

Department: Executive Office of the President
Agency: Office of Management & Budget, Executive Office of the President
Job Announcement Number: OMB-09-43-SR

[Overview](#)

Program Specialist

Salary Range: 33269 to 65531 USD Per Year

Open Period: 5/6/2009 to 5/27/2009

Series & Grade: GS-0301-05/09

Position Information: Full-Time Permanent

Promotion Potential: 09

Duty Location: FEW vacancies - Washington, DC

Who May Be Considered:

Open All Sources

Job Summary:

THIS POSITION MAY BE FILLED AT ANY GRADE POSTED, GS-05 THRU GS-09

This position is located in the Health Division of OMB. This Division deals with a wide variety of health care matters that potentially affect all Americans, for the most part under the aegis of the Department of Health and Human Services. Health Division programs include Medicare, Medicaid, biomedical research centered at the National Institutes of Health, and highly visible initiatives in pandemic flu, bioterrorism, and health information technology.

This position is perfect for an entry level to 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 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:

The incumbent will support Office of Management and Budget (OMB) Health Division operations by assisting program examiners with budget, management and policy responsibilities for the Department of Health and Human Services (HHS). This Division deals with a wide variety of health care matters that potentially affect all Americans, for the most part under the aegis of the Department of Health and Human Services. Health Division programs include Medicare, Medicaid, biomedical research centered at the National Institutes of Health, and highly visible initiatives in pandemic flu, bioterrorism, and health information technology.

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 HHS, and applying the latest computer and Internet tools to efficiently complete tasks.
3. Recommending strategies and approaches to improve the value and effectiveness of HHS' 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 support branch operations, including maintaining paper and electronic files, preparing correspondence and forms, covering phones, organizing meetings, and maintaining supplies and the office environment.

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-05: Three years of general experience, one year which is equivalent to the next lower grade that demonstrates the ability to analyze problems and identify significant factors, gather pertinent data, recognize solutions, communicate effectively,, orally and in writing.

GS-07: One year of specialized experience equivalent to the next lower grade, GS-05, that demonstrates a solid basis for understanding and evaluating Federal programs and policies, and knowledge 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-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.

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.

You must be a U.S. citizen to qualify for this position.

Education:

To qualify based on education, you must submit copy of transcript or list of courses with credit hours, major(s), and grade-point average or class ranking At the time of appointment. Application materials will not be returned. Submit proof of your education with a transcript or list of courses with credit hours, major(s), and grade point average or class ranking. We will be unable to return these to you. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply.

GS-05: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, may be substituted for experience at the GS-05 grade level. One year of full-time undergraduate study is defined as 30 semester hours or 45-quarter hours.

GS-07: You may substitute successful completion of one year of full-time graduate education for the experience required at the GS-07 level. This education must have been obtained from an accredited college or university and demonstrate the skills necessary to do the work of the position. A course of study in business administration, public administration, or related fields is qualifying. Check with your school to determine how many credit hours comprise a year of graduate education. If that information is not available, use 18 semester or 27 quarter hours.

In addition, you may qualify at the GS-07 level under superior academic achievement:

1. A standing in the upper third of your college class or major subdivision (e.g. school of business) at the time you apply.
2. A grade point average of "B" (3.0 on a 4.0 scale) or its equivalent for all courses completed; (a) at the time of application; or (b) during the last two years of your undergraduate curriculum.
3. A "B+" (3.5. on a 4.0 scale) or its equivalent for all courses completed in a qualifying major field of study, either:(a) at the time of application; or (b) during the last 2 years of your undergraduate curriculum.

4. Election to membership in one of the national honorary societies (other than freshman societies) that meets the requirements of the Association of College of Honor Societies. Grade point averages should be rounded to one decimal point. For example, 2.95 is rounded to 3.0, and 2.94 is rounded to 2.0. NOTE: If more than 10 percent of your undergraduate course work (credit hours) was taken on a pass/fail or similar basis, your claim must be based on class standing or membership in an honor society.

GS-09: You may substitute successful completion of a master's or equivalent graduate degree; 2 full years of progressively higher level graduate education leading to such a degree; or an LL.B. or J.D., if related for the experience required at the GS-09 level. This education must have been obtained from an accredited college or university and demonstrate the skills necessary to do the work of the position. A course of study in business administration, public administration, or related fields is qualifying. Check with your school to determine how many credit hours comprise a year of graduate education.

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:

This position requires an Administrative Careers With America examination at the GS-05 and GS-07 level. Those applicants that meet the minimum requirements at the GS-05 and GS-07 level will be sent an ACWA written questionnaire by e-mail, if provided, or by mail. The applicant has ten days from the day the questionnaire is sent to complete, return, and for this office to have RECEIVED the completed questionnaire. If the completed questionnaire is not received by the close of business on the tenth day, the application will not be considered. You must submit your responses to the questionnaire the same method you applied for this job, via e-mail or fax. See "How To Apply" for the e-mail address and fax number. Please annotate the vacancy announcement number and state: "ACWA Exam Responses" on the subject line, e.g. OMB-09-43-SR ACWA Exam Responses.

If you are applying only at the GS-05 and GS-07 level, you do not need to complete the Quality Ranking Factors or submit a writing sample as listed in this announcement.

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.

Those applicants that apply at the GS-09 level will not be required to complete the ACWA questionnaire.

Those applicants that are applying at the GS-09 level are required to complete and submit the quality ranking factors and writing sample with the application.

QUALITY RANKING FACTORS AND OTHER REQUIRED SUBMISSION: GS-09 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. 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).
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: GS-09 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.

GS-09 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-7 level, and you have not indicated that you would accept a lower grade, you will be only considered at the GS-7 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 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 2 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 INCOMPLETE.

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 -

Fax to 202-395-1585 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.

(2) REQUIRED INFORMATION AS INDICATED ABOVE

Please indicate the lowest grade or salary you are willing to accept. If not indicated, we will only consider you at the highest grade for which you qualify.

If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility.

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
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.