

**Department:** Executive Office of the President  
**Agency:** Office Of Management & Budget, Executive Office of the President  
**Job Announcement Number:** OMB-08-77-SR

[Overview](#)

## POLICY ANALYST

**Salary Range:** 82961 to 149000 USD Per Year

**Open Period:** 9/28/2008 to 10/14/2008

**Series & Grade:** GS-0301-13/15

**Position Information:** Full-Time Permanent

**Promotion Potential:** 15

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

### Who May Be Considered:

Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

THE POSITIONS MAY BE FILLED AT ANY GRADE LEVEL.

### Job Summary:

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.

**\*\*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.

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 Veteran
- Veterans' Recruitment Authority (VRA)
- Employment Program for People with Disabilities (Schedule A)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.)

## Duties

### **Major Duties:**

The Office of E-Government and Information Technology is responsible for developing and overseeing the implementation of government-wide policies and common solutions for the acquisition and use of information and information technology. Such policies support a variety of initiatives, including encouraging the dissemination of government information to the public, improving the security and privacy of government computer systems, promoting forward-looking telecommunications policies, enhancing the ability of agencies to use electronic commerce, and generally applying contemporary information technology to the management of government information systems.

The incumbent is responsible for the development and implementation of a portfolio for a series of E-Government initiatives. This involves analyzing both government wide IT investment interrelationships then identifying the relationship of contemporary, legacy and emerging systems relative to cost, schedule, and performance. The incumbent performs government wide trend and impact analyses relative to changes to budget and funding baselines and system costs, schedule, and performance variances. The incumbent supports the OMB policy officials in developing guidance and direction to program managers for the E-Government initiatives.

The incumbent is responsible for developing and implementing a portfolio risk management program which identifies and addresses risks within and between the E-Government portfolios. This will be an integral part of the job and is critical towards achieving the expected contribution towards mission outcomes. This program needs to address risk planning, risk assessment, risk response development and risk response control. The incumbent reviews value cases for investments and the essential projects to accomplish them, selects the winners, assigns a committed business sponsor to each approved investment program, reviews status and direction of these approved programs, and working with OMB's resource management offices and other statutory offices approves funding progressively as the various stage gates are reached. The incumbent is responsible for planning for risk management of IT investment from a corporate perspective and is responsible for developing corporate financial strategies related to IT resources requirements. The Portfolio Manager provides input to IT budget allocation decisions and identifies opportunities to recapture and reprogram corporate resources to correct funding shortfalls and excesses balancing portfolio risk relative to corporate goals and objectives. The incumbent provides support to the budget execution of portfolio investments and provides impact analysis and recommendations to resolve baseline changes resulting from changes in investment priorities and funding shortfalls.

## Qualifications and Evaluation

### **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. Examples of specialized experience includes but is not limited to:

Demonstrated familiarity with best practices, policies, and processes relating to: capital planning for IT investment, security and privacy considerations, performance management methodologies, and project management tools and techniques.

Integral component of job duties in addition to portfolio management.

GS-13: One year of specialized experience equivalent to the GS-13 level that demonstrates work experience in program/project management, cross-organizational initiative management, or a related field that provides a firm basis for understanding and applying analytical and management methods to Information Technology investments, including benefit-cost analysis, performance management, project planning, large-scale project management, and risk assessment. Examples might include work experience as an entry level project manager or agency policy analyst.

GS-14: One year of specialized experience equivalent to the GS-14 level that demonstrates work experience in program/project management, cross-organizational initiative management, or a related field that provides a firm basis for understanding and applying analytical and management methods to Information Technology investments, including benefit-cost analysis, performance management, project planning, large-scale project management, and risk assessment. Examples might include work experience as a project manager or agency policy analyst.

GS-15: One year of specialized experience equivalent to the GS-15 level that demonstrates work experience in program/project management, cross-organizational initiative management, or a related field that provides a firm basis for understanding and applying analytical and management methods to Information Technology investments, including benefit-cost analysis, performance management, project planning, large-scale project management, and risk assessment. Examples might include work experience as a senior project manager or agency policy analyst.

**NOTE: EMPLOYEES MUST MEET ALL ELIGIBILITY REQUIREMENTS BY CLOSING DATE OF ANNOUNCEMENT.**

**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.

**DRUG TESTING:** 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.

**DIRECT DEPOSIT:** 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:**

You will be evaluated based upon the responses you provide on the job specific questionnaire that is required as part of the application process for this position.

**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. Failure to address WILL result in a rating of INELIGIBLE.

1. Demonstrated knowledge of IT portfolio, program, and/or project management programs

including knowledge of analytical and evaluative methods and tools needed to develop and implement agency- wide initiatives and programs.

2. Demonstrated ability to provide advice, assistance, and recommendations. The incumbent needs to present policies and positions in such a manner as to obtain support for or negotiate a common understanding of problems and a satisfactory solution.
3. Demonstrated ability to work with program managers on a variety of issues including coordinating projects with other program managers across or within an agency, working with integrated project teams to resolve issues, and developing portfolio plans and strategies.
4. Demonstrated ability to communicate effectively to senior management as well as large and diverse groups. This includes the ability to negotiate complex problems to successful results.
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)?

**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 OF NO MORE THAN TWO PAGES FOR EACH QUALITY RANKING FACTOR WITH DETAILED ANSWERS AND EXAMPLES OF RELEVANT EXPERIENCE. FAILURE TO DO SO WILL RESULT IN A RATING OF INELIGIBLE.

#### Benefits and Other Information

#### **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>

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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.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

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#### **Other Information:**

#### How to Apply

#### **How to Apply:**

- 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.). 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.

**Desired information includes:** Most recent performance appraisal

**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](mailto: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 is submitted;
- (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 (i.e. SF-50) requested by the closing date of this announcement may result in your not receiving 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".
  - 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 (or other required proof).

**Contact Information:**

Stephen Roby  
Phone: 202-395-1088  
Internet: eopjobs@oa.eop.gov

Or Write:  
Executive Office of the President  
Do Not Mail Application Packages  
Washington DC 20503  
US

**What to Expect Next:**

Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.

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 on the rating criteria developed for this position. Applicants must address the selective and quality ranking factors in order to receive a rating.

#### EEO Policy Statement

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.

#### Reasonable Accommodation

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 Information

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.

#### Legal and Regulatory Guidance

**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.