



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: October 27, 2006
CLOSING DATE: November 17, 2006

ANNOUNCEMENT NUMBER:
OMB-07-05-VM

Title, Series & Grade:
POLICY ANALYST
GS-0301-13/15
(\$77,353 - \$139,774)

Vacancy Location:
Office of Management and Budget
Office of Federal Financial Management
Washington, DC 20503

FULL PERFORMANCE LEVEL: GS-15

MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT.

AREA OF CONSIDERATION: Open to All Sources

****NOTICE:** Please note the Selective Placement and 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: Serves as a Policy Analyst in the Financial Integrity and Analysis Branch within the Office of Federal Financial Management (OFFM). Under the direction of the branch chief, the incumbent assists in planning and implementing government-wide programs to ensure effective and efficient Federal financial management systems. In this context, "systems" is meant to include, but is not limited to, accounting, payment, financial information, data administration, commercially-provided financial processing services, and other means of using current technology to support Federal financial management.

Specific duties include:

1. Supports development of government-wide financial management systems policies and improvement strategies.

The incumbent assists in developing government-wide strategies for efficient Federal financial management systems, including: establishing policies and standards for planning, developing, operating and maintaining financial management systems; developing system and data requirements; ensuring the consistency and quality of data; minimizing system redundancy; and efforts to generally improve Federal financial management systems.

2. Consulting and advising on Federal financial management system issues.

The incumbent participates in providing guidance and coordination on relevant issues and initiatives impacting financial management systems at Federal agencies, including: efforts to improve commercially available software for Federal financial management; efficient outsourcing of financial transaction processing and system operation (where appropriate); efforts to improve and integrate agencies financial management systems; and efforts to improve systems that support government-wide reporting of financial information, such as the financial information provided by agencies for inclusion in the President's Budget and Consolidated Financial Statements of the Federal government. The incumbent participates in inter-agency initiatives groups, such as the Financial Management Line of Business initiative and the Chief Financial Officers Council. The incumbent also represents OMB and the Administration in a variety of relevant projects.

3. Analyzing and reporting on the status of Federal financial management issues.

The incumbent collects and analyzes information on agency plans, progress, and resource requirements related to the development and implementation of financial management systems for purposes of identifying and recommending solutions to overcome impediments to preparation of auditable financial statements and correction of managerial weaknesses and non-conformance with laws and other requirements. The incumbent also prepares issues papers and meets regularly with staff and senior-level officials at OMB and Federal agencies to discuss agency progress, proposed budget actions, and development of legislation and regulations impacting financial management.

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

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

SELECTIVE PLACEMENT 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 leadership experience in defining strategies and developing and implementing plans to improve financial management systems and related processes, including transaction processing, data stewardship/integrity, and financial reporting.
2. Demonstrated skill in gathering, interpreting, analyzing, and presenting data for making decisions. Ability to distill a large amount of information and material into clear and concise documents (such as strategies, and business plans) for use by financial managers, senior management, and others.
3. Knowledge of and familiarity with policy development government-wide and/or business financial management processes.
4. Ability to analyze, develop, and interpret project plans. Experience in the development, implementation, and operation of a complex system using standard project management techniques. Understanding of project procedures, goals and objectives, milestones, performance measurement, and risk management.

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 and experience in the issue and program areas described under Duties above. Professional credentials such as CPA, CGFM, or other appropriate to OFFM's areas of responsibility.
2. Demonstrate superior analytical ability and judgment pertaining to the following: strategic planning; electronic commerce; financial management; systems development and operations; data management and stewardship; and evaluating project status, risk, and effectiveness. In particular, experience in the development and implementation of large financial systems (automated applications for collecting/storing data, processing transactions, and reporting financial information for budgeting, accounting, or other types of financial management) is required. This experience should be applicable to the governments or other large complex organizations (central offices and multiples layers of subsidiary organizations), and should include a demonstrated understanding of means to ensure the success of such initiatives.
3. Superior communication skills (oral and written), including the ability to clearly and concisely identify, organize, analyze, and present large amounts of information to support decision-making. This includes the ability to distill large amounts of information and material into clear and concise documents (such as strategies and business plans) and oral presentations.

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 Placement and Quality Ranking Factors listed above. **APPLICANTS SHOULD ADDRESS EACH SELECTIVE PLACEMENT FACTOR AND EACH QUALITY RANKING FACTOR SEPARATELY ON PLAIN PAPER.**

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 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 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.
- 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.