



# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

**Department:** OFFICE OF MANAGEMENT AND BUDGET  
**Agency:** OFFICE OF MANAGEMENT AND BUDGET  
**Sub Agency:** International Affairs Division  
**Job Announcement Number:** OMB-07-01-VM

[Overview](#)

## Program Technician

**Salary Range:** 44856 to 58318 USD Per Year

**Open Period:** 10/6/2006 to 11/3/2006

**Series & Grade:** GS-0303-09/09

**Position Information:** Full-Time Permanent

**Promotion Potential:** 09

**Duty Location:** 001 vacancy - Washington, DC

### Who May Be Considered:

Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

### Job Summary:

How does the Administration coordinate, manage, and communicate policy with Federal agencies? How do they quickly address highly technical and programmatic questions that arise daily? A lot of this responsibility is assigned to OMB, located within the Executive Office of the President. OMB is the middle ground between public administration of Federal programs and public policy-making at the Presidential level.

### Key Requirements:

- Agency Specific Requirements

[Duties](#)

### Major Duties:

Serves as a Program Technician for the International Affairs Division of the Office of Management and Budget. The incumbent would provide administrative and analytical support to the division. More specifically, the incumbent may be asked to conduct analyses of program and budgetary issues and to assist the division in reviewing and preparing formal budget submissions, amendments, supplemental, and other necessary materials to support Presidential programs. In addition, the incumbent would be responsible for administrative duties including: (1) Helping to prepare papers, charts, memoranda and letters; (2) Coordinating staff travel, tracking incoming mail, ordering office supplies, and maintaining the time and attendance database; (3) Reviewing materials for accuracy and conformance with OMB format and procedures; and (4) Establishing and maintaining branch and division files.

**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 experience with software applications including word processing, spreadsheets, graphics, and Internet search tools.
2. Demonstrated experience or academic training in international affairs issues and, in particular, knowledge of the relationship of the Federal budget to the Congressional budget process, including tracking international affairs legislation through the various stages of Congressional action.

**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. Demonstrated ability, through work experience or course work, to conduct office support functions (e.g., managing supplies and travel arrangements and maintaining office budgets) and to produce well organized and accurate documents and spreadsheets.
2. 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, concise fashion.
3. Ability to work well independently or in team settings and to adapt effectively to rapidly shifting priorities and high-pressure situations.
4. Ability to communicate effectively both orally and in writing.

#### Qualifications and Evaluation

#### **Qualifications:**

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.**

#### **Special Requirements:**

This announcement may be used for future similar vacancies.

You must be a U.S. citizen to qualify for this position. Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

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.

This position requires the selectee to be at least 18 years old and be able 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.

You must meet all qualification requirements by the closing date of the announcement.

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.

**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."

**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 Will You Be Evaluated:**

You will be evaluated based upon the responses you provide on the job specific questionnaire that is required as part of the application process for this position.

#### Benefits and Other Information

### **Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

#### How to Apply

### **How to Apply:**

You may submit your resume for this job online by selecting the 'Apply Online' button at the bottom of this announcement. Please note: your online resume may not be a complete application. Be sure to carefully read this announcement to see if additional information is required and how it should be submitted. If you do not use the online feature, you should send your resume, or Optional Form 612, along with any other required documents to the address shown below.

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:

- 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](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.

- 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 (or other required proof).

#### WHERE TO APPLY:

Completed form(s) must faxed to the Executive Office of the President, Office of Administration, Human Resources Management Division at (202) 395-1194/1262.

- Applications will also be accepted electronically. Please submit your application to [eopjobs@oa.eop.gov](mailto: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 (fully qualified) or above (prior to the assignment of veterans' preference points) on the rating criteria developed for this position. Applicants must address the selective factors and quality ranking factors (if applicable to the position) in order to receive this rating.

To apply online, read the announcement carefully and note any rating factors or KSAs that will need a response. From the announcement, select Apply on Line. You will need to log on to access your existing resumes or to create a new one and then submit it for consideration.

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

**Contact Information:**

RANDI THOMPSON  
Phone: 202-395-1088  
Fax: 202-395-1262/1194  
TDD: 202-395-1160  
Internet: [eopjobs@oa.eop.gov](mailto:eopjobs@oa.eop.gov)

Or Write:  
OFFICE OF MANAGEMENT AND BUDGET  
Please do not Mail Application Package  
Washington DC 20503

**What to Expect Next:**

Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.