



# 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: November 27, 2007  
CLOSING DATE: December 26, 2007

ANNOUNCEMENT NUMBER:  
OMB-08-06-VM

Title, Series & Grade:  
POLICY ANALYST  
GS-0301-09/11/12  
(\$46,041 – 86,801)

Vacancy Location:  
Office of Management and Budget  
Office of E-Government and Information Technology  
Washington, DC 20503

**FULL PERFORMANCE LEVEL: GS-15**

**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:** The Office of E-Government and Information Technology is responsible for improving the use of information and information technology within the Federal government, reducing Federal paperwork, and improving the quality of Federal regulations. The office has specific responsibility to develop and oversee the implementation of government-wide policies for the acquisition and use of information and information technology. Such policies support a variety of initiatives, including encouraging the dissemination of government information to the public, improving the security and privacy of government computer systems, promoting forward-looking telecommunications policies, enhancing the ability of agencies to use electronic commerce, and generally applying contemporary information technology to the management of government information.

The incumbent is responsible for the Government-to-Citizen (G2C) Portfolio consisting of 5 E-Government initiatives and various other cross-agency initiatives. The incumbent will assist implementation of strategic multi-agency government-to-citizen E-Government priorities. The responsibilities include tracking risks and monitoring performance, as well as undertaking actions needed to ensure success of projects. The incumbent will prepare advice and consultation to OMB policy officials regarding the programs under his/her responsibility, and will conduct special analyses of issues affecting the programs, as appropriate.

The incumbent is responsible for developing and implementing a portfolio risk management program which identifies and addresses risks within and between the E-Government portfolios. This will be an integral part of the job and is critical towards achieving the expected contribution towards mission outcomes. This program

needs to address risk planning, risk assessment, risk response development and risk response control. The incumbent reviews value cases for investments and the essential projects to accomplish them, selects the winners, assigns a committed business sponsor to each approved investment program, reviews status and direction of these approved programs, and working with OMB's resource management offices and other statutory offices approves funding progressively as the various stage gates are reached.

The incumbent is responsible for planning for risk management of IT investment from a corporate perspective and is responsible for developing corporate financial strategies related to IT resources requirements. The Portfolio Manager provides input to IT budget allocation decisions and identifies opportunities to recapture and reprogram corporate resources to correct funding shortfalls and excesses balancing portfolio risk relative to corporate goals and objectives. The incumbent provides support to the budget execution of portfolio investments and provides impact analysis and recommendations to resolve baseline changes resulting from changes in investment priorities and funding shortfalls.

The incumbent is expected to:

- 1) perform general policy and organizational analyses;
- 2) develop and analyze major policy issues, highlighting alternative approaches that might be taken to resolve complex challenges, and makes and defends recommendations;
- 3) provide advice, assistance, and recommendations (such as funding recommendations, leadership involvement, implementation guidance, and risk mitigation strategies) to agency E-Government Program Managers as well as to OMB related officials;
- 4) coordinate cross-agency projects, develop portfolio plans/strategies, evaluate technical proposals, and identify resources available to projects (e.g., life-cycle costing, risk analysis, security, and business case development);
- 5) analyze government-wide IT investment interrelationships to identify opportunities for consolidating redundant IT investments;
- 6) perform government-wide trend and impact analyses relative to changes to the budget and funding baselines and systems costs, schedule, and performance variances;
- 7) develop and recommend strategies for the approaches to improvement in the value and effectiveness of management systems, field administration, program operations, mid-range and strategic planning, and program evaluation;
- 8) determine the most efficient and cost-effective methods of management and program delivery services as well as an assessment of performance and results; and
- 9) provide oversight and management of other related programs such as SmartBUY ([www.gsa.gov/smartbuy](http://www.gsa.gov/smartbuy)) and the Disaster Assistance Improvement Plan initiative.

#### **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-09:** One year of specialized experience equivalent to the GS-7 level that demonstrates work experience in project/program management, policy development, budget/investment analysis, IT project management best

practices (e.g., Earned Value Management), and stakeholder management. Experience which demonstrates verbal and writing skills to communicate effectively, including such skills as developing clear and persuasive arguments, clear and concise summaries of complex issues, and teaching complicated materials to others.

**GS-11:** One year of specialized experience equivalent to GS-09 level that demonstrates solid work experience in project/program management, policy development, budget/investment analysis, IT project management best practices (e.g., Earned Value Management), and stakeholder management. Experience developing clear and persuasive arguments and communicating with different stakeholder groups.

**GS-12:** One year of specialized experience equivalent to GS-11 level that demonstrates significant work experience in project/program management, policy development, budget/investment analysis, IT project management best practices (e.g., Earned Value Management), and stakeholder management. Significant experience developing high quality reports, quantitative analyses, articles, etc. and communicating with different stakeholder groups.

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

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:**

For GS-09: 2 years of progressively higher level graduate education leading to a master's degree or equivalent graduate degree at an accredited college or university.

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 AND OTHER REQUIRED SUBMISSION:** 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 and on their submitted writing sample. Failure to address these factors and to submit a writing sample WILL result in a rating of INELIGIBLE.

1. Knowledge of IT portfolio, program, and/or project management programs including knowledge of analytical and evaluative methods and tools needed to develop and implement agency- wide initiatives and programs.
2. Ability to provide advice, assistance, and recommendations (such as funding recommendations, leadership involvement, implementation guidance, and risk mitigation strategies).
3. Ability coordinating cross-agency projects, developing portfolio plans/strategies, evaluating technical proposals, and identifying resources available to projects (e.g., life-cycle costing, risk analysis, security, and business case development).
4. Ability to communicate effectively, verbally and in writing, to senior management as well as large and diverse groups. This includes the ability to negotiate complex problems to successful results.

**OTHER REQUIRED SUBMISSION**

5. Submit a brief writing sample up to 3 pages.

**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 written responses to the Quality Ranking Factors listed above **AND** on the submitted writing sample. **APPLICANTS SHOULD PROVIDE A SUPPLEMENTAL DOCUMENT (ON PLAIN PAPER, NO FORM REQUIRED), ADDRESSING EACH QUALITY RANKING FACTOR SEPARATELY IN NARRATIVE FORMAT OF NO MORE THAN TWO PAGES FOR EACH QUALITY RANKING FACTOR WITH DETAILED ANSWERS AND EXAMPLES OF RELEVANT EXPERIENCE AND SUBMIT A WRITING SAMPLE OF NO MORE THAN 3 PAGES ON A POLICY ISSUE. FAILURE TO DO SO WILL RESULT IN A RATING OF INELIGIBLE.**

**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:** **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 will 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 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”.**

**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.