



# 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 24, 2007  
CLOSING DATE: June 7, 2007

ANNOUNCEMENT NUMBER:  
OMB-07-51-VM

Title, Series & Grade:  
INFORMATION MANAGEMENT SPECIALIST  
GS-0301-11  
(\$55,706 – 72,421)

Vacancy Location:  
Office of Management and Budget  
Office of Economic Policy  
Washington, DC 20503

**FULL PERFORMANCE LEVEL: GS-11**

**MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT.**

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

**PLEASE NOTE:** To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to [EOPJOBS@OA.EOP.GOV](mailto: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:** Employs information technology to support the Office of Economic Policy (EP) in gathering, analyzing, presenting, and communicating information to the OMB Director, other offices in OMB, and the public. Operates systems with multiple capabilities to produce documents, reports, spreadsheets, and graphics. Supports database management, manipulation, and reporting. Develops EP's website. Uses desktop publishing and other software.

1. Recommends software/hardware acquisition. Trains staff, troubleshoots, and promotes efficient use of IT.
2. Maintains knowledge of OMB systems capabilities, including economic and budget systems, and uses them on behalf of EP.
3. Develops the EP web site, using design and content that attracts and facilitates use throughout OMB, prepares postings for easy updates, links for accurate navigation, and recommends and facilitates EP use of Extranet and Internet sites for achieving EP and OMB objectives.
4. Designs and implements information displays in a variety of media that are easy to read, complete, and adhere to principles of graphic design. Applies these skills to Budget documents, charts and posters for policy makers, slides and presentations, review books, economic highlights, and other desktop publishing.

5. Designs and implements information filing and access systems with attention to relative value of information and ease of use. Works to develop a knowledge management system that maintains official, research, and administrative records for current and future EP and OMB use.
6. Develops efficient strategies for searching out and selectively downloading desired information from the Internet, maintaining current well-organized and useful bookmarks. Downloads economic, statistical, and budget information, analyzes it, and develops presentations using appropriate versions and concepts.
7. Monitors the EP budget, maintains personnel records, tracks property, orders publications, software, and equipment. Assists in making effective use of available resources.
8. As required by the absence of the Administrative Assistant to the Associate Director for Economic Policy, monitors telephones, maintains calendar, receives visitors, and helps to maintain communications between the Director's office, the Associate Director, and EP staff.

**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. Examples of specialized experience include:

- Demonstrated experience in the use and application of a wide variety of software.
- Demonstrated knowledge and experience using economic and budget information and data, to create documents and presentations.

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

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

For GS-11: 3 years of progressively higher level graduate education leading to a PhD or equivalent doctoral degree from an accredited college or university.

If graduate education is substituted for the required specialized experience, it must demonstrate the knowledge, skills, and abilities necessary to perform the duties of this position. Equivalent combinations of education and specialized experience may be qualifying.

**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. Skill in using a variety of software including word processing, spreadsheets, graphics, database, HTML and other software to create documents, reports, presentations, and web pages and the ability to learn new applications.
2. Ability and experience using HTML to develop web sites that are attractive, easily navigated by subject, and informative, and to devise means for readily keeping it up to date.
3. Demonstrated ability to use the Internet and other sources to research, gather, and present relevant data and in turn to summarize and present data in a clear and concise fashion.

4. Ability to perform a variety of assignments rapidly and completely, to shift effectively from one assignment to another as priorities change, and to maintain accuracy.
5. Skill in applying reasoning and judgment to work projects.
6. Experience and skill to identify and resolve problems and the capability to view isolated work assignments as part of the organization's larger overall management processes.

**BASIS OF RATING:** No written test is required. Applicants will be numerically scored 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.**

**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."

**HOW TO APPLY:**

**THERE ARE 3 OPTIONS FOR APPLYING (If applicable these documents are required.)**

**1. Email:** Applications and supplemental information (if applicable) will be accepted via email. Please submit your application to [EOPJOBS@OA.EOP.GOV](mailto:EOPJOBS@OA.EOP.GOV).

**2. 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.

**Please Note:** Some vacancies you will force you to address the Selective Factors (if applicable) and Quality Ranking Factors (if applicable) once you apply online through USAJOBS. You will not be forced to address the factors on other vacancies. You are still responsible for submitting those factors through one of the other two means (fax or email)

**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](http://www.opm.gov); click on the following: "Quick Index"; then "Forms"; then "Optional Forms"; and again on "OF-510".**

**3. FAX: 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 Selective Factors (if applicable) and Quality Ranking Factors (if applicable).

**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 (SF-50, Appraisal, etc.) 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. Failing to address the Selective Factors (if applicable) and Quality Ranking Factors (if applicable) will result in you not receiving consideration.

**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/or Quality Ranking Factors listed above (if applicable).

**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 (or other required proof).

**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.

- **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 (if applicable) in order to receive a rating.

