



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

ISSUE DATE: July 3, 2008
CLOSING DATE: July 23, 2008

ANNOUNCEMENT NUMBER:
OMB-08-61-SR

Title, Series & Grade:
Organizational Management Specialist
GS-0301-14/15
Salary: \$98,033 – \$149,000

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

FULL PERFORMANCE LEVEL: GS-15

MORE THAN ONE POSITION MAY BE FILLED THROUGH THIS ANNOUNCEMENT.

AREA OF CONSIDERATION: Open to Status Candidates and those eligible under Special Hiring Authorities. This includes: (All Federal employees serving on a Competitive career or career-conditional appointment; 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); Reinstatement eligibles; 30% Disabled Veterans; Veterans' Recruitment Authority (VRA); Employment Program for People with Disabilities; and 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 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 position is located in the Executive Office of the President (EOP), Office of Management and Budget, Management and Operations Division. The incumbent assists the Assistant Director for Management and Operations by developing and applying plans, programs, policies and procedures for the office as well as evaluating program operations and identifying weaknesses.

The incumbent works collaboratively with senior managers and process owners to develop, implement, and refine OMB's human capital strategy, including "results oriented" goals, strategies, accountability and performance metrics. Collaborates with OMB strategic and performance planning groups and budget staffs to incorporate specific OMB and OPM guidance and initiatives to advance OMB's human capital strategy.

The incumbent works with the Assistant Director to coordinate the delivery of administrative support services within OMB to improve OMB's overall efficiency. Serving as staff advisor and consultant to OMB on administrative support services, the incumbent will monitor and document the performance of administrative support services in meeting established goals and performance standards as well as designing, developing, and recommending data collection protocols for tracking performance that minimize labor time and cost while still providing sufficient information to determine performance levels.

The incumbent assists the Assistant Director, Deputy Associate Directors, and administrative support staff by developing management guidance on administrative support services. Establishes office procedures, policies and guidelines, as required. Provides guidance to the administrative support staff within OMB on all administrative matters. Recommends changes in office policies, develops effective communication channels within the OMB's administrative staff and customers to promote and create awareness of administrative support services. The incumbent will also be responsible for establishing and monitoring a comprehensive customer feedback program.

The incumbent will also work with Deputy Associate Directors and Office Managers to identify, select, and coordinate training for administrative support staff who will serve as primary points of contact in performing specific administrative support services. Responsibilities also include reviewing work requirements, defining performance standards for the administrative support staff and working with the Deputy Associate Directors to develop Individual Development Plans (IDPs) for the administrative support staff.

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-14: One year of specialized experience equivalent to GS-13 level that demonstrates extensive work experience evaluating programs, to include: human capital strategy, administrative support services, workforce management, general management, or other related programs and policies . Demonstrated experience would include work involving the innovative use of various quantitative methods to develop, present, make and defend recommendations concerning program issues. Examples might include: comprehensive work experience as a senior administrator/specialist/analyst responsible for providing advice and guidance to management officials on a variety of complex human capital issues; developing a plan of action, project plan or specifications necessary to carry out the requirements for organizational changes; researching information/material, preparing drafts, and analyzing historical records and reports; or experience as a Human Resources Office, Administrative Officer, or Organizational Development Specialist in a Federal Government and/or private sector environment.

GS-15: One year of specialized experience equivalent to GS-14 level that demonstrates extensive work experience evaluating programs, to include: human capital strategy, administrative support services, workforce management, general management, or other related programs and policies . Demonstrated experience would include work involving the innovative use of various quantitative methods to develop, present, make and defend recommendations concerning program issues. Examples might include: comprehensive work experience as a senior administrator/specialist/analyst responsible for providing advice and guidance to management officials on a variety of complex human capital issues; developing a plan of action, project plan or specifications necessary to carry out the requirements for organizational changes; researching information/material, preparing drafts, and analyzing historical records and reports; or experience as a Human Resources Office, Administrative Officer, or Organizational Development Specialist in a Federal Government and/or private sector environment.

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. Ability to perform, often simultaneously, a wide variety of assignments under heavy time pressures and to shift from one issue to another as circumstances require.

2. Ability to establish and maintain good working relationships, and negotiate and conduct meetings involving the resolution of complex and controversial actions.
3. Knowledge of Federal personnel rules and regulations.
4. Ability to provide staff and officials in reorganization initiatives with authoritative analysis, advice, and assistance on complex implementation issues.
5. Ability to evaluate programs and operations and to make recommendations on improvement areas within the evaluated program/operation.
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)?

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 ADDRESS EACH QUALITY RANKING FACTOR SEPARATELY ON PLAIN PAPER.**

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 only if your latest SF-50 is provided. 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-13 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-13 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, your application will be rated INELIGIBLE.**

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.

Required 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.

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)

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 (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:

- 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 (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 (if applicable) in order to receive a rating.