

**Department:** Office of Administration  
**Agency:** Office Of Management and Budget  
**Job Announcement Number:** OMB-08-75-DR

## Records Management Specialist

**Salary Range:** 48108 to 62546 USD Per Year

**Open Period:** 9/19/2008 to 9/26/2008

**Series & Grade:** GS-0301-09/09

**Position Information:** Full-Time Permanent

**Duty Location:** Few vacancies - Washington, DC

**Who May Be Considered:**

Applications will be accepted from current agency employees only.

### Job Summary:

The position is located in the Executive Office of the President (EOP), Office of Management and Budget (OMB), Office of Information and Regulatory Affairs (OIRA). Responsible for performing a variety of professional and technical duties in support of the office.

**\*\*NOTICE:** Please note the Quality Ranking Factors listed in this vacancy announcement. Failure to address these factors WILL result in an incomplete application.

### Major Duties:

Carries out a variety of professional and technical responsibilities with respect to the RISC/OIRA Consolidated Information System (ROCIS). In particular, ensures that all OIRA staff have access to ROCIS in a timely fashion, with proper Security Agreements; assesses system problems and determines how to resolve them; trains OIRA staff in using the system; monitors agency compliance with the Paperwork Reduction Act to prevent violations and generates reports to inform relevant agencies of impending information collection expirations; and develops new management tracking reports as requested by the OIRA Deputy Administrator.

Maintains OIRA's records system for filing regulations and information collection requests and oversees conversion of the division's legacy paper-based systems to paperless records. In particular, ensures that agency materials are received and distributed to OIRA staff in an orderly and timely fashion; creates and maintains public comment files for easy access and use by OIRA's desk officers; carries out archiving functions and determines when to dispose of outdated materials; manages all aspects of public access to OIRA's records and provides materials as appropriate; assists OIRA desk officers and managers during review of information collection requests and draft regulations; coordinates the processing of approximately 4,100 annual requests for OMB review of agency proposals; and works directly with agency representatives to update data that are used in OIRA information systems and reports.

Serves as OIRA's primary point of contact for routine public and agency inquiries about the information collection and regulatory clearance processes. In particular, assists the public in identifying and accessing appropriate records available in OIRA's dockets and answers non-technical inquiries with respect to OIRA reports and responds to agency inquiries concerning the status of their submissions to OIRA.

Provides analytical and research support for a variety of OIRA activities. In particular, for example, performs or assists in a variety of analytical tasks such as collecting and evaluating government-wide regulatory statistics; preparing materials illustrating agency and OIRA trends and performance; and developing OMB's annual data call for the Information Collection Budget and report on agency activities under the Paperwork Reduction Act.

**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 requirements will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address these factors WILL result in your application being INCOMPLETE.

1. Strong administrative skills including the ability to develop methods and procedures to facilitate the timely and orderly use of OIRA's Records Management Center by those within and outside OMB.
2. Substantial knowledge of OMB's responsibilities for reviewing agency information collection requests and regulations and the processes that are used to carry out those responsibilities.
3. Demonstrated ability to advise and guide staff of OMB and other Federal agencies in carrying out the procedures required to submit requests for OMB review.
4. Established track record of responding efficiently and courteously to inquiries within and outside the Executive Office of the President.
5. Demonstrated ability to analyze requests for information, to develop clear and cogent responses orally and in writing, and to use software and Internet-based applications, including ROCIS, to fulfill responsibilities.

**Qualifications:**

**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.

GS-9: You qualify at the GS-9 if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties. Examples include demonstrated strong organizational skill in maintaining accurate and complete files, researching, retrieving and analyzing information. Administrative skills demonstrating ability to coordinate and integrate work.

**Specialized Education:****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.

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.

**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.

### **How Will You Be Evaluated:**

Applicants who meet minimum qualification requirements will be numerically scored based on an evaluation of their experience/education on the responses provided on the job specific questionnaire that is required as part of the application process. Applicants should address each factor with detailed answers and examples of relevant experience. Failure to address the qualify ranking factors WILL result in an INCOMPLETE application.

### **Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

-Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

### **How to Apply:**

- 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.

**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](mailto: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)

**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. This information is required to determine eligibility and qualifications for Federal employment. 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

Employers name and address.

Supervisor's name and phone number.

Starting and ending dates of employment (mm/yy to mm/yy), number of hours worked per week (in order to get credit for the experience), 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.

(2) You must provide your latest SF-50, Notification of Personnel Action 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 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.

**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 REQUIRED DOCUMENTS:**

· If you are a current or former Federal Employee you must provide your latest SF-50 "Notification of Personnel Action".

· If you are a current Federal Employee please provide 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).

### **What to Expect Next:**

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 factor.

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 agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

**Social Security Number** - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

**Privacy Act - Privacy Act Notice (PL 93-579):** The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

**Signature** - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

**False Statements** - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

**Selective Service** - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Contact Information:

Dionne Rodriguez

Phone: 202-395-1088

Fax: 202-395-1262/1194

TDD: 202-395-1160

Internet: [eopjobs@oa.eop.gov](mailto:eopjobs@oa.eop.gov)

Or Write:

Office of Administration

Please do not mail application packages

Washington DC 20503

US