



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: February 25, 2008
CLOSING DATE: March 31, 2008

ANNOUNCEMENT NUMBER:
OMB-08-32-SR

Title, Series & Grade:
BUDGET PREPARATION SPECIALIST
GS-0560-09/11/12
(\$48,108-90,698)

Vacancy Location:
Office of Management and Budget
Budget Review and Concepts Division
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.

****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.

PLEASE NOTE: Experience requirements may be met by one year of specialized experience; substitution of successfully completed education for experience; or, a combination of successfully completed education and experience. Please see the minimum qualifications requirements section of this announcement for further details.

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 adhoc 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 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 recurring and ad hoc 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 or equivalent education 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.

GS-09: Experience which demonstrates a firm basis for understanding and evaluating federal programs and policies, and a firm basis in budgeting, economics, finance, and quantitative methods. Experience which demonstrates an understanding of statistical, econometric, and other decisional analysis techniques, the potential to use these techniques to analyze and track data. Examples might include work experience as an entry level budget or policy analyst.

GS-11: One year of specialized experience equivalent to the GS-09 level that demonstrates a solid basis for understanding and evaluating federal related programs and policies, and a solid basis in budgeting, economics, finance, and quantitative methods. Demonstrated experience demonstrates 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. Examples might include work experience as a budget or policy analyst.

GS-12: One year of specialized experience equivalent to the GS-11 level that demonstrates significant experience evaluating federal related programs and policies, and a solid basis in budgeting, economics, finance, and quantitative methods, and a solid basis in budgeting, economics, finance, and quantitative methods. Demonstrated

experience could be work experience as a lead or senior budget or policy analyst, and making presentations and recommendations to officials in the Federal Government and/or the private sector.

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: 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. 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.
6. In the last five (5) years, have you separated Federal Civilian Service due to accepting a Voluntary Separation Incentive Pay (VSIP) or Voluntary Early Retirement Authority (VERA)?
Yes
No

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 (if asked for in the QRF's). 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 (IF

ASKED FOR IN THE QRF's) 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.)

1. Email: Applications and supplemental information (if applicable) will be accepted via email. Please submit your application to EOPJOBS@OA.EOP.GOV.

2. ELECTRONIC SUBMISSION OF YOUR RESUME: 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 will 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.

OF 510 information includes:

Announcement Number, title and grade(s) for which you are applying.

Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).

Giving your Social Security Number is voluntary. However, we may not be able process your application without it.

Country of Citizenship.

If you have ever been employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

High School name, city, state and zip code, date of diploma or GED.

Colleges and/or Universities attended, city, state and zip code.

Major field(s) of study.

Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience - paid or non-paid positions held related to the job for which you are applying.

Job title, duties and accomplishments, number of hours per week

Employers name and address.

Supervisor's name and phone number.

Starting and ending dates of employment (month and year), salary.

Indicate if your current supervisor may be contacted.

Job-related training courses (title and year).

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)

Job-related certificates and licenses.

Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

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 format of your choice. Whatever format is selected, be sure to provide all of the information requested below. If you are using the online Resume Builder, this information will be included when you create and submit a resume.

Announcement Number, title and grade(s) for which you are applying.

Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).

Giving your Social Security Number is voluntary. However, we may not be able process your application without it.

Country of Citizenship.

If you have ever been employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

High School name, city, state and zip code, date of diploma or GED.

Colleges and/or Universities attended, city, state and zip code.

Major field(s) of study.

Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience - paid or non-paid positions held related to the job for which you are applying.

Job title, duties and accomplishments, number of hours per week

Employers name and address.

Supervisor's name and phone number.

Starting and ending dates of employment (month and year), salary.

Indicate if your current supervisor may be contacted.

Job-related training courses (title and year).

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)

Job-related certificates and licenses.

Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

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.

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 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 dated within the last 12 months (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 in order to receive a rating.