



# 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-08-10-PZ

Title, Series & Grade:  
POLICY ANALYST  
GS-0301-09/11  
(\$46,041 - \$72,421)

Vacancy Location:  
Office of Management and Budget  
Office of Information and Regulatory Affairs  
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 Office of Information and Regulatory Affairs (OIRA) is seeking applicants qualified to review, analyze, and evaluate Federal regulatory and information policy for environment, natural resources, agriculture, rural development, energy, health care, transportation, homeland security, labor, housing, employment, immigration, education, finance, criminal justice, and/or related policy issues.

The Office of Information and Regulatory Affairs provides oversight and guidance to Federal agencies to assure that their actions are consistent with the principles set forth in Executive Order No. 12866, "Regulatory Planning and Review," the Paperwork Reduction Act (PRA), the President's priorities, and applicable law. Pursuant to Executive Order No. 12866, OIRA is charged with the review and evaluation of significant regulations prior to their publication. Under the authority of the PRA, OIRA reviews and makes determinations on Federal agencies' requests for approval of information collection activities.

Within OIRA, Policy Analysts carry out the duties described above and provide oversight and guidance to one or more government agencies, applying economics, statistics, and other quantitative methods to the evaluation of agency regulatory and information policies. In addition, OIRA analysts facilitate interagency coordination, assess agency compliance and performance under the PRA, and implement reform initiatives to improve government regulations and paperwork. Policy Analysts also advise senior policy officials within OMB and the Executive Office of the President on regulatory and information policy issues and participate in the development and execution of Presidential initiatives. Incumbents possess excellent written and oral communication skills, and the ability to provide well-reasoned and accurate analysis in a high-pressure environment.

**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 work experience in economics, public policy, or a related field that provides a firm basis for understanding and applying analytical methods, including benefit-cost analysis, economics, statistics, and health, safety, or environmental risk assessment. Examples might include work experience as an entry level policy analyst.

**GS-11:** One year of specialized experience equivalent to the GS-09 level that demonstrates solid work experience in economics, public policy, or a related field that provides a firm basis for understanding and applying analytical methods, including benefit-cost analysis, economics, statistics, and health, safety, or environmental risk assessment. Examples might include work experience as a policy analyst.

**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, or experience in, public policy or economic analysis in one or more of the following areas: environment, natural resources, agriculture, rural development, energy, labor, education, immigration, health, welfare, housing, finance, or criminal justice.
2. Ability to analyze and summarize the effects of complex government programs and policy issues using economics, cost-benefit-analysis, econometrics, statistics, or other quantitative methodologies.
3. Ability to work independently or in team settings and to adapt effectively to rapidly shifting priorities and high-pressure situations.
4. Ability to communicate effectively both orally and in writing.

## **OTHER REQUIRED SUBMISSION**

5. Submit a writing sample on a relevant policy issue of no more than 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 RELEVANT 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 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.**

**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. [Where?] 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 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 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 submit a SF-50 that indicates "Retirement in Lieu of RIF"; or under the discontinued service retirement option; or were 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 (or last) performance rating of record 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.