

Department: Executive Office of the President
Agency: Office Of Management and Budget
Job Announcement Number: OMB-09-13-SR

[Overview](#)

Chief, Natural Resources and Environment Branch

Salary Range: 114468 to 172200 USD Per Year

Open Period: 11/18/2008 to 12/8/2008

Series & Grade: ES-0301-ES/ES

Position Information: Full-Time Permanent

Duty Location: 001 vacancy - Washington, DC

Who May Be Considered:

Applications will be accepted from all groups of qualified individuals.

Job Summary:

This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected. For more information regarding the SES, go to

www.opm.gov/ses.

This position is located in the Office of Information & Regulatory Affairs, Transportation and Security Branch of OMB. The Office of Information and Regulatory Affairs (OIRA), oversees Federal regulations and information requirements, and develops policies to improve government statistics and information management. It is comprised of four branches: the Health, Transportation and General Government Branch; the Natural Resources, Energy and Agriculture Branch; the Information Policy and Technology Branch; and the Statistical and Science Policy Branch.

This position is perfect for experienced professionals. OMB has excellent benefits and is located just blocks from the Metro.

[Duties](#)

Major Duties:

Serves as Chief, Natural Resources and Environment Branch. Under the general direction of the Administrator and Deputy Administrator of the Office of Information and Regulatory Affairs (OIRA), the incumbent develops and directs a comprehensive program to analyze and coordinate the regulatory and information policy activities for natural resources, energy, environment, and other related independent agencies. Specifically, the incumbent:

Advises the OIRA Administrator and Deputy Administrator, providing expert assistance and advisory services to senior OMB management and the White House on regulatory and information policies. Coordinates branch activity for assigned departments, agencies and governmental activities.

Coordinates the reviews of the regulations for the departments and agencies assigned across the Executive branch and within the Executive Office of the President. Advises on the formulation of regulatory proposals, and ensures that policy is followed.

Performs and supervises economic, management, and organization analyses for assigned program areas.

Approves Federal paperwork and reviews regulations submitted to OMB in accordance with the Paperwork Reduction Act of 1995 and Executive Order No. 12866, Regulatory Planning and Review as amended by Executive Order No. 13422.

Interprets and implements the Administration's regulatory reform and information policy as they apply to those agencies for which the Natural Resources and Environment Branch is responsible.

Manages, maintains, and develops a staff of professional, support, and temporary agency personnel.

Represents OIRA, OMB and the Executive Office of the President in interagency and public forums.

Qualifications and Evaluation

Qualifications:

QUALIFICATION REQUIREMENTS: You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical Factors related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one and a half page per factor. For further information and tips on writing effective narrative statements, see OPM's publication 'A Guide to SES Qualifications' available on the OPM website at: <http://www.opm.gov/ses/writingstate.asp>.

Mandatory Professional/Technical Factors

1. Expert knowledge of and experience with Federal regulatory and information policy and practices, with an emphasis on energy, natural resources, and environmental policies.
2. Thorough knowledge of microeconomics, the regulatory process, public finance, the President's budget, and the mechanics of related governmental procedures.
3. Expert knowledge of OMB and OIRA policies, duties, assignments, and organization and the interrelationships between offices within the organization.
4. Expert knowledge of the requirements and objectives of the statutory and other mandates under which OMB and OIRA operate, including, but not limited to, Executive Order 12866, the Paperwork Reduction Act and the Privacy Act.
5. Broad knowledge of the scope of responsibilities, operations, procedures, and programs, including program interrelationships of departments and agencies; and the ability to judge quickly and independently which agencies have primary and secondary interests in particular matters.
6. Superior negotiation and communication skills.
7. 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)?

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the Mandatory Technical Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications. Note: If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCO), of your eligibility for appointment to the SES.

1. **Leading Change** - This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
2. **Leading People** - This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
3. **Results Driven** - This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
4. **Business Acumen** - This core qualification involves the ability to manage human, financial, and information resources strategically.
5. **Building Coalitions** - This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals. If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

How Will You Be Evaluated:

The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the 'best qualified' candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

[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.

[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.

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.

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 to 202-395-1262/1194 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 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.

****Failure to submit all required documents and information (SF-50, Appraisal, etc.) 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 you not receiving consideration.

OTHER REQUIRED DOCUMENTS:

- If you are a current or former Federal Employee you must provide your latest SF-50 "Notification of Personnel Action" and your most recent Performance Appraisal.
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Contact Information:

Stephen Roby

Phone: 202-395-1088

Fax: 202-395-1262/1194

TDD: 202-395-1160

Internet: EOPJOBS@OA.EOP.GOV

Or Write:

Executive Office of the President

Please do not mail application packages

Washington DC 20503

US

What to Expect Next:

EVALUATION METHOD: The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical

qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the 'best qualified' candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.

[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.