



U.S. DEPARTMENT OF THE INTERIOR
Office of the Secretary

Department Of The Interior
 Office of the Secretary of the Interior

OS-MZ-06-MM113078

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PROGRAM ANALYST - GS-0343-12/13

Salary Range: 65,048.00 - 100,554.00 USD per year

Open Period: Friday, May 19, 2006
to Friday, June 09, 2006

Series & Grade: GS-0343-12/13

Position Information: Full Time Career/Career
Conditional

Promotion Potential: 13

Duty Locations: 1 vacancy - Washington, DC

Who May Be Considered:

U.S. Citizens and Status Candidates

Job Summary:

Love your country? We, at the Department of Interior (DOI), do too! The DOI is devoted to protecting and preserving the resources of this great nation, including National Parks and Landmarks, natural resources, and the well-being of communities, including those of Native American, Alaska Natives and affiliated Islanders. We are seeking individuals who share a passion for our country's most valuable resources.

The Office of the Assistant Secretary – Indian Affairs within the Office of the Secretary of the Interior is announcing a prime opportunity for a motivated candidate to join their staff in its Washington, DC offices. As Program Analyst, you will serve in a key role in the allotment and distribution of funds transferred to Indian tribes nationwide. The Office of Self Governance has responsibility for advising and coordinating all financial activities associated with tribal self-governance compacts and funding agreements. You will be relied upon to provide expert advice detailed analysis and written reports, and your work will be critical to ensuring the proper management of allocation plans and budget execution. If you have working knowledge of federal requirements related to financial management and the drive to succeed in a challenging position, then please consider this rewarding opportunity.

Key Requirements:

- U.S. Citizenship

Major Duties:

This position is located in the U.S. Department of the Interior; Office of the Secretary; Office of the Assistant Secretary – Indian Affairs; Office of Self-Governance in Washington, DC. This is a career/career-conditional position open to all U.S. citizens. Relocation expenses will NOT be paid.

The duties of the Program Analyst include (but are not limited to):

- Conducts fiscal program analyses for budgetary functions, work processes, method, procedures, administrative and operational programs and associated areas to evaluate, refine, improve, and develop new procedures for the implementation and execution of these accounts.
- Analyzes legislative language in Congressional reports, bills, and acts to determine impacts on self-governance budgetary operations and recommend actions to implement such legislative requirements.
- Performs analysis of self-governance allotment and tribal allocation requests prior to submission to the respective Departmental bureaus, and maintains fund control at the allotment and tribal obligation levels.
- Prepares required fund transfer and tribal distribution documentation for posting in the Federal Financial System (FFS) and the self-governance database. Conducts frequent analyses and reconciliation of the total allotments approved against obligations and expenditures in tribal self-governance accounts.
- Reviews reprogramming requests through analysis of current and projected initiatives, and coordinates their processing with Departmental bureaus to ensure compliance with tribal funding agreements and reprogramming guidelines.
- Assists in preparing tribal budget estimates, justifications, and budget presentations for inclusion within the appropriate Bureau's formulation process.
- Reviews and analyzes tribal funding agreements, self-governance tribal allocation plans, and fund transfer documents prepared by program staff to ensure that plans and documents properly reflect funds that are negotiated and comply with language from Congressional reports. Maintains liaison with program managers on all aspects of funding under their control and works with them in resolving problems and issues.
- Coordinates the processing of obligations and disbursements from Self-Governance accounts with Bureau accounting management and tribal financial managers. Provides analyses to the financial manager on a weekly or daily basis on all accounts for review.
- Produces reports on tribal obligations and expenditures and any special reports required by the respective Bureau, Department, OMB, Treasury, or Congress. Compiles narrative and statistical data and recommendations for use in evaluations and financial reviews, utilizing FFS and database reports and accumulating data from prior years or estimating on a monthly, quarterly, or annual basis.
- Assists in developing procedures, instructions, and automated improvement for the monitoring and controlling of funds transferred, obligated, and expended to service Self-Governance tribal accounts.

Job Information and Location

Qualifications:

One year of specialized experience at the GS-11 level is required to qualify for the GS-12 and one year of specialized experience at the GS-12 level is required to qualify for the GS-13. Specialized experience is defined as experience which has provided the applicant with the knowledge, skills, and abilities required to perform the duties of the position to be filled.

For the GS-12 level, you must have experience performing financial analysis, including preparing reports using an automated system and obligating funds. For the GS-13 level, you must have experience specifically using the Office of Self Governance Financial System online to prepare financial reports and obligate funds.

REQUIREMENTS

You must meet all qualification requirements outlined on this vacancy announcement by the closing date. In addition, Merit Promotion candidates must meet Time in Grade requirements by the closing date.

If you are using current or previous federal employment experience to qualify you must provide documentation that demonstrates you have a fully successful performance appraisal or higher on your most recent appraisal before you may be brought on board.

CONDITIONS OF EMPLOYMENT

A preliminary background check must be completed before a new employee can begin work with the U.S. Department of the Interior. The preliminary background check consists of a search of Office of Personnel Management and Department of Defense background investigation files and an FBI National Criminal History Fingerprint Check; it may take up to 3 weeks to complete. If selected for this position, you will be extended a **tentative** offer of employment pending a satisfactory background check. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check; these will be handled on a case-by-case basis in coordination with the Bureau Security Office.

If selected for this vacancy, you may be required to file the OGE Form 450 (Financial Disclosure Statement) prior to your appointment to this position. For additional information regarding this requirement and the form, please visit http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other.html

How You Will Be Evaluated: EVALUATIONS

A review of your application package will be made following the closing date of this vacancy announcement to determine if you meet the minimum qualifications for this position. Qualified candidates will be assigned a score between 70 and 100 depending on their possession of the knowledge, skills, and abilities required for the vacancy. In most instances, only the three highest scoring candidates will be referred for further consideration; however, additional candidates may be referred under merit promotion procedures.

All qualified candidates who are eligible for a special appointing authority, such as 30% Disabled Veterans' Appointment, Schedule A, etc., will be referred regardless of their score.

VETERANS' PREFERENCE: Certain veterans may be eligible to receive preference for this position or to apply under a non-competitive appointing authority. To read more about veterans' preference or special appointing authorities for veterans, please click on the link at the bottom of this announcement (located below the control number).

Benefits and Compensation

Benefits:

The Federal Government offers a number of exceptional benefits that are unmatched by most other organizations. As a Federal employee, you will be eligible for health benefits from your choice of a wide variety of providers, long-term care insurance, generous sick and annual leave accruals with 10 paid holidays, a family-friendly work environment, flexible spending options, and a comprehensive retirement plan unparalleled by most private-industry organizations.

This link provides an overview of the benefits currently offered to Federal employees.

<http://www.usajobs.opm.gov/ei61.asp>

Other Information:**FREQUENTLY ASKED QUESTIONS*****Why does the online questionnaire ask me how I would like to be considered? What does this mean?***

There are a number of ways you may be appointed to a Federal position. Typically, candidates who are entering Federal service for the first time from the private sector will need to apply through the **competitive examining process**, in which you are rated and ranked against all other applicants for the vacancy. Certain veterans may be eligible for preference under this authority.

There are currently two special appointing authorities for veterans: **the 30% disabled veterans' special appointment and the veterans' recruitment appointment (VRA)**. If you are applying under these authorities, you do not undergo the rating and ranking process and are automatically referred providing you meet the minimum qualifications for the job. **ELIGIBILITY REQUIREMENTS:** The disabled veterans' special appointment is open only for those veterans with a 30% disability or greater. A VRA appointment is available for veterans who meet any one of the following criteria: disabled veterans at any percentage, veterans who have served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized, veterans who have received an Armed Forces Services Medal, or veterans who have separated from active duty within the last three years. VRA appointments are applicable for GS-1 to 11 positions only.

Certain candidates may be eligible for non-competitive appointment under a **special appointing authority**, such as appointment under a schedule A disability, postal service, Peace Corps, etc. These candidates are not rated or ranked and are automatically referred providing they meet the minimum qualifications for the job.

Candidates who are currently or have previously held a position in the competitive service may be eligible under **merit promotion procedures**. If you are a current Federal employee and do NOT apply under the merit promotion process, you will be required to serve a new probationary period if selected.

What are the advantages of applying non-competitively?

Candidates who are eligible for a non-competitive appointment are not required to "compete" against other candidates for this vacancy. This means that, providing you meet the minimum qualifications for this position, you will be referred for further consideration regardless of your

overall rating. Although they are not required to hire you for the position, the chances of having your resume seen by the hiring official are increased.

What documentation should I submit if I am applying under merit promotion procedures?

If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit an SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure. Be sure that your SF-50 displays your tenure code (box 24), position occupied code (box 34), and your current pay plan and grade (boxes 16 and 18). If you are currently serving in (or have ever held in the past) a position with a full performance level of GS-13 or higher, you will need to submit an SF-50 verifying that full performance level.

What information should I submit to apply for a VRA or 30% disabled veterans' appointment or for veterans' preference?

If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference or are applying for a VRA appointment, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference or a 30% disabled veteran appointment, you must attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

What information must I submit to verify my eligibility for appointment under a Special Appointing Authority?

You must submit any documentation that has been provided to you as proof of your eligibility. For questions about which documentation is required for a specific authority, please contact the human resources office at the number listed on this announcement.

How can I apply for priority consideration under CTAP/ICTAP regulations?

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 90 or above on the rating criteria for this position. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

For more information about Transition Assistance Programs, please visit OPM's website at: http://www.opm.gov/rif/employee_guides/career_transition.asp

How To Apply:

How To Apply:

1. Prepare a resume and save it as a file on your computer.

Note: If you do not include employment dates accompanied by the duties you performed while serving in each specific position you may not receive credit for this experience; if you

*have previous federal employment experience and you do not also include the grades you held while serving in each specific experience you may not receive credit for this experience. **Failure to comply may prevent you from qualifying for this position.***

Please ensure that your resume also contains the basic information outlined under the Applying for a Federal Job link: <http://www.opm.gov/forms/pdfimage/of0510.pdf>

2. Complete the occupational questionnaire by following the link below. Be sure your resume is ready to submit BEFORE you complete the questionnaire.

Note: In order to keep a record of your responses to the occupational questionnaire, we recommend that you print each page of your responses before advancing to the next screen.

3. At the end of the questionnaire, you will be prompted to upload your resume and any other supporting documents you have saved on your computer (such as SF-50's, veterans' preference documents, schedule A documents, etc.). If you do not have your supporting documents available electronically, you may fax them separately; however, you are encouraged to submit your documents by uploading them, as this is the fastest way for us to receive your information.

4. Be sure to submit all other required documents (see the "required documents" section below).

Link to the occupational questionnaire: [Online Questionnaire](#)

TO SAVE AND RETURN LATER TO A QUESTIONNAIRE OR UPLOAD ADDITIONAL DOCUMENTS AFTER APPLYING:

- If you want to save an incomplete Occupational Questionnaire and return later, select the "Save" button at the top or bottom of each of the application pages and click the "Logout" button.
- If you have saved an incomplete Occupational Questionnaire you may finish it by clicking: <https://www.hr-services.org/USASOnlineApp/USASOnlineApp.aspx> . Enter your Social Security Number and Last Name and click "Login."
- To upload additional documents after you have already applied, click: <https://www.hr-services.org/USASOnlineApp/USASOnlineApp.aspx> . Enter your Social Security Number and Last Name and click "Login." Click on Vacancy ID MM113078. You will be taken to the upload page where you may add your additional documents.

HOW TO PROPERLY FAX YOUR DOCUMENTS:

1. Complete the following fax cover page (the Vacancy Identification Number is MM113078): <http://staffing.opm.gov/pdf/usascovers.pdf> (if you do not use this cover page, your documents will not be received)
2. Fax your completed cover page and documents to **478-757-3144**

TO VERIFY RECEIPT OF YOUR FAXED AND/OR UPLOADED DOCUMENTS:

1. Click on the following link and enter your Social Security Number and Last Name: <https://www.hr-services.org/USASOnlineApp/USASOnlineApp.aspx>
2. Select Vacancy Identification Number MM113078
3. You will see a list of all uploaded and faxed documents that we have received from you for this position. Please allow at least two business days for your faxed documents to

appear. If they have not appeared after two business days, you may need to resubmit them.

Required Documents:

In addition to your resume and questionnaire, the following documents are required for this position:

1. **SF-50(s)** (for current or former Government employees)
2. **Veterans' preference documentation** (if applicable)
3. **Special Appointing Authority documentation, including for 30% Disabled Veterans' appointments** (if applicable)
4. **Transcripts** (if there is a basic education requirement or you are substituting education for experience to qualify)

For more information about which documents you should submit for Merit Promotion, Veterans' Preference, or Special Appointing Authorities, visit the "Frequently Asked Questions" section under the "Benefits and Other Information" tab.

ALL DOCUMENTS MUST BE RECEIVED BY MIDNIGHT ET ON THE CLOSING DATE OF THIS ANNOUNCEMENT.

Contact Information:

Human Resources
Phone: (703)787-1446
Internet: Human.Resources@mms.gov

Or write:
Minerals Management Service
DO NOT SEND MAIL
PLEASE APPLY ONLINE
XXXXXX, VA 00000

What To Expect Next:

All applicants for this position will be notified of their status either by letter or e-mail. Please be patient, however, as this process typically takes two to four weeks from the closing date of the announcement.


[Accessibility 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.


[Notice of Equal Employment Opportunity](#)

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.

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 **Questions?**

For questions about this job:
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Phone: (703)787-1446
Internet: Human.Resources@mms.gov

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