Demonstrated ability to apply reasoning skills effectively to complex problems and to work independently towards defensible solutions or recommendations.
2. Demonstrated ability to summarize and analyze large amounts of complex information and data, to spot trends in material being reviewed, and to present quantitative and/or qualitative information in a clear and concise fashion.

BASIS OF RATING: APPLICANTS WILL BE RATED BASED ON AN EVALUATION OF THEIR EXPERIENCE/EDUCATION AS DESCRIBED ON THEIR APPLICATION AND ON THEIR WRITTEN RESPONSES TO THE QUALITY RANKING FACTORS LISTED ABOVE. APPLICANTS SHOULD PROVIDE A SUPPLEMENTAL DOCUMENT (ON PLAIN PAPER, NO FORM REQUIRED), ADDRESSING EACH FACTOR SEPARATELY IN NARRATIVE FORMAT WITH DETAILED ANSWERS AND EXAMPLES OF RELEVANT EXPERIENCE. FAILURE TO DO SO WILL RESULT IN A RATING OF INELIGIBLE.

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.

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:

THERE ARE 2 OPTIONS FOR APPLYING (If applicable these documents are required.)

FAX to 202-395-1262/1194 the following:

- (1) An Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510 <http://www.opm.gov/forms/pdfimage/of0510.pdf>, is included in your application;
- (2) Your latest SF-50, Notification of Personnel Action, and Performance Appraisal if you are a current or former Federal employee;
- (3) On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Quality Ranking Factors;
- (4) If you are claiming Veteran's Preference you must clearly identify your claim for veteran's preference on your application. If you are claiming 5 point veteran's preference, you must submit a copy of your DD 214 or other proof of entitlement; if you are claiming 10 point veteran's preference (based on service connected disability), you must submit a copy of your DD214, an SF15, and all supporting documents. Please go to http://www.opm.gov/forms/pdf_fill/SF15.pdf for additional information on the SF15. Please go to <http://www.opm.gov/veterans/html/vetguide.asp#2Types> to view additional information on types of veteran's preference.

ELECTRONIC SUBMISSION OF YOUR RESUME:

You may submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add and/or fax any additional information specified in this announcement, as stated above.

When you have finished and select 'Send', your resume will be sent to our component. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send the OPM online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our component. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again. You may wish to fax a copy of this confirmation message with any materials that must be faxed in order to complete the application.

If you omit any of the required information specified in Optional Form 510, applying for a Federal job, your application will be rated INELIGIBLE. To view a copy of OF-510 on-line, please go to www.opm.gov; click on the following: "Quick Index"; then "Forms"; then "Optional Forms"; and again on "OF-510".

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

REASONABLE ACCOMMODATIONS: This component 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 hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

EEO STATEMENT: Applications 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 disability. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application

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 component 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 a preliminary security and/or credit check. Applicants selected for employment must be 18 years of age as of the date of appointment.

DRUG TESTING: The applicant tentatively selected for this position will be required to submit to urinalysis screening for illegal drug use prior to appointment. After appointment, the employee will be included in the component's random drug testing program.

CITIZENSHIP: Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

SELECTIVE SERVICE: 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.

DIRECT DEPOSIT: As a condition of employment, candidates appointed, promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.

SPECIAL NOTE

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.

THE EXECUTIVE OFFICE OF THE PRESIDENT IS AN EQUAL OPPORTUNITY EMPLOYER