

**U.S. SECURITIES AND EXCHANGE COMMISSION
Public Notice of Vacancies**

ANNOUNCEMENT NUMBER: DHA-05-003-DW

Opens: October 19, 2004

Closes: November 02, 2004

Information Technology Specialist, SK-2210-13

This is a bargaining unit position

GRADE: SK-13: \$78,228 - \$114,276 per Annum

PROMOTION POTENTIAL: None

VACANCIES: Two

SCHEDULE: Full-Time

OFFICE: Office of Information Technology
Project Management Office

LOCATION: Alexandria, VA

This job is open to all U.S. citizens.

Moving Expenses will not be paid.

BENEFITS: SEC provides the following benefits - Thrift Savings Program, Federal Employees' Health Benefits Program, Work Life Programs, Federal Employees' Group Life Insurance Program, Annual and Sick Leave, Long Term Disability and Flexible Spending Account.

WHAT WORK WILL YOU PERFORM?

As an Information Technology Specialist, you will:

Administer and manage information technology (IT) projects for major office or program issues of broad impact. Conceive and implement new initiatives and projects to strengthen, facilitate, and integrate programs. Undertake or participate in special projects, ongoing analyses, investigations and initiatives that have high priority for high-level management. This may involve producing complex analyses and written reports; organizing special committees, workshops, or other gatherings; initiating program reviews; developing or fostering cross-agency activities.

Review and analyze a variety of historical data and compare to current spending information and trends for major national agency programs. Resolve complex problems of prediction and forecasting which result from uncertainties or changes in the operating programs. Determine the propriety of systems and methods used by operating officials in developing estimates for funding requirements.

Analyze a variety of reports and information to prepare justification for a consolidated budget for all substantive programs and supporting administrative activities of the organization and components of the agency.

Develop policies, guidelines, and standards for the planning, development, integration, implementation, and evaluation of information technology (IT) systems and subsystems that meet overall information needs of multiple major organizational units.

Analyze statutory requirements against existing directives to assess the degree of change necessary to comply with the new requirements. Coordinate comments on revised directives as part of the review process and incorporate comments or resolve issues into the final directive. Analyze feasibility studies, proposals, and in-depth analyses of current requirements and forecast trends for future needs. Keep abreast of changing and emerging technology. Make recommendations on adopting changes.

Lead major agency-wide IT policy development efforts. Direct work assigned to a project team, reviewing and refining the final products prior to submission to management. Coordinate policy dissemination, manage policy maintenance, and develop mechanisms to measure policy effectiveness and compliance.

Serve as a financial expert on budgeting and financial management issues and activities, including historical costs. Determine fiscal budget and human resources requirements and controls expenditures. Determine resource requirements.

See page two for additional information

WHAT ARE THE QUALIFICATION REQUIREMENTS?

Candidates must meet the Mandatory Selective Factor(s) and Specialized Experience below.

MANDATORY SELECTIVE FACTOR: (Applicant must address factor to be considered for the position)

Candidate must have worked with project managers to obtain periodic project information, compile project status reports and update project scheduling tools. Maintain repositories of project reports and performance data. Devise and implement methods of aggregating and presenting multi-project data for use by agency executives in exercising top-level oversight of the agency's IT portfolio.

SPECIALIZED EXPERIENCE: Applicant must have one full year of specialized experience at a level of difficulty equivalent to the next lower grade in the Federal service (e.g., GS/SK-12) or equivalent private sector experience that directly involves: Serving as project manager or as member of project management team; providing periodic project information, compiling project status reports and update project scheduling tools.

ICTAP ELIGIBLES

If you are a displaced Federal employee, you must attach to the front of your application proof of eligibility such as an SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine whether you meet the minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well-qualified criterion established for the position. A well-qualified displaced employee will be referred before any other qualified candidates. ICTAP eligible candidates will be evaluated against the following factor to determine if they are well qualified:

Applicant must have experience in reviewing historical financial operating data and trends to prepare and/or validate estimates.

HOW TO APPLY AND WHERE TO SEND APPLICATION

Please read the attached “**EMPLOYMENT GUIDE.**” If you do not submit all information as requested, you may lose consideration for the announcement. This information will allow us to determine if you meet all legal requirements for Federal employment and the qualifications for this position.

Candidates must meet all eligibility requirements by the closing date of the vacancy announcement.

Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHR. The decision on granting reasonable accommodations will be on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

Candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, sexual orientation, national origin, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.

DHA JOB POSTING
EMPLOYMENT GUIDE

U.S. Securities and Exchange Commission
Office of Human Resources (Mail Stop 0-1)
6432 General Green Way
Alexandria, VA 22312

Thoroughly read this guide and provide all information requested.

The information you give is very important because it will help us determine whether you meet the legal requirements for Federal employment and it allows us to evaluate your qualifications for the position.

JOB APPLICATION

- **PLEASE SUBMIT NO MORE THAN 5 PAGES TOTAL. PLEASE ADDRESS YOUR MANDATORY SELECTIVE FACTOR ON A SEPARATE PAGE**
- Apply by submitting a résumé or *Optional Application for Federal Employment (OF-612)*.
- Place in the top right corner of each page of your application: job title, grade and job announcement number and geographic location of the position for which you are applying.
- If the job is being advertised at more than one geographic location, a separate application is required for each location.

LEGAL REQUIREMENTS

- Provide your social security number, name, address, home and office phone numbers.
- United States citizenship is required. You must state in your application that you are a U.S. citizen.
- Males over age 18 born after December 31, 1959 must be registered with the Selective Service System or have an exemption.

EDUCATION & TRAINING

- List any formal education received in an accredited institution. Give full name and address of high school, college, university, law school; type of certificate, diploma, or degree; grade point average; and month, year degree earned (or when you expect to earn your degree).
- You must submit a copy of or the official college transcript if the job announcement requires it.
- For consideration, applicants must meet qualifications on or before the closing date of the posting.

EXPERIENCE

- List the job title of your position; name and address of employer; and, supervisor's name and telephone number. You must show beginning and ending employment dates in month and year (i.e., March 2000, 3/00 or 3/2003). You must show average hours worked per week and starting, ending and/or present salary.
- Describe (with examples) any work experience related to the specialized experience required by the vacancy announcement. Be explicit about what work you did and what kinds of skills you used in doing it; evaluators of your qualifications cannot read meaning into what you write. Do not assume that the evaluator will understand what work you have done just based on your title, the kind of business you were involved in, or the name of your organization or company.
- **Indicate whether we may contact your present and previous employers.**
- If you are currently or were formerly employed as a civilian in the Federal Government, indicate the highest grade held.
- If a mandatory selective factor is present in the job announcement, candidates must meet it in order to be given consideration for the position.

MANDATORY SELECTIVE FACTOR

EVALUATION PROCEDURES

- A Human Resources Specialist will evaluate your application to determine whether you meet the minimum qualifications (and any mandatory selective factor) specified on the vacancy announcement. All minimally qualified candidates will be referred to the selecting official who will make the final hiring decision.

SPECIAL SELECTION PRIORITY

- This applies only to current or former career or career conditional Federal employees affected by reduction-in-force (RIF). Review your specific RIF notice about your rights and period of eligibility for special priority selection under the Interagency Career Transition Assistance Plan (ICTAP).
- To receive special selection priority as a Federal employee, you must: (1) apply timely for a specific job announcement with no greater promotion potential than the position from which you have been or are being separated; (2) occupy or be displaced from a position in the same local commuting area of the vacancy for which you are requesting priority consideration; (3) have a current (or last) performance rating of record of at least fully successful; and (4) determined to be well-qualified as a displaced Federal employee for the SEC position.
- If you meet the SEC's well-qualified criterion, your application will be referred to the selecting official before any other qualified candidate inside or outside the Federal Government.

FILING A JOB APPLICATION

You may:

1. Mail your application through the U.S. Postal Service. Mailed applications must be received by the closing date stated on the announcement.
2. Fax your application to the phone number listed below. Applications must be received by the closing date specified on the announcement.

WHERE TO SEND YOUR APPLICATION

U.S. Securities and Exchange Commission **NO MORE THAN 5 PAGES**
Office of Human Resources (Mail Stop 0-1)
Attention: Allison Myers-Hourcle
6432 General Green Way
Alexandria, VA 22312

Fax Number: 703-914-0556