Department: Executive Office of the President
Agency: Office Of Management & Budget, Executive Office of the President
Job Announcement Number: OMB-09-23-SR

Overview

Program Examiner

Salary Range: 50408 to 95026 USD Per Year

Open Period: 3/2/2009 to 4/3/2009

Series & Grade: GS-0301-09/12

Promotion Potential: 15

Position Information: Full-Time Permanent

Duty Location: FEW vacancies - Washington, DC

Who May Be Considered:

Open All Sources

Job Summary:

THE POSITIONS MAY BE FILLED AT ANY GRADE LEVEL POSTED, GS-09 THRU GS-12.

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 submit their latest SF-50. If you do not submit your latest SF-50, you will be considered only under Delegated Examining procedures. Those status applicants who want to receive consideration under the competitive delegated authority procedures of this announcement, who submitted their SF-50, 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.)

Duties

Major Duties:

Serves as a Program Examiner in one of the three branches within the Transportation, Homeland, Justice & and Services Division in the Office of Management and Budget.

The incumbent is expected to:

(1) conduct analyses of policy, program, budgetary and management issues related to program areas;

(2) monitor and analyze legislative proposals and testimony for conformance with the policies and

priorities of the President;

(3) identify management issues requiring review and analysis;

(4) review and prepare formal budget submissions, amendments, supplemental, and other necessary materials to support Presidential programs;

(5) initiate and monitor analytical work on program and policy issues within areas of responsibility; and

(6) develop options based on detailed analysis, frequently of a quantitative nature.

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: One year of specialized experience equivalent to the GS-07 level that demonstrates a firm basis for understanding and evaluating Federal programs and policies, and a firm basis in budgeting, economics, finance, and quantitative methods. Experience which demonstrates an understanding of statistical, econometric, and other decisional analysis techniques, the potential to use these techniques to analyze and track data. Examples might include work experience as an entry level budget or policy analyst.

GS-11: One year of specialized experience equivalent to the GS-09 level that demonstrates a solid basis for understanding and evaluating federal environmental, technology, or economic programs and policies, and a solid basis in budgeting, economics, finance, and quantitative methods. Demonstrated experience shows a thorough understanding of statistical, econometric, and other decisional analysis techniques, a strong ability to use these techniques to analyze and track complex data, and the ability to explain the use of these techniques to others. Examples might include work experience as a budget or policy analyst examining Federal, State and local commerce policy issues for a public or private organization.

GS-12: One year of specialized experience equivalent to the GS-11 level that demonstrates significant experience evaluating federal environmental, technology, or economic related programs and policies, and a solid basis in budgeting, economics, finance, and quantitative methods. Demonstrated experience could be work experience as a lead or senior budget or policy analyst examining Federal, State and local commerce policy issues, and making presentations and recommendations to officials in the Federal Government and/or the private sector.

NOTE: EMPLOYEES MUST MEET ALL ELIGIBILITY REQUIREMENTS PRIOR TO DATE OF APPOINTMENT. If substituting Education for experience, Education requirements must be meet 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.

For GS-11: 3 years of progressively higher level graduate education leading to a PhD or equivalent doctoral degree from 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 and on their submitted writing sample. Failure to address WILL result in a rating of INCOMPLETE.

1. Skill through advanced academic training and/or experience in working with the processes, policies, and procedures used in preparing and analyzing the Federal budget.

2. Skill in designing, implementing, and working with advanced data collection methods; utilizing personal computer based spreadsheet applications (e.g., Excel) for the compilation, qualitative evaluation, and presentation of data; and conducting quantitative analyses.

3. Ability to work well independently or in team settings and to adapt effectively to rapidly shifting priorities and high-pressure situations.

4. Ability to communicate effectively both orally and in writing. (Applicants must submit one brief writing sample on a policy issue of 1 to 3 pages.)

5. Knowledge of and/or experience in the Transportation, Homeland, Justice and Services area.

6. In the last five (5) years, have you separated Federal Civilian Service due to accepting a Voluntary Separation Incentive Pay (VSIP) or Voluntary Early Retirement Authority (VERA)?

BASIS OF RATING: No written test is required. Applicants will be numerically scored based on an evaluation of their experience/education as described in the application AND on their written responses to the Quality Ranking Factors listed above AND on the submitted writing sample. 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 AND SUBMIT A WRITING SAMPLE OF NO MORE THAN 3 PAGES ON A RELEVANT POLICY ISSUE. FAILURE TO DO SO WILL RESULT IN A RATING OF INCOMPLETE.

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:

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

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

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.

Required information includes:

Announcement Number, title and grade(s) for which you are applying.
Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
Giving your Social Security Number is voluntary. However, we may not be able process your application without it.
Country of Citizenship.
If you have ever been employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.
High School name, city, state and zip code, date of diploma or GED.
Colleges and/or Universities attended, city, state and zip code.
Major field(s) of study.
Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience - paid or non-paid positions held related to the job for which you are applying.
Job title, duties and accomplishments, number of hours per week
Employers name and address.
Supervisor's name and phone number.
Starting and ending dates of employment (month and year), salary.
Indicate if your current supervisor may be contacted.
Job-related training courses (title and year).

Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
Job-related certificates and licenses.
Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.)
Do not send copies of documents unless specifically requested.

APPLICATION OPTION 1 - EMAIL: Applications/Resumes and supplemental information (if applicable) will be accepted via email. Please submit your application to eopjobs@oa.eop.gov.

APPLICATION OPTION 2 - USAJOBS: You may submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add and/or fax any additional information specified in this announcement, as stated above.

When you have finished and select 'Send', your resume will be sent to our component. Electronic Resumes can only be sent using the special icon in our announcement. To apply online, 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 Quality Ranking Factors 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).

3. FAX: Fax to 202-395-1585/1194 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.

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:

OMB Servicing Specialist
Phone: 202-395-1088
Fax: 202-395-1585
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.