



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

File

DELEGATED EXAMINING UNIT FOR THE
OFFICE OF PERSONNEL MANAGEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF ADMINISTRATION

ISSUE DATE: November 21, 2007
CLOSING DATE: December 4, 2007

ANNOUNCEMENT NUMBER:
OMB-08-08-VM

Title, Series & Grade:
POLICY ANALYST
GS-0301-13/14/15
(\$79397 - \$143,471)

Vacancy Location:
Office of Management and Budget
Office of Federal Financial Management
Financial Analysis and Systems Branch
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 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 Analysis and Systems Branch (FAS) within the Office of Federal Financial Management (OFFM). OFFM is responsible for the financial management policy of the Federal Government including implementing the financial management improvement priorities of the President, establishing government-wide financial management policies of executive agencies, and carrying out the financial management functions of the CFO Act. FAS ensures that Federal financial programs are measuring and achieving intended results, eliminating inefficiencies and improprieties, and managing their financial activities in accordance with superior practices. It also ensures that the government-wide Federal financial management systems architecture is producing the information needed to support first class financial management.

The incumbent(s) will assist in planning and implementing government-wide initiatives to ensure effective and efficient Federal financial 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. The incumbent will also support development of government-wide policies and management improvement strategies for financial systems; monitor and evaluate progress made by departments and agencies in improving financial

management and accounting operations; review and analyze agency financial reports; and assist with the preparation of the government-wide annual Federal Financial Management Report, OMB Circulars and Bulletin, and other guidance.

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:

GS-13: One year of specialized experience equivalent to GS-12 level that demonstrates significant work experience in implementing financial systems, performing analyses and developing recommendations, compiling presentations. Demonstrated experience would include work involving the innovative use of various analytical methods to develop, present, make and defend recommendations concerning public policy issues. Examples might include: experience as a senior analyst or consultant on Federal financial management projects for a public or private organization, and making presentations and recommendations to officials in the Federal Government or the private sector.

GS-14: One year of specialized experience equivalent to GS-13 level that demonstrates comprehensive work experience providing leadership for the development of Federal financial systems including writing procedures and policies, or managing or overseeing asset and/or financial management system projects. Demonstrated experience would include work involving the innovative use of various methods to develop, present, make and defend recommendations concerning public policy or federal financial management issues. Examples might include comprehensive work experience as a lead analyst or consultant on Federal financial management projects for a public or private organization, and making presentations and recommendations to senior level officials in the Federal Government or the private sector.

GS-15: One year of specialized experience equivalent to GS-14 level that demonstrates extensive work experience as a manager for the development of Federal financial systems including writing procedures and policies, or for major asset and/or financial management system projects. Demonstrated experience would include vast experience using various methods to develop, present, make and defend recommendations concerning public policy or Federal financial management issues. Examples might include work experience as a lead analyst, Federal manager, or consultant on complex federal financial management projects for a public or private organization, and , making presentations and recommendations to senior level officials in the Federal or State Government or the private sector and work experience that shows supervisory/leadership/mentoring roles in working with junior level coworkers.

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. Knowledge and ability in developing, improving, and implementing large financial systems (as defined in OMB Circular A-127).
2. Ability to clearly and concisely identify, organize, analyze, and present large amounts of information to support decision-making related to Federal management activities both orally and in writing.
3. Ability to participate interagency committees in the development and implementation of Federal financial management policies and practices for financial systems within an agency or across Federal agencies.

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 PROVIDE A SUPPLEMENTAL DOCUMENT (ON PLAIN PAPER, NO FORM REQUIRED), ADDRESSING EACH QUALITY RANKING FACTOR SEPARATELY IN NARRATIVE FORMAT WITH DETAILED ANSWERS AND EXAMPLES OF RELEVANT EXPERIENCE. 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 may be rated INELIGIBLE. To view a copy of OF-510 on-line, please go to 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.

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; 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 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. Failure 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 address each of the Selective and Quality Ranking Factors listed above (if applicable).**

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 DD214 or other proof of entitlement; if you are claiming 10 point veteran’s preference (based on a 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 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.**

OTHER REQUIREMENTS:

- **This position requires the selectee to obtain and maintain a security clearance. This means that a full field background investigation will be conducted including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of pre-employment interviews and any additional information obtained prior to the initiation of a full background investigation. This component has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during a preliminary security and/or credit check. Applicants selected for employment must be 18 years of age as of the date of appointment.**

- **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 in order to receive a rating.