

**FEDERAL ELECTION COMMISSION
VACANCY ANNOUNCEMENT**

Position Title and Grade DEPUTY DIRECTOR, CONGRESSIONAL AFFAIRS GS-0301-12/13/14 Salary: \$69,764– \$127,442	Area of Consideration All Sources	Announcement No. 08-056
Organizational Location OFFICE OF COMMUNICATIONS CONGRESSIONAL, LEGISLATIVE & INTERGOVERNMENTAL AFFAIRS	Opening Date August 25, 2008	Closing Date September 22, 2008

THIS IS A PERMANENT, FULL TIME POSITION. THE FULL PERFORMANCE LEVEL IS GS-14. U.S. CITIZENSHIP IS REQUIRED.

ABOUT THE FEC

The mission of the Federal Election Commission (FEC) is to ensure that the campaign finance process is fully disclosed and that all federal campaign finance laws and FEC regulations are effectively and fairly enforced. The FEC fulfills its mission through education and outreach, conciliation, rulemaking, Advisory Opinions, and litigation.

While the FEC is an independent regulatory agency of 400 employees, we are committed to modeling the best public and private sector practices. We are actively engaged in reaching out to various entities as we identify benchmarks for our future state. We are refining our structure, revising internal processes, and identifying automation enhancements to improve internal and external responsiveness. We are committed to ensuring that our human capital management processes make us an employer of choice, both within and outside of the public sector. Additionally, we are committed to ensuring that our annual information technology budget goes toward significantly improving our ability to serve citizens and that our systems are secure. And, finally, we are committed to ensuring that performance is routinely considered in management decisions and that programs achieve expected results and work toward continual improvement. In short, we are committed to a deliberate approach to using resources to achieve intended goals while holding managers accountable for achieving results. The agency is ranked in the top 25% of small federal agencies as a Best Place to Work in the work/life category.

DUTIES AND RESPONSIBILITIES: The Deputy Director, in the Office of Congressional, Legislative and Intergovernmental Affairs, assists the Commissioners, the Deputy Staff Director

for Communications and the Director in maintaining an efficient, effective and congenial relationship with Congress and other Government agencies. Receives and analyzes Congressional correspondence and inquiries concerning Commission's application of campaign finance law to factual situations presented by the inquiry. Researches the statutes, the regulations, and Commission's precedent, and consults directly with staff in order to provide a responsive answer. Provides the requestor with all pertinent background materials. Performs and coordinates a broad range of highly responsible and sensitive management functions that contribute to the Commission as a whole. Performs special projects of agency wide impact as assigned by the Director or the Deputy Staff Director for Communications that require departures from existing procedures and require expeditious resolution. Monitors and tracks the status of all inquiries.

Prepares responses for the signature of the Director and the Chairman to constituent inquiries, information on pending legislation, inquiries on Commission activities, and other matters of legislative interest. Identifies legislation of interest to the Commission and follows its progress. Monitors and assists in coordinating and editing responses to inquiries from oversight committees on the operations of the Commission, and assists in the preparation of agency budget requests.

Attends Congressional hearings, markups, conferences, and debates as directed by the Director, Congressional Affairs, and prepares reports as requested by the Director, and when appropriate, advises the Director, Deputy Staff Director for Communications, other senior staff and Commission on developments.

Performs necessary administrative tasks to support the Office of Congressional, Legislative and Intergovernmental Affairs.

QUALIFICATION REQUIREMENTS: To qualify, applicants must possess one full year of specialized experience equivalent at the next lower level in the normal line of progression, i.e., one year equivalent at the GS-11 level to qualify for the GS-12; one year equivalent at the GS-12 level to qualify for GS-13 grade level; one year equivalent at the GS-13 level to qualify for GS-14 grade level.

Mandatory Requirements:

Candidates must have strong supervisory, technical and interpersonal skills. Excellent oral skills and the ability to write clearly and concisely are essential. The ability to work effectively under the pressure of tight time frames and rigid deadlines is also considered essential.

Specialized Experience: is experience that is directly related to the line of work of the position to be filled and that has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position providing support to Congressional Affairs Office or work providing support to similar levels in a type of work or a combination of functions directly related to the position to be filled or a comparable field. Candidates must have the required knowledge of legislative procedures, Congressional committee structure and

jurisdiction, and legislative information resources required to obtain and provide required Congressional information. Candidates must have excellent writing skills to develop the required reports and responses to Congressional inquiries clearly, concisely, and persuasively. Candidates must have excellent oral skills to research, obtain technical information, and answer complex inquiries. In addition, ability to apply the knowledge of workings of the United States Congress and various House and Senate Rules and Procedures.

KNOWLEDGE, SKILLS AND ABILITIES (KSA): The following factors (Knowledge, Skills and Abilities, i.e., KSA's) are considered necessary for you to be successful in this job. You should address each one individually in a separate narrative. If the KSA's responses in your application package indicate a higher rating, (if rated among the best-qualified,) your application will be referred to the selecting official. Applicants applying to GS-14 or GS-13 grade levels must respond to all six KSAs, and only to the first four if applying to GS-12 grade level.

Failure to submit your narrative responses to the KSA's for this job may negatively affect your eligibility and/or rating for this position. **In addition**, applicants may also outline their experience in a cover letter with responses to the knowledge, skills, and abilities statements.

For GS-12 grade level

1. Knowledge of the Federal Election Campaign Act, other campaign finance statutes, Federal Election Commission regulations, Advisory Opinions, and Commission processes and dynamics required to research and provide support to the Congressional Affairs Office.
2. Ability to develop reliable resources to verify and obtain legislative information.
3. Ability to communicate in writing. (Excellent written communications skills required to develop reports and responses to Congressional inquiries in a clear, concise and persuasive manner.)
4. Ability to communicate orally. (Excellent oral communications skills required to research, obtain technical information expeditiously, and answer complex inquiries on a variety of Congressional and Commission interests. Ability to be prudent about sensitive information being developed.

In addition to the above, applicants must respond to 5 and 6 if applying to GS-14 or GS-13 grade levels:

5. Knowledge of legislative procedures, Congressional committee structure, membership, and jurisdiction, as well as legislative information resources required to research, identify, and provide requested information to respond to Congressional inquiries.
6. Ability to apply the knowledge of the United States Congress and various House and Senate Rules and Procedures with respect to campaign finance laws.

SPECIAL FACTORS: Applicants are evaluated in a two-step process. On the basis of written materials submitted in accordance with the vacancy announcement, step one weighs the candidate's administrative operating experience against a pre-determined set of criteria. Candidates with the highest scores will be interviewed during a second phase of applicant evaluation. Successful candidates from step two will be forwarded to the selecting official. Applicants who have held a permanent position in directly related work at a GS-13 or higher grade level, or its equivalent, shall be referred directly to the selecting official under "exception to merit promotion" procedures. This position may be filled at the GS-12, GS-13 or GS-14 full performance level.

HOW YOU WILL BE EVALUATED

All required information materials will be initially evaluated and rated against established qualification criteria using only the documents and statements you have submitted. If you are found to be among the well qualified, you *may or may not* be called for an interview for a further assessment of your qualifications.

CONDITIONS OF EMPLOYMENT

- The position is excluded from the bargaining unit. This is a permanent full-time position is in the Excepted Service and does not confer Federal competitive status.
- Continued employment in this position is contingent upon successful completion of the appropriate background investigation.
- Persons selected must satisfactorily complete a one-year probationary period.

BENEFITS:

- The incumbent will be entitled to life and health insurance, annual (vacation) and sick leave, and retirement benefits.
- The incumbent may be eligible for a transit subsidy up to \$115 per month.
- Relocation expenses will not be paid.

HOW TO APPLY:

1. Applicants may apply for this position with a resume, the *Optional Application for Federal Employment* (OF-612), or other application format, as long as the application contains the necessary information below:
 - a. Vacancy announcement number; title and grade(s) of the job for which applicant is applying;
 - b. Name, city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s);
 - c. Previous employment experience, including job titles, duties and accomplishments, employer's name, number of hours worked per week, and start and end dates (month and year), and, for most recent jobs, annual salary;
 - d. Job-related training courses, special skills, certificates and licenses, honors, awards and publications.
2. Copy of most recent performance appraisal (if any);
3. Narrative statement that addresses each Knowledge, Skill, and Abilities.

4. Former and current federal competitive service employees must submit a standard form 50 (notification of Personnel Action) that verifies career status.

WHERE TO SEND APPLICATIONS: (Note- Only applications via e-mail will be considered. Applications submitted by any other method will NOT be considered).

E-mail to fecjobs@fec.gov -the subject line must contain the announcement number (08-056) and the applicant's name. If you are unable to include or attach supplemental documents via email, you may submit your information by fax to 202-219-3588. Only supplemental information will be accepted via fax.

For additional information, call Human Resources at 202-694-1080 or send inquiry to fecjobs@fec.gov

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.