



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

SENIOR EXECUTIVE SERVICE

ISSUE DATE: October 3, 2005
CLOSING DATE: October 24, 2005

ANNOUNCEMENT NUMBER
OMB-06-01-DR

Title, Series & Grade:
Deputy Assistant Director for Appropriations
ES-0301
(\$107,550 – 162,100)

Vacancy Location:
Office of Management and Budget
Legislative Affairs Office
Washington, DC 20503

AREA OF CONSIDERATION: All qualified persons. This position has been designated as a Senior Executive Service (SES) Career Reserved position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected.

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: Under the general direction of the Associate Director for Legislative Affairs, the incumbent advises the Director, Deputy Directors, and the Associate Director for Legislative Affairs on the development of legislative strategies relating to appropriations, budget, management, regulatory, and other legislation. The incumbent provides high-quality, time-sensitive special analyses and studies of legislation as it proceeds through the legislative process. The incumbent provides the Associate Director for Legislative Affairs with detailed information on the budget process (both within the Executive Branch and the Legislative Branch), particularly with regard to the Congressional Budget Act of 1974, as amended and the Balanced Budget and Emergency Deficit Control Act of 1985, as amended. The incumbent serves as the OMB staff liaison to the House and Senate Appropriations committees maintaining ongoing communication with staff of the full committees and all subcommittees. The incumbent will attend Appropriations Committee and Subcommittee mark ups and hearings and prepare highlights of sensitive issues for OMB senior staff. The incumbent coordinates with the OMB Budget Review Divisions the tracking of appropriations bills. Under the direction of the OMB Director, the incumbent participates in deliberations with Congress during appropriations process and develops and/or analyzes alternative policy approaches.

QUALIFICATIONS REQUIREMENTS: You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. 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. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page 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 position.

MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Proven leadership in budgeting, management analysis, project, program and policy analysis, and legislative work.
2. Proven knowledge and/or experience with the legislative process, particularly the appropriations process.
3. Demonstrated capacity to participate effectively in resolution of complex issues, including the development of options and negotiation of resolution.
4. Experience in, or demonstrated potential for, managing a staff to achieve timely, effective, and high quality results.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the Mandatory Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

Note: If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESC DP) of your eligibility for appointment to the SES.

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.
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.
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.

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.
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.

EVALUATION METHOD: The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

HOW TO APPLY: In order to receive full consideration, the following documentation must be received by the closing date of this announcement. Applicants must submit: (1) a resume, the Optional Application for Federal Employment (OF-612), SF-171, or any other written application, ensuring that all required information shown in the flyer OF 510, Applying for a Federal Job, is included in the application; (2) applicant's latest SF-50 "Notification of Personnel Action" (Federal employees only); (3) supplemental statement which addresses each of the Mandatory Technical/Professional Qualifications (all applicants) and Executive Core Qualifications (non-SES eligibles); (4) a supervisory appraisal; and (5) Applicant Background Survey (optional).

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.

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.

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.

APPLICATIONS WILL NOT BE RETURNED.

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.

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.