



# 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: December 3, 2007  
CLOSING DATE: December 17, 2007

ANNOUNCEMENT NUMBER:  
OMB-08-09-PZ

Title, Series & Grade:  
BUDGET PREPARATION SPECIALIST  
GS-0560-09/11  
(\$46,041-72,421)

Vacancy Location:  
Office of Management and Budget  
Budget Review and Concepts Division  
Washington, DC 20503

**FULL PERFORMANCE LEVEL:** GS-15

Candidates selected below the full performance level may be non-competitively promoted to the next higher grade level. Promotion is neither guaranteed nor implied.

**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.

**APPLICANTS WHO QUALIFY AS A STATUS APPLICANT INCLUDES:**

- All Federal employees serving on a Competitive career or career-conditional appointment
- Reinstatement eligibles

**APPLICANTS WHO QUALIFY UNDER SPECIAL HIRING AUTHORITIES INCLUDES:**

- 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)
- 30% Disabled Veterans
- Veterans' Recruitment Authority (VRA)
- Employment Program for People with Disabilities (Schedule A)
- 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:** The person occupying this position participates in a variety of analytical and technical functions related to the preparation, execution, and analysis of the President's budget as well as activities related to the

monitoring and analysis of congressional action on the President's budget requests and consideration of various budget process-related issues. The person will interact with numerous proprietary budget databases, as well as Access, therefore the position requires some database skills. In addition, knowledge in using Excel is also required.

Generally, the work encompasses problem identification and resolution, compilation and analysis of program and budgetary information gathered from a variety of sources; technical and substantive review of budgetary data, appropriations language and related congressional reports, and other information; preparation of ad hoc budget analyses; development of tables, reports, letters, memoranda, and the like; liaison functions within and outside of the Office of Management and Budget (OMB); representation of Branch work at varying levels of government; and a variety of data/information tasks associated with budget analysis.

Examples of specific work assignments include: (1) Monitoring congressional action on appropriations bills. The employee serves as the focal point for preparation and dissemination of information concerning the Administration's position on appropriations action taken by the Congress. Attends congressional mark-up sessions; conducts liaison activities with staff of the Appropriations Committees and Congressional Budget Office; maintains computer data supporting the appropriations monitoring process; prepares letters to congressional leadership, Statements of Administration Policy, and various supporting materials for use by OMB policy officials and the White House in conducting negotiations with the Congress on appropriations matters. (2) Contributing to preparation of the President's budget. Working with other staff of the Division, coordinates the development of the database that supports the President's annual budget and contributes to the preparation of the Budget *Appendix* and other portions of the budget documents. Reviews agency budget submissions for technical and conceptual accuracy and consistency; works with OMB resource management offices to resolve problems encountered; ensures that milestones in the budget preparation process are met and that both the budget documents and the database supporting them are of high technical quality. (3) Preparing ad hoc and recurring analytical reports that compile data and other information and analyze its implications in order to produce analytical reports for the use of OMB policy leadership. The subject matter of the analysis may concern a wide variety of budgetary topics such as: development of alternative budget paths; assessing the effect of budgetary proposals on the discretionary spending targets; and preparing comparisons of OMB and CBO scoring of legislation.

Working independently or, more typically, as part of a work group, the employee exercises reasoning skills in considering various conceptual, technical, and procedural issues related to the budget process (e.g., implications of the absence of appropriations, refinement of computer system applications to accommodate evolving technical budgeting requirements.) The result of these efforts may include: (1) development of letters, papers, and/or tables on various budgetary technical or conceptual issues which could be shared with the Congressional Budget Office, the House and Senate Budget Committees, and the Appropriations Committees; and (2) development of guidance for OMB leadership and Resource Management Offices and other Federal agencies.

**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-07 level that demonstrates a firm basis for understanding and evaluating the relationship of the Federal budget to the congressional budget process and tracking legislation. Experience may demonstrate a thorough understanding of statistical, econometric, and other decisional analysis techniques, a strong ability to use these techniques to analyze and track complex data, and the ability to explain the use of these techniques to others.

**GS-11:** One year of specialized experience equivalent to the GS-09 level that demonstrates a solid basis for understanding and evaluating the relationship of the Federal budget to the congressional budget process and tracking legislation. Experience may demonstrate a thorough understanding of statistical, econometric, and other decisional analysis techniques, a strong ability to use these techniques to analyze and track complex data, and the

ability to explain the use of these techniques to others.

**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 WILL result in a rating of INELIGIBLE.

1. Skill through academic training or experience in working with the processes, policies, and procedures used in preparing & analyzing the Federal budget; knowledge of the relationship of the Federal budget to the congressional budget process and tracking legislation.
2. Skill in designing, implementing, and working with advanced data collection methods; utilizing personal computer based spreadsheet applications (e.g., Excel) for the compilation, qualitative evaluation, and presentation of data; and conducting quantitative analyses.
3. Ability to work well independently or in team settings and to adapt effectively to rapidly shifting priorities and high-pressure situations.
4. Ability to apply reasoning skills effectively to complex problems and to work independently towards defensible solutions or recommendations.
5. Ability to communicate effectively 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 written 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 OF NO MORE THAN TWO PAGES FOR EACH QUALITY RANKING FACTOR 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 contain 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), Quality Ranking Factors (if applicable) and writing sample (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), Quality Ranking Factors (if applicable), and a writing sample (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 Factors, Quality Ranking Factors, and a writing sample (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 veterans' 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](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 (if applicable) in order to receive a rating.