

**Department:** Federal Retirement Thrift Investment Board

**Agency:** Federal Retirement Thrift Investment Board

**Job Announcement Number:** FRTIB-09-DE-020

## Project Management

**Salary Range:** \$86,927 to \$113,007 USD Per Year **Open Period:** 8/4/2009 to 8/21/2009

**Series & Grade:** GS-0301-13/13

**Position Information:** Full-Time

Moving and Travel expenses will not be paid.

Permanent

This vacancy is also being advertised as  
FRTIB-09-MP-020

**Duty Location:** 1 vacancy - Washington DC Metro  
Area, DC

## Who May Be Considered:

Applications will be accepted from current and former competitive service Federal employees, and people eligible under special hiring authorities.

## Targeted Work Environment(s):

Mission Focused: Attracting applicants who want a work environment that welcomes all motivations, from general service commitment to a specific passion.

Flexible Arrangements: Attracting applicants who want a work environment that welcomes and accommodates traditional and flexible work arrangements.

## ORGANIZATIONAL NARRATIVE:

The Federal Retirement Thrift Investment Board is an independent Federal agency in the Executive branch created by the Federal Employees' Retirement System Act of 1986 (FERSA), Pub. L. No. 99-335, 100 Stat. 514 (codified as amended largely at 5 U.S.C. § 8351 and §§ 8401-79) to administer the Thrift Savings Plan (TSP).

The TSP is a daily-valued, participant-directed retirement savings and investment plan for Federal civilian employees and members of the uniformed services. It offers its participants the same type of saving and tax benefits that many private corporations offer their employees under 401(k) plans. Currently, the TSP is the largest defined contribution plan in the world with over four million participants and assets over \$200 billion.

The Agency has a staff of approximately 80 employees located in Washington, DC, who assist the Executive Director in carrying out the policies set by the Board members for investment, administration, and management of the TSP.

The Agency has seven primary departments: Office of Finance, Office of Investments, Office of the General Counsel, Office of Research and Strategic Planning, Office of External Affairs, Office of Automated Systems, and the Office of Participant Services.

## **Major Duties:**

This position is located in the Office of Research and Strategic Planning which oversees all TSP product development and related policy matters. The primary purpose of the position is to coordinate cross-departmental projects in the Agency, e.g., the redesign of the TSP website and the introduction of a new TSP fund. The employee is responsible for identifying project stakeholders and key requirements, developing project plans, communicating with Agency and contractor staff on project issues, and measuring project achievements. The employee may also perform other administrative functions in support of the Office of Research and Strategic Planning. The employee of this position reports to the Director, Office of Research and Strategic Planning.

## **Qualifications:**

You may start between \$86,927 and \$113,007 per year. Applicants must meet all the below qualification requirements by the closing date of this announcement: For the GS-13 level candidates must possess one year of specialized experience directly related to the position to be filled, which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. The qualification requirements are condensed from the Office of Personnel Management (OPM) Operating Manual "Qualification Standards for General Schedule Positions" which is available in Federal Human Resources offices for review. See: [www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp](http://www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp) for more information regarding OPM qualification requirements.

Specialized Education: Project Management Professional (PMP) certification or if you are working toward PMP certification, please provide documentation showing what you have completed and identify when you expect to have your certification.

## **How You Will Be Evaluated:**

Initially, applicants will be evaluated to determine if the minimum qualifications required are met. If you are rated as minimally qualified, each of the multiple choice questions will have a numerical rating assigned. Your score will be determined based on how you answered each question. You must receive at least 70 points for your application to be eligible to be forwarded to the selection official. When answering the essay questions, describe your knowledge, skills, and abilities; give examples and explain how often you used these skills, the complexity of the knowledge you possess, the level of the people you interacted with, the sensitivity of the issues you handled, etc. Failure to submit answers to the questions and narrative responses to the essay questions will negatively affect your eligibility.

## **QUESTIONS:**

Answer each question on plain bond paper. Each essay response should be no more than three paragraphs with a font size no smaller than 11 pitch.

Project Manager

1. Circle your level of experience as a project manager.

- a. Over 10 years
- b. 5 - 10 years
- c. 3 - 5 years
- d. 1-2 years
- e. None

2. Circle **one** statement which best represents your highest authority level as a project manager

a. I have been a project manager exercising full authority and accountability for establishing a series of annual, multi-year, or similar types of long-range work plans and schedules for an organizational component, including implementation of goals and objectives for assigned programs.

b. I have been a project manager with recurring responsibility for planning, developing, and implementing programs involving organizational scope and impact. This included developing short-and long-term action plans with milestones, managing work teams and advisory groups in the design of systems and programs identifying and may have involved managing fiscal resources.

c. I have been a team leader with responsibility for planning and assigning work to be accomplished; setting and adjusting short term priorities; providing technical review of work, project evaluation and project-related metrics.

d. None of the above.

3. Describe your role in a project which demonstrates your level of experience noted in question 2, above. Limit your response to no more than 1 page.

4. Select the statement(s) that apply regarding your experience with project management.

(Circle all that apply)

a. Identified, prioritized and organized project goals with groups/individuals contributing to the project's implementation.

b. Developed product specifications/requirements, methods and cost estimates.

c. Planned and executed project work, coordinating with all affected and contributing parties.

d. Reported on project progression and completion.

e. Resolved conflicts and problems related to planning and execution of projects.

f. Monitored activities to assure that projects were implemented and desired outcomes achieved.

g. Served as project lead or coordinator of a team.

h. None of the above

i. Other, please describe in 25 words or less, below

5. Select the one statement that best describes your ability to analyze and interpret a variety of data and factors to develop discrepancies, trends and issues along with consequent solutions and recommendations.

a. I am considered an expert in managing, prioritizing and measuring projects and providing status reports to team members, senior management and other interested entities.

b. I have functioned as a project manager for several years, as a regular part of my job. I work independently as well as in a team, with minimal review by a supervisor or senior employee.

- c. I am familiar with the principles of project management and have worked in this capacity on occasion.
- d. I have had education and/or training in project management, but little hands-on experience.
- e. I have not had direct education or experience in the area of project management.

6. Select the one statement that represents your highest level of experience with regard to your ability to communicate in both formal and informal settings. For example, communicating effectively with Agency executives, senior level management, employee organizations, government officials, private industry representatives and vendors.

a. I have regularly justified, persuaded, negotiated, or resolved matters involving significant controversial policy or program issues. This included communicating effectively with a full range of internal and external individuals or groups.

b. I have demonstrated skill in persuading and negotiating with others to obtain a desired result. This includes experience in presenting research findings, etc., to senior management or at large conferences and symposium as a presenter.

c. I have regularly conducted discussions or participated in work groups, in which the purpose was to influence, organize and/or persuade persons or groups. This included using communication skills to approach individuals or groups who are skeptical or in disagreement in order to obtain the desired effect, e.g., gaining compliance with an established policy or regulation.

d. I have regularly participated in groups and discussions in which the purpose was to plan, coordinate, or consult on work effort or to resolve specific business problems. This included influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

e. None of the above.

7. Describe specific experience, training, or education that demonstrates your ability to anticipate, identify and analyze problems related to a major project you were the lead project manager for. Discuss techniques you used to develop solutions, and negotiate the implementation of those solutions. Describe the scope and complexity of the problem or issue. (Limit your response to no more than 1 page)

8. Select the statement(s) that best describe your experience in providing program leadership, management, and coordination:

(Circle all that apply)

a. I have experience preparing policies, standards and procedures.

b. I have experience coordinating budget development, monitoring and reporting.

c. I have experience analyzing and evaluating data to identify trends, characteristics and efficiencies and making recommendations based on my analysis.

d. I have experience coordinating and interacting with other agencies, governmental and corporate entities.

e. I have experience preparing long range management plans, including evaluating and implementing program changes.

- f. I have experience providing advice to managers to resolve recurring or complex issues.
- g. I have experience in analyzing, prioritizing and resolving conflicts in program objectives and/or critical work issues which may require complex negotiations.
- h. None of the above.

9. Select the statement(s) which best describe your written communication skills.

(Circle all that apply)

- a. I have interpreted written material, including technical specifications, rules, regulations, instructions, reports, charts, graphs, or tables; then summarized the findings into an easy to read and understandable context.
- b. I have composed memorandums, reports, letters, etc., for a supervisor who accepted without any major changes or modifications.
- c. I have summarized policy statements, technical specifications and legislative/regulatory materials.
- d. I have composed memorandums, reports, letters, etc., for a supervisor which required subject content revisions.
- e. None of the above.

10. Select the one response which best describes your experience in responding to new information, changing conditions, or unexpected obstacles.

- a. I have adapted to minor or temporary changes affecting my own assignments or work schedule by rescheduling work or refocusing my efforts.
- b. I have rearranged some priorities and rescheduled a significant amount of work to accommodate changes in resources or goals. I have recommended new methods in situations in which established procedures were unavailable or inapplicable.
- c. I have rearranged virtually all work priorities and schedules to accommodate sudden major changes, problems, or setbacks. I have chosen or developed new methods in situations in which established procedures were unavailable or inapplicable.
- d. None of the above

11. Select the statement(s) that best describe your experience in writing, analyzing and presenting policy issues.

(Circle all that apply)

- a. I have considerable direct experience analyzing market issues, trends, legislative/regulatory information and synthesizing this information into a concise, accurate analysis to develop an overall policy recommendation.

b. I have some experience analyzing and evaluating various data and information, identifying trends, characteristics and deficiencies and making recommendations based on my analysis.

c. I have been involved with a team that examined market information, trends and legislative/regulatory factors to develop and communicate an overall policy recommendation.

d. None of the above.

12. Describe your experience in developing policy recommendations which demonstrates the level of experience noted in question 11, above. (Limit your response to no more than ½ page)

13. Describe your experience in using any project management tools (e.g., Microsoft Project, SharePoint, etc). (Limit your response to no more than ½ page)

14. What is your knowledge level of 401k defined contribution plans?

(Circle only one)

a. I have no knowledge of 401(k) plans.

b. I have had education and/or training (e.g. hold retirement-related designations), but have limited or no hands-on experience.

c. I understand and am very familiar with 401(k) plan design elements and issues, but have had no formal education or training.

d. I have limited knowledge of 401(k) plans, but considerable knowledge of 403(b) and/or 457(f) plans.

e. I have a strong working knowledge of 401(k) plan design, features and market trends.

f. I am considered an expert on 401(k) plan design, recordkeeping systems and/or market trends and issues.

15. What level of project management-related credentials do you have.

(Circle only one)

1. PMP

2. Course work leading to the PMP designation (please explain below)

3. Other project management credentials (please describe below)

4. None of the above

**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>

Alternative work schedule options are available.

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.

Under a special program, we may reimburse a part of your Federally insured student loan. Our human resources office can provide additional information on the program.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

#### **Other Information:**

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned. Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

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. See [www.sss.gov](http://www.sss.gov) for more information.

If you are claiming CTAP/ICTAP eligibility, you must submit a copy of your most recent performance appraisal (at least 'Meets or Exceeds'; or equivalent), proof of eligibility, and your most current SF-50 noting position, grade level, and duty location. Please do not submit a cash/time off award SF-50, as this does NOT verify grade. To be considered under CTAP/ICTAP, you must meet the well-qualified standards for the position. A well-qualified applicant must satisfy the following criteria: In addition to meeting minimum qualifications, including selective factors, education, and experience requirements, the applicant must score at least an 85 on the application questions as established and be able to perform the duties of the position upon entry. For information on CTAP/ICTAP, visit: <http://www.opm.gov/ctap>

#### Veterans Information

The Veterans Employment Opportunity Act of 1998 (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.

Veterans Employment Opportunities Act of 1998 (VEOA) entitles you to veterans' preference if you meet at least one of the below requirements:

- During the period December 7, 1941, to July 1, 1955; or
- For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or
- During the Gulf War from August 2, 1990 through January 2, 1992; or
- In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia, Bosnia, and the Global War on Terrorism; or
- A veteran who served any time and who (1) has a present service-connected disability or (2) is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs; or
- Individuals who received a Purple Heart qualify as disabled veterans; or;
- An unmarried spouse of certain deceased veterans; or
- A spouse of a veteran unable to work because of a service-connected disability; or
- A mother of a veteran who died in service or who is permanently and totally disabled.

Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty.

The service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship.

To claim veterans' preference entitlement you must provide the proper documentation by the close of this announcement. See [www.opm.gov/veterans/html/vetguide.asp](http://www.opm.gov/veterans/html/vetguide.asp) and [www.usajobs.opm.gov/EI3.asp](http://www.usajobs.opm.gov/EI3.asp) for additional information.

#### Required Documentation:

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.

#### **How to Apply:**

All faxed, emailed, mailed, or hand-carried applications must be received in the human resources office no later than 5:00p.m., Eastern Standard Time, on August 21, 2009.

#### REQUIRED DOCUMENTS:

1. Resume/Job Application
2. Questions and essays answers
3. Recent SF-50, "Notification of Personnel Action (if applicable)"
  1. Application/Resume: You must submit a résumé, Optional Form 612, Application for Federal Employment (OF-612), or any other written application form, such as a Federal style résumé.

Your application must contain the following information:

Vacancy announcement number: (FRTIB-DE-09-020)  
Full name:  
Social Security Number:  
Mailing Address:  
Email Address:  
Telephone Numbers (day and evening):  
Country of Citizenship:

4. Information about your paid and nonpaid work experience related to this position, including job titles; duties and accomplishments, ending salary, employers' names and addresses, starting and ending dates (month, day, and year), hours worked per week, supervisors' names and phone numbers and whether or not we may contact current supervisor; and
5. Other qualifications related to this job, including completed job related training courses, certificates, and licenses. You may also note any job-related honors, awards, and special (job-related) accomplishments, but do not send documents (e.g. letters of commendation, newspaper clippings).
6. Question and essay answers. Failure to submit a responses to each question and essay will negatively affect your chance to move forward in the selection process.
7. If you are a current or prior Federal employee, provide a copy of a recent SF-50, "Notification of Personnel Action", that indicates Federal status, grade, tenure, and type of service (Federal Employees Only).

#### HOW TO SUBMIT YOUR APPLICATION:

All faxed, mailed, emailed, or hand-carried applications will be accepted, but must be received in the human resources office no later than 5:00 p.m., Eastern Standard Time, on August 21, 2009.

Your application may be hand-delivered, mailed, emailed, or faxed to:

Federal Retirement Thrift Investment Board  
1250 H Street, NW Ste 200  
Washington, DC 20005  
Fax: 202-942-1674  
Email: [personnel@tsp.gov](mailto:personnel@tsp.gov)

It is against the law to use Government franked envelopes to submit applications (18 USC 1719).

Do not submit original documents that may be needed in the future; application material will not be returned.

NOTE: If all required documents are not received by the closing date, you will be rated ineligible, and your application will not move forward to the selection official.

For additional information about this position, please contact:

Office of Human Resources Phone: 202-942-1600

Your application contains information subject to the Privacy Act (P.L. 930-579, 5 USC 552a). The information is used to determine qualifications for employment, and is authorized under Title 5 of the U.S. Code, Sections 3302 and 3361.

**Contact Information:**

Human Resources Office  
Phone: 202-942-1600  
Fax: 202-942-1674  
Email: Personnel@tsp.gov (All files must be as attachments)

Or Write:  
Federal Retirement Thrift Investment Board  
1250 H St. N.W.  
Suite 200  
Washington DC 20005  
US

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.

**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.

**Declaration of Federal Employment - OF-306**: Applicants selected for Federal employment will be required to complete a 'Declaration of Federal Employment' (OF-306) prior to being appointed to determine their suitability for Federal employment and to authorize a background investigation. Failure to answer all questions truthfully and completely or providing false statements on the application may be grounds for not hiring the applicant, for dismissing the applicant after they begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, section 1001).

All applicants must be a United States citizen. This organization uses E-Verify to verify applicant's citizenship. Click on the link to find more information on E-Verify; <http://www.uscis.gov>

If selected, you will be required to arrange for direct deposit of your pay to a financial institution in accordance with the Debt Collection Improvement Act of 1996.

The Hatch Act Reform Amendments of 1993 (Public Law 103-94) prohibit individuals from requesting, making, transmitting, accepting, or considering political recommendations (as defined in 5 U.S.C. 2202) in effecting personnel actions.

**What to Expect Next:**

This office will not contact you to discuss missing or illegible documents. Once your complete application

is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 45 days of the closing date of this announcement. You will be notified of the outcome.

#### 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.