

**Department:** Office of Administration  
**Agency:** Office of Management and Budget/Office of Federal Financial Management  
**Job Announcement Number:** OMB-09-22-DR

## Policy Analyst

**Salary Range:** 86927 to 153200 USD Per Year

**Open Period:** 2/12/2009 to 3/5/2009

**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.

### Job Summary:

The Office of Federal Financial Management (OFFM) develops and provides direction on the implementation of financial management policies and systems.

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

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 they supply their latest SF-50. 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'.

### 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.

### Major Duties:

Serves as a policy analyst in the Financial Analysis and Systems Branch (FAS) within the Office of Federal Financial Management (OFFM). OFFM is a statutory office within OMB with oversight responsibility for implementing the management improvement priorities of the President including asset management (e.g., real property), financial audits and statements, grants management, financial systems, and improper payments. FAS ensures that Federal financial programs are measuring and achieving intended results, eliminating inefficiencies and improprieties, and managing their activities in accordance with superior practices. It also ensures that agencies are improving the management of their owned and leased assets.

The incumbent will work on many activities intended to right-size the Federal real property portfolio of assets, including disposing of \$15 billion in unneeded Federal real property by FY 2015, in accordance with Executive Order 13327 (Real Property Asset Management). The individual

selected will oversee all landholding agencies and evaluate and assess their progress in meeting the requirements of the Executive Order as well as other challenges outlined the Government Accountability Office's findings related to the high risk area of Federal real property. There will also be significant opportunities to work with the agency Senior Real Property Officers and other senior agency officials, OMB officials, Congressional staff, and other real property stakeholders across government. The incumbent will also support development of government-wide policies and management improvement strategies for Federal real property; monitor and evaluate progress made by departments and agencies in improving Federal real property; review and analyze government-wide and agency property information; and assist with the preparation of the government-wide annual Federal Financial Management Report, OMB Circulars and Bulletin, and other guidance (e.g., Capital Programming Guide). As appropriate, the incumbent will work on other areas integral to the OFFM mission, including debt collection, financial reporting, financial systems, government charge cards, and improper payments.

### **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 and on their submitted writing sample. Failure to address WILL result in your application being INCOMPLETE.

1. Knowledge and experience in implementing Executive Order 13327 (Real Property Asset Management), applying the Capital Programming Guide, managing real property activities in the Federal government, or, equivalent experience in other government management activities.
2. Participation in interagency committees in the development and implementation of policies and practices within an agency or across Federal agencies to improve government management.
3. Ability to communicate both orally and in writing to include the ability to clearly and concisely identify, organize, analyze, and present large amounts of information to support decision-making.
4. Ability to gather, interpret, analyze, and present data for making decisions related to government management activities.

### **Qualifications:**

**MINIMUM QUALIFICATIONS 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-13:** One year of specialized experience equivalent to the GS-12 grade level that demonstrates work experience in the financial field including debt collection, financial reporting and overseeing financial programs. 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-13 grade level that demonstrates work experience in program/project management, or a related financial field that provides a basis for understanding and applying methods for financial analysis, including overseeing and evaluating Federal Real property programs. Examples might include work experience as a financial project manager or agency policy analyst.

**GS-15:** One year of specialized experience equivalent to the GS-14 grade level that demonstrates work experience in program/project management, or a related financial field that provides a firm basis for understanding and applying analytical and management methods for oversight of financial programs including development of policies and management improvement strategies, performance management, and risk assessment for Real Property. Examples might include work experience as a senior financial project manager or senior financial agency policy analyst dealing with real property.

**NOTE: EMPLOYEES MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO DATE OF APPOINTMENT.**

**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:**

Applicants who meet minimum qualifications requirements will be numerically scored based on an evaluation of their experience/ education as described on in the application and on the written responses provided on the quality ranking factors/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 quality ranking factors WILL result in an INCOMPLETE application.

**QUALITY RANKING FACTORS AND OTHER REQUIRED SUBMISSIONS:**

**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.**

**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:**

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 may send an Optional Application for Federal Employment (Optional Form 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 in order 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.

- 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 in required information, 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.

**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) and make sure to include the vacancy announcement number on your application or your application may be marked as not received.

**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 202-395-1194 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/year to month/year, number of hours worked per week, 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.

**\*\*Failure to submit all required documents and information requested by the closing date of this announcement will 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 an incomplete application.**

**OTHER REQUIRED DOCUMENTS:**

- If you are a current or former Federal Employee you must provide your latest SF-50 "Notification of Personnel Action" in order to be considered under Merit Promotion procedures.
- If you are a current Federal Employee please provide a copy of 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).

**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.

**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.**

### **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.

**Contact Information:**

Dionne Rodriguez  
Phone: 202-395-1088  
Fax: 202-395-1194  
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