

Department: Office of Administration
Agency: Office Of Management and Budget
Job Announcement Number: OMB-09-02-DR

Program Examiner

Salary Range: 48,108 to 90,698 USD Per Year

Open Period: 10/7/2008 to 11/4/2008

Series & Grade: GS-0301-09/12

Position Information: Full-Time Permanent

Promotion Potential: 15

Duty Location: Few vacancies - Washington, DC

Who May Be Considered:

Open to All Sources

Job Summary:

This position is located in the Transportation, Homeland, Justice and Services Division, Justice Branch of Office of Management and Budget. This Branch deals with a wide array of issues, mostly under the Justice Department, the Federal Trade Commission, and the Legal Services Corporation. As a result of major issues confronting the branch such as Federal law enforcement, immigration, and government-wide administrative management, the branch works with numerous Committees of Congress including the Judiciary, Government Affairs, Government Reform and Oversight, Environment and Public works, and the appropriations subcommittees of Commerce, Justice/State, Treasury/General Government, and the District of Columbia.

This position is perfect for a new or 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 your application being INCOMPLETE.**

APPLICANTS WHO QUALIFY AS A STATUS APPLICANT INCLUDES:

All Federal employees serving on a Competitive career or career-conditional appointment

Reinstatement eligibles

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.)

Major Duties:

Serves as a Program Examiner in the Justice Branch 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.

QUALITY RANKING FACTORS:

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 requirements will be rated and ranked based on their responses to the Quality Ranking Factors listed below. Failure to address these factors WILL result in your application being 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. (In addition to addressing this quality ranking factor, applicants must submit one brief writing sample on a policy issue of 1 to 3 pages.)
5. Knowledge of and/or experience in the Criminal Justice area.

Qualifications:

MINIMUM QUALIFICATION REQUIREMENTS:

Applicants must have a minimum of one year of specialized experience 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.

GS-09: One year of specialized experience equivalent to the GS-07 level that demonstrates a basis for understanding and evaluating Federal programs and policies, and a basis in budgeting, economics, finance, and quantitative methods. Examples might include work experience as an entry level budget or policy analyst for a public or private organization.

GS-11: One year of specialized experience equivalent to the GS-09 level that demonstrates a firm basis for understanding and evaluating Federal programs and policies, and a solid basis in budgeting, economics, finance, and quantitative methods. Examples might include work experience as a budget, legislative or policy analyst examining public policy issues at the Federal level.

GS-12: One year of specialized experience equivalent to the GS-11 level that demonstrates a firm understanding and analytical ability in evaluating Federal programs and policies, and a solid basis in budgeting, economics, finance, and quantitative methods. Experience may demonstrate 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 lead or senior budget, legislative or policy analyst.

Specialized Education:

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.

If substituting education for experience you should provide a copy of your college transcripts or a listing of college courses. If you are the selectee, you will be required to provide your official transcripts before your selection may be confirmed and you enter on duty.

OTHER REQUIREMENTS:

- **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.
- 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.
- 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:

Applicants who meet minimum qualification requirements will be numerically scored based on an evaluation of their experience/education on the responses provided on the job specific questionnaire that is required as part of the application process. Applicants should address each factor with detailed answers and examples of relevant experience. Failure to address the quality ranking factors WILL result in an INCOMPLETE application.

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.

Other Information:

- Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

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 for both Merit promotion and the competitive delegated authority procedures of this announcement, must submit their SF-50, and two applications. Mark one application "Merit Promotion" and the other "Delegated Examining."

NOTE: Position may be filled at any of the grade levels indicated in the announcement. Please indicate the grade(s)

of the position you would like to be considered for. You will only be considered for the grade(s) you select. (Multiple grades may be selected). Applicants who do not indicate their lowest acceptable grade will be considered only at the highest grade for which they qualify. For example, if you qualify at the GS-12 and you have not indicated that you will accept a lower grade you will only be considered at the GS-12 grade level.

How to Apply:

- **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.**
- **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 (If applicable these documents are required.)

1. Email: Applications and supplemental information (if applicable) will be accepted via email. Please submit your application to eopjobs@oa.eop.gov.

2. ELECTRONIC SUBMISSION OF YOUR RESUME: 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 will 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 202-395-1262/1194 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

Employers name and address.

Supervisor's name and phone number.

Starting and ending dates of employment (mm/yy to mm/yy), number of hours worked per week (in order to get credit for the experience), 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.

(2) You **MUST** provide your latest SF-50, Notification of Personnel Action if you are a current or former Federal employee in order to be considered under Merit Promotion procedures;

(3) On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective Factors (if applicable) and Quality Ranking Factors (if applicable).

OTHER INFORMATION:

- **Applicants will be notified of receipt of application and again at the point of selection/non-selection by the servicing personnel office.**
- **Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.**

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 dated within the last 12 months (or other required proof).**

OTHER REQUIRED DOCUMENTS:

If you are a current or former Federal Employee you must provide your latest SF-50 "Notification of Personnel Action" in order to be considered under Merit Promotion procedures.

- **If you are a current Federal Employee please provide your most recent Performance Appraisal;**
- **On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective and Quality Ranking Factors listed above (if applicable).**

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 (prior to the assignment of veterans' preference points) 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.

Contact Information:

Dionne Rodriguez
Phone: 202-395-1088
Fax: 202-395-1262/1194
TDD: 202-395-1160
Internet: eopjobs@oa.eop.gov

Or Write:
Office of Administration
Please do not mail application packages
Washington DC 20503
US