

**Department:** Executive Office of the President  
**Agency:** Office Of Management & Budget, Executive Office of the President  
**Job Announcement Number:** OMB-09-14-SR

[Overview](#)

## Program Specialist

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

**Open Period:** 11/17/2008 to 11/21/2008

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

**Position Information:** Full-Time Permanent

**Promotion Potential:** 09

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

### Who May Be Considered:

Applications will be accepted from current agency employees only.

### Job Summary:

This position is located in the Energy, Science & and Water Division, Energy Branch of OMB. This Branch deals with a wide variety of energy issues that potentially affect all Americans, for the most part under the aegis of the Department of Energy, the Nuclear Regulatory Commission, and the United States Enrichment Corporation. Energy programs include maintaining the Nation's nuclear weapons stockpile, preventing proliferation of nuclear weapons, cleaning up the environmental damage from fifty years of nuclear weapons production, and basic science research and applied energy programs.

This position is perfect for an experienced mid-career professional. OMB has excellent benefits and is located just blocks from the Metro.

**\*\*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.

**STATUS APPLICANTS:** Current Federal employees serving under permanent appointments in the competitive service, or former Federal employees with reinstatement eligibility, will be considered only if they supply their latest SF-50.

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 incumbent will support Office of Management and Budget (OMB) ESW Division operations and assist the Energy Branch Chief and program examiners with budget, management and policy

responsibilities for the Department of Energy (DOE), Nuclear Regulatory Commission and other energy related agencies. The Branch oversees the budget for all of DOE's civilian programs with the exception of the Power Marketing Administrations, and also works with DOE to implement the President's Management Agenda and to improve the efficiency of DOE programs. The Energy Branch coordinates with other branches on cross-cutting issues such as biofuels and climate change that may have energy implications, as well as with the Office of Information and Regulatory affairs. Other responsibilities include DOE-wide budget development, appropriations, information technology, Federal financial management, real property, and other cross-cutting policy issues energy taxes, supplies and emissions.

The incumbent will be responsible for a mix of professional, analytic, administrative, and clerical work. These responsibilities include but are not limited to:

1. Assisting in legislative, economic, management, financial management, and organizational analyses.
2. Acquiring knowledge and performing analysis on a variety of policy, management, and legislative issues related to energy programs and activities, and applying the latest computer and Internet tools to efficiently complete tasks.
3. Recommending strategies and approaches to improve the value and effectiveness of DOE's management systems, program operations, strategic planning, and program evaluation.
4. Assisting in the review and analysis of agency submissions, legislation, studies, research materials, and other information related to assigned areas.
5. Overseeing the management of all information in the office and supporting branch operations, including maintaining paper and electronic files, preparing correspondence and forms, covering phones, organizing meetings, and maintaining supplies and the office.

#### Qualifications and Evaluation

#### **Qualifications:**

**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.

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

GS-09: Experience which demonstrates a firm basis for understanding administrative and research support, manual and/or automated files and other information-storage systems, and research techniques. The potential to use these techniques to analyze and track data. Examples might include work experience as an entry level program specialist at the GS-07 level.

**NOTE: EMPLOYEES MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO DATE OF APPOINTMENT.** If substituting Education for experience, Education requirements must be met within nine (9) months of the closing date of this announcement.

## 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.

**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. You must submit a writing sample. Failure to address WILL result in a rating of INELIGIBLE.

1. Ability to research and analyze issues quickly and effectively in areas such as health, business, economics, and political science.
2. Ability to communicate clearly and succinctly (both written and orally). Applicants should have good writing skills (and must submit one BRIEF writing sample), and highly effective interpersonal skills, including the ability work well with colleagues.
3. Ability to work well independently or in team settings and to adapt effectively to rapidly shifting priorities and high-pressure situations.
4. Ability, through work experience or course work, to organize large amounts of information, maintain files, and work within a small group with demanding deadlines.
5. Ability, through work experience or course work, to use software applications to produce well organized and accurate documents and spreadsheets, and to conduct other office support functions (e.g., managing supplies, travel arrangements and office budgets).

**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. YOU MUST SUBMIT A WRITING SAMPLE.

#### 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>

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>

#### **Other Information:**

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.

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

## **How to Apply:**

You may submit your resume for this job online by selecting the 'Apply Online' button at the bottom of this announcement. Please note: your online resume may not be a complete application. Be sure to carefully read this announcement to see if additional information is required and how it should be submitted. If you do not use the online feature, you should send your resume, or Optional Form 612, along with any other required documents to the address shown below.

You must submit your application so that it will be received by the closing date of the announcement.

- 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. It is imperative that your application contains the appropriate information and required documentation so a proper determination can be made of your qualifications.

**INFORMATION REQUIRED ON YOUR RESUME:** If you omit any of the required information specified below, applying for a Federal job, your application will be rated INELIGIBLE.

### **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.
- SF-50 and latest 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 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 above. If you are using the online Resume Builder, this information will be included when you create and submit a resume.

\*\*Failure to submit all required documents and information (SF-50, Appraisal, etc.) requested by the closing date of this announcement WILL result in your not receiving consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications. Failing to address the Quality Ranking Factors will result in you not receiving consideration.

**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).

If education is used to qualify for this position, please include sufficient information in your resume so you can be evaluated. You may mail a list of college courses that includes hours and grades to provide detail.

**Contact Information:**

Stephen Roby  
Phone: 202-395-1088  
Internet: [eopjobs@oa.eop.gov](mailto:eopjobs@oa.eop.gov)

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

**What to Expect Next:**

**EVALUATION METHOD:** The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the 'best qualified' candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

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

#### 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.