



# VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

**ISSUE DATE:** July 26, 2007  
**CLOSING DATE:** August 15, 2007

**ANNOUNCEMENT NUMBER:**  
**OMB-07-68-VM**

**Title, Series & Grade:**  
**PROGRAM ANALYST**  
**GS-0301-12/13/14**  
**(\$66,767 - \$121,967)**

**Vacancy Location:**  
**Office of Management and Budget**  
**Administration Office**  
**Washington, DC 20503**

**FULL PERFORMANCE LEVEL: GS-14**

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

**AREA OF CONSIDERATION:** Open to Status Candidates and those eligible under Special Hiring Authorities. This includes: (All Federal employees serving on a Competitive career or career-conditional appointment; a preference eligible or a veteran who has substantially completed at least 3 years of continuous active military service and was separated from the military under honorable conditions (VEOA); Reinstatement eligibles; 30% Disabled Veterans; Veterans' Recruitment Authority (VRA); Employment Program for People with Disabilities; and Interagency Career Transition Assistance Plan (ICTAP) eligibles.)

**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:** Serves as a program analyst in the Office of Management and Budget, Administration Office. The incumbent is responsible for managing assigned special projects, OMB's training program, and other related Human Resources and/or internal administrative or management programs. Responsible for the formulation, coordination, and execution of programs and is expected to accomplish all phases of the programs in order to meet approved objectives. The work of this position requires the incumbent to have a great deal of judgment and originality in developing, analyzing and packaging information for presentation. Consults with senior management to establish or revise program/project objectives, methodology, and timelines. Performs research on program-related issues and drafts proposals and options on program initiatives for presentation to decision-making officials. Provides advice on various administrative matters and serves as an authoritative point of contact for assigned programs. Maintains a comprehensive knowledge of automated systems that support OMB human resource management and administrative functions. Maintains the OMB Continuity of Operations COOP and Pandemic Flu Plans.

**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 includes but is not limited to:

**GS-12:** One year of specialized experience equivalent to the GS-11 level that demonstrates significant experience evaluating programs, to include: human resources (employment trends, manpower documents, ect.), general management, information technology, or other related programs and policies. A solid basis evaluating various projects and studies and in the use of quantitative methods. Demonstrated experience could be work experience as a lead or senior administrator/specialist/analyst responsible for determining best practices in Federal human resource procedures, and making presentations and recommendations to officials in the Federal Government and/or the private sector. Examples might include: Administrative Officers in a small Federal Government and/or private sector environment.

**GS-13:** One year of specialized experience equivalent to GS-12 level that demonstrates significant comprehensive work experience evaluating programs, to include: human resources (employment trends, manpower documents, ect.), general management, information technology, or other related programs and policies . Demonstrated experience would include work involving the innovative use of various quantitative methods to develop, present, make and defend recommendations concerning program issues. Examples might include: experience as a senior administrator/specialist/analyst responsible for analyzing data and information to prepare reports and correspondence related to management inquiries regarding the adequacy/deficiencies of a personnel employment program; responding to inquiries related to strength accountability, manning control, retraining, or utilization data; or experience as an Administrative Officer in a medium Federal Government and/or private sector environment.

**GS-14:** One year of specialized experience equivalent to GS-13 level that demonstrates extensive work experience evaluating programs, to include: human resources (employment trends, manpower documents, ect.), general management, information technology, or other related programs and policies . Demonstrated experience would include work involving the innovative use of various quantitative methods to develop, present, make and defend recommendations concerning program issues. Examples might include: comprehensive work experience as a senior administrator/specialist/analyst responsible for providing advice and guidance to management officials on a variety of complex human resource problems; developing a plan of action, project plan or specifications necessary to carry out the requirements for an information system; researching information/material, preparing drafts, evaluating retention rates, and analyzing historical records and reports on EEO data, separations, resignations, and retention to recommend innovative approaches to deficiencies; or experience as an Administrative Officer in a large Federal Government and/or private sector environment.

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

**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. Experience working with general human resource issues and programs.
2. Ability to manage programs and activities, develop and monitor project deadlines, and coordinate with other organizational elements to ensure successful completion of objectives.
3. Skill in dealing with others, including a high degree of confidentiality, diplomacy, and human relations skills.
4. Ability to work in a fast paced environment and manage multiple tasks simultaneously under tight deadlines.
5. Ability to communicate both orally and in writing.

**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.**

**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-13 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-13 level.

**HOW TO APPLY:** **THERE ARE 3 OPTIONS FOR APPLYING (If applicable these documents are required.). It is imperative that your application contains the appropriate information so a proper determination can be made of your qualifications.**

**INFORMATION REQUIRED ON YOUR RESUME:** **If you omit any of the required information specified in Optional Form 510, applying for a Federal job, your application may be rated INELIGIBLE. To view a copy of OF-510 on-line, please go to [www.opm.gov](http://www.opm.gov); click here.**

If you are submitting a resume instead of an Optional Application for Federal Employment, OF-612, please provide your Name, Address, Telephone Numbers, the Vacancy Announcement number, your Social Security Number, the beginning and ending employment dates (mm/yy to mm/yy) for current and/or former paid and/or non-paid work experiences [NOTE: You must put dates of employment and hours worked per week/month (whether full-time, part-time, or volunteer work) for qualifying experience to be considered], your salary information, a thorough description of your duties, and whether you are a United States Citizen. This information is required to determine eligibility, qualifications, and legal requirements for Federal employment, and without this information, your application will not be rated.

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

**APPLICATION OPTION 2 - USAJOBS:** 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 may 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 may 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".**

**APPLICATION OPTION 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 the OF-510;
- (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.