



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-08-37-SR

Title, Series & Grade:
POLICY ANALYST
GS-0301-09/11/12
(\$48,108-90,698)

Vacancy Location:
Office of Management and Budget
Office of Federal Financial Management
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.

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

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

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: Serves as a policy analyst in either the Financial Analysis and Systems Branch or the Financial Standards and Grants Branch, within the Office of Federal Financial Management (OFFM), which are responsible for the financial management policy of the Federal Government. This includes 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 Chief Financial Officers (CFO) Act.

In the Financial Analysis and Systems Branch, the incumbent will assist in the development, implementation, and evaluation of government-wide issues in the following areas: financial management policies and reporting under the President's Management Agenda (e.g., Improving Financial Performance, Eliminating Improper Payments, Real Property Management) and cost management. The incumbent will also:

- Support the development of government-wide policies, management improvement strategies, and performance indicators in the areas mentioned above.
- Monitor and evaluate progress made by departments and agencies in improving financial management and accounting operations.

In the Financial Standards and Grants Branch, the incumbent will assist in the development, implementation, and evaluation of government-wide issues in the following areas: accounting, auditing, and financial management policies and reporting. The incumbent will also:

- Support the development of government-wide policies and management improvement strategies in the areas mentioned above.
- Review and analyze agency financial reports; assist with the preparation of the government-wide annual Federal Financial Management Report, OMB Circulars and Bulletins, and other guidance.

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: One year of specialized experience equivalent to the GS-07 level that demonstrates a firm basis for understanding and evaluating financial indicators and/or systems, or accounting policies and procedures. Experience which demonstrates an understanding of statistical, econometric, or other decisional analysis techniques, the potential to use these techniques to analyze and track data. Examples might include work experience as an entry level financial/program analyst or accountant.

GS-11: One year of specialized experience equivalent to the GS-09 level that demonstrates a solid basis for understanding and evaluating accounting policies and procedures, financial indicators and/or systems, or financial management practices. Experience which demonstrates a thorough understanding of statistical, econometric, or 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 an analyst or consultant assisting public or private organizations in writing policies and procedures, or compiling a large amount of data for alternative solutions.

GS-12: One year of specialized experience equivalent to the GS-11 level that demonstrates significant experience writing accounting policies, and a solid basis in financial management or analysis. Demonstrated experience could be work experience as a lead or senior analyst researching policy issues, and making presentations and recommendations to senior management 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. Ability to gather, interpret, analyze, and present data and to develop options based on the the findings of that analysis.
2. Ability to communicate orally.
3. Ability to communicate in writing to effectively convey data in a clear and concise fashion.
4. Ability to work well both independently and in team settings and to adapt effectively to rapidly shifting priorities and high-pressure situations.
5. 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.**

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 WITH DETAILED ANSWERS AND EXAMPLES OF RELEVANT EXPERIENCE. FAILURE TO DO SO WILL RESULT IN A RATING OF INELIGIBLE.**

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.

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 (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:

- 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:

- **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.