

Department: Executive Office of the President
Agency: Office of Management and Budget
Job Announcement Number: OMB-10-07-DR-MP

Policy Analyst

Salary Range: 50408 to 95026 USD Per Year

Open Period: 11/5/2009 to 11/19/2009

Series & Grade: GS-0301-09/12

Position Information: Full-Time Permanent

Promotion Potential: 15

Duty Location: 1 vacancy - Washington DC Metro Area, DC

Who May Be Considered:

Applications will be accepted from current and former competitive service Federal employees, and people eligible under special hiring authorities. Candidates who do not possess status must apply under vacancy announcement number: OMB-10-07-DR-DE.

A definition of status can be found at:

http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/#CurrentFormerCompetitiveEmployees

Job Summary:

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

****Notice:** More than one selection may be made within 90 days of the issuance of the certificate, if additional vacancies occur. This position may be filled at GS-9, GS-11 or GS-12. Promotion to the next highest grade level is neither guaranteed nor implied.

Major Duties:

As a Policy Analyst in the Office of Federal Financial Management (OFFM), Financial Standards and Grants Branch, provides advice and assistance on a diverse array of management issues dealing with grant policies. Such advice builds a supporting rationale and provides the analytic basis for major OMB and/or Presidential decisions related to grant management. The incumbent primarily assists in the development, implementation, and evaluation of government-wide policy issues relating to Federal grant management. Such policies include developing and recommending actions related to administrative and auditing standards for Federal grants; developing and recommending appropriate and effective management controls over Federal grants; developing and coordinating strategies to streamline grant management.

Specific duties include:

Supports development of government-wide policies and management improvement strategies in the areas mentioned above.

Assists in the planning, direction, and coordination of OFFM activities with respect to Federal grant administrative and audit policies and practices. Participates in interagency committees in the development and implementation of such policies and works cooperatively with Federal agencies, State and local governments, professional associations, and internal OMB offices to facilitate improved grant management.

Using relevant analytic methods and plans, conducts and completes, independently and with other staff, special analyses and studies needed to support-budget, legislative, and regulatory policymaking for major federal grant management issues. Analyzes plans and operations and policy questions, and develops measures of the costs and effects of alternative policy choices.

Develops and recommends options for action in relevant areas.

Analyzes and reports on the status of Federal grant management streamlining initiatives. Prepares issue papers and meets regularly with staff at OMB and Federal agencies to discuss agency progress, proposed budget actions, and development of legislation and regulations affecting Federal grant management.

Assists in the preparation of OMB's government-wide guidance dealing with Federal grant management policies for administrative and auditing requirements. Reviews and updates OMB's guidance pertaining to these areas as appropriate. Provides technical assistance and policy interpretation to Federal agencies as appropriate.

Contributes to all OFFM work areas including, but not limited to, government-wide policies on internal control, audit, financial reporting, and implementation of the Federal Funding Accountability and Transparency Act (Transparency Act/FFATA) and the American Recovery and Reinvestment Act (Recovery Act/ARRA).

Qualifications:

GS-09: One year of specialized experience equivalent to the GS-7 grade level that demonstrates knowledge and understanding in the areas of grant administration and audit process and policies.

GS-11: One year of specialized experience equivalent to the GS-9 grade level that demonstrates substantial knowledge and understanding of grant administration, grant management initiatives, and audit policies and practices.

GS-12: One year of specialized experience equivalent to the GS-11 grade level that demonstrates extensive knowledge and understanding of grant administration, grant management initiatives, audit policies and practices and analyzing plans and operations and developing measures of the costs and effects of alternative policy choices.

Note: Applicants must meet all eligibility requirements by closing date of this announcement.

Please address the Quality Ranking Factors listed below within the body of your resume.

Ability to gather, interpret, analyze, and present data and to develop options and recommendations based on the findings of that analysis through demonstrated experience.

Ability to communicate effectively both orally and in writing through demonstrated experience.

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

Demonstrated experience in addressing grant administrative and/or audit issues.

Note: Applicants must meet all eligibility requirements by the closing date of this announcement. However, in substituting Education for experience, education requirements must be met within nine (9) months of the closing date of announcement.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

GS-09: 2 years of progressively higher level graduate education leading to a Master degree or equivalent graduate degree at an accredited college or university.

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/DRUG 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 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. Also, All EOP employees are subject to random drug testing.

DIRECT DEPOSIT: Is Required.

How Will You Be Evaluated:

Your resume will be evaluated to determine if you meet the minimum qualifications required; and the extent to which your application shows that you possess the specialized experience associated with this position. Once minimum qualifications are determined, your resume will be evaluated against the Quality Ranking Factors (QRFs) listed above as addressed in the body of your resume.

Benefits:

Federal Benefits can be located at http://opm.gov/insure/health/enrollment/new_employees.asp

Other Information:

Relocation expenses will not be paid.

How to Apply:

You must submit your application so that it will be received by the closing date of the announcement. Applications will not be returned.

THERE ARE 2 OPTIONS FOR APPLYING. It is imperative that your resume contains the appropriate information and other supporting documentation (e.g. SF-50, DD-214, Veterans letter, etc..) that can be e-mailed or faxed, so a proper determination can be made of your qualifications and eligibility.

APPLICATION OPTION 1 - EMAIL: Email your resume or OF-612 to eopjobs@oa.eop.gov

APPLICATION OPTION 2 - FAX: Fax your resume or OF-612 to 202-395-1585. Failure to submit supplemental information as required above will result in your application being ranked **INCOMPLETE.******

INFORMATION REQUIRED ON YOUR RESUME:

- Announcement Number, Title grade for which you are applying. If no grade is indicated you will receive consideration only for the highest grade for which you are qualified for.
- Full Name, Mailing address (with zip code) and day/evening telephone numbers (with area code) and e-mail address if applicable.

- Your Social Security Number (last four will suffice)
- Country of Citizenship
- The beginning and ending dates (mm/yy to mm/yy) for current and/or paid/or non-paid work experiences [Note: must put dates of employment and hours worked per week/month (whether full-time, part-time, volunteer work) for qualifying experience to be considered]
- Your salary history for all work experiences you have listed on your resume.
- A thorough description of your duties performed on each job.
- High School name, city, state and date of diploma
- Colleges and/or Universities attended, city and state
- Major field(s) of study.
- Type and year degree(s). If no degree received, show total credit hours received in semester or quarter hours.

If you are claiming veterans' preference under competitive procedures, you must submit a copy of your military discharge certificate (DD-214) or other proof of eligibility. To be acceptable, the document must show Character of Service. If you are claiming 10-point veterans' preference, you must also submit an Application for 10-Point Veterans preference (SF-15) and the required documentation specified on the reverse of the SF-15. You will be granted preference as appropriate based on the documents we receive.

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.

What to Expect Next:

After all application packages have been received, we will review your resume to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided and may interview the best qualified applicants. After a tentative job offer, we will conduct a suitability and or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

You may be notified up to four times during the hiring process:

1. Upon receipt of your application
2. Upon minimum qualification determinations. Only if you are deemed not to be minimally qualified for the position
3. After final selection is made. Only those candidates who were referred to the hiring manager but not selected.

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.