

**Department:** Federal Retirement Thrift Investment Board

**Agency:** Federal Retirement Thrift Investment Board

**Job Announcement Number:** FRTIB-10-DE-001

## Project Management Leader

**Salary Range:** 105211 to 136771 USD Per Year

**Open Period:** 1/13/2010 to 4/14/2010

**Series & Grade:** GS-0301-14/14

**Position Information:** Full-Time  
Permanent

Moving and Travel expenses will not be paid. The amount of travel required per month will be 0 to 15%.

This position will be advertised until it is filled.

The advertisement will have weekly cut-off dates. Please see the "How to Apply" section for the weekly cut-off dates.

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

### Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

### 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.

### Major Duties:

The Project Management Leader will ensure that the discipline of project management is employed generally and effectively throughout the Agency. Coordinate various leading and high profile cross-departmental projects on a wide range of Agency initiatives, e.g., the implementation of a Roth TSP option and the introduction of a new TSP Lifecycle fund. Obtain input on project business/functional requirements from key stakeholders through various modalities (e.g., surveys, questionnaires, focus groups, JAD sessions). Research best practices in other defined contribution plans for possible application in Agency projects. Coordinate with and across various functional disciplines to develop action plans with phased time frames. Prepare comprehensive project plans for review and approval by senior officials. Inform senior officials on the action plans throughout the project lifecycle, with emphasis on the benefits derived from the project implementation, the achievement of key milestones, and any impacts on project schedule, budget, or scope. Collaborate with the Office of Automated Systems (OAS) staff on the development of technical requirements for recommended system changes, participates in user acceptance testing. Monitor progress of the project to ensure its timely and effective completion. Participate in the development of a quality assurance program during project implementation. Identify issues or problems that arise in the course of the project and provide input on effectively addressing such issues or problems. Partner with the Contracting Officer's Technical Representative (COTR) to ensure the availability of contractor resources for projects. Keep abreast of new developments in project management and project management tools. Participate in budget planning activities that impact the project. Participate in post-mortem review of project activities to identify successes and lessons learned. Lead the planning and implementation of educational/marketing programs that may be required by the project ensuring that all stakeholders – from staff to participants to

Congress - receive clear, concise and comprehensive information regarding the changes and benefits resulting from the project implementation. Maintain Agency Master Project Plan that combines milestones and resources for all assigned agency initiatives. The employee will also perform other administrative functions in support of the Office of Research and Strategic Planning.

**Qualifications:**

Applicants must meet all of the below qualification requirements by the closing date of this announcement.

You must be a U.S. citizen to qualify for this position.

Completion of an undergraduate college degree.

The candidate must have a minimum of three years experience in the financial services and/or defined contribution retirement area.

The candidate must be able to demonstrate prior project management experience overseeing financial services and/or retirement-related products, projects and/or programs. Information Technology (IT) related experience is not required.

All applicants must submit responses to the following essay questions as part of their application package. If you do not submit responses to the essay questions you will be deemed not qualified.

**ESSAY QUESTIONS:**

Each essay response should be no more than 400 words with a font size no smaller than 11 pitch.

1. Describe a project which was project managed by you, providing information on the nature of the project, your role, tools and metrics utilized and the project's outcome.
2. Describe your experience in using any project management tools (e.g., Microsoft Project, SharePoint, Team Track, etc).
3. Describe your specific work-related experience, training or education that demonstrates your level of knowledge working with defined contribution retirement plans or experience in the financial services market segment.

If you are a current Federal government employee, you must meet time-in-grade restrictions by the closing date of this announcement.

**Specialized Education or Training:**

Completion of, or course work towards the Project Management Professional (PMP) certification is preferred, but not required. If the PMP certification has been awarded, please provide documentation (proof) of completion. If course work towards the PMP has been completed, please provide proof/documentation of the course(s) completed, as well as the completion dates.

The candidate must understand the impact of projects on systems and resource requirements. Additionally, experience working with retirement and/or benefits-related recordkeeping systems will be considered positively.

If applicable, please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

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

Applicants will be evaluated to determine if the minimum qualifications required are met. The minimum qualifications required include the following:

1. United States Citizenship;
2. Completion of an undergraduate college degree;
3. Three years of experience in the financial services and/or defined contribution retirement area;
4. Demonstrated prior project management experience overseeing financial services, and/or retirement-related products, projects and/or programs; and
5. Responses to essay questions.

## **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.

Do not submit original documents that may be needed in the future.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

You will be required to serve a probationary period of 1 year.

**Interagency Career Transition Assistance Program (ICTAP):**

ICTAP provides most eligible displaced competitive service employees with external selection priority over other outside candidates for competitive service vacancies. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. If you believe you meet these criteria, you must apply and be found to be well-qualified to receive consideration for special priority selection. Well-qualified means, you must meet the qualification standards and you must meet minimum eligibility requirements for the position, including any suitability, minimum educational or experience requirements; and are physically qualified, with reasonable accommodation, to perform the essential duties of the position.

**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.

**Veterans' Preference:** 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:** Those eligible under the Veterans Employment Opportunities Act of 1998 (VEOA), [www.usajobs.opm.gov/EI52.asp](http://www.usajobs.opm.gov/EI52.asp) MUST submit a DD-214 and/or SF-15 to establish eligibility under this program. The SF-15 is available in Federal Human Resources offices or on the OPM website at [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)

**Special Employment Programs:** Applicants applying based on eligibility for a special employment program/authority such as VRA, Severely Disabled, 30% or more compensably disabled veterans, or Peace Corp returnees MUST submit documentation (e.g., DD-214, SF-15, Vocational Rehabilitation Certification/ medical documentation) to establish program eligibility.

(Please note: An SF-50, Notification of Personnel Action, showing veterans' preference will not be accepted as proof of eligibility for any veterans programs.)

**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.

### **How to Apply:**

All faxed, e-mailed, mailed, or hand-carried applications must be received in the Human Resources office no later than 5:00 p.m., Eastern Standard Time (EST), following the specified cut-off dates provided below. Please only submit your application once.

### **CUT-OFF DATES:**

- 1st - Wednesday, January 20, 2010
- 2nd - Wednesday, January 27, 2010
- 3rd - Wednesday, February 3, 2010
- 4th - Wednesday, February 10, 2010
- 5th - Wednesday, February 17, 2010
- 6th - Wednesday, February 24, 2010
- 7th - Wednesday, March 3, 2010

8th - Wednesday, March 10, 2010  
9th - Wednesday, March 17, 2010  
10th - Wednesday, March 24, 2010  
11th - Wednesday, March 31, 2010  
12th - Wednesday, April 7, 2010  
13th - Wednesday, April 14, 2010

## **REQUIRED DOCUMENTS:**

1. Resume/Job Application
  - a. 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. Ensure that your application package contains the following information:
    - i. Vacancy announcement number: FRTIB-10-DE-011
    - ii. Full name
    - iii. Social Security Number
    - iv. Mailing Address
    - v. E-mail Address
    - vi. Telephone Numbers (day and evening)
    - vii. Country of Citizenship
2. Educational information
  - a. Submit a copy of your degree only. **NO TRANSCRIPTS.**
3. Essay questions and responses
4. Prior or current Federal government employees only
  - a. Submit your most recent Notification of Personnel Action (SF-50)
  - b. ICTAP/CTAP documentation
5. Proof of Veterans' Status (if applicable)
6. Proof of Project Management Professional (PMP) certification (if applicable)

**HOW TO SUBMIT YOUR APPLICATION:** All faxed, e-mailed, mailed, or hand-carried applications must be received in the Human Resources office no later than 5:00 p.m., Eastern Standard Time (EST), following the specified cut-off dates provided above. Please only submit your application once.

Your application may be faxed, e-mailed, mailed or hand-carried to:

Federal Retirement Thrift Investment Board  
1250 H Street, NW Suite 200  
Washington, DC 20005

Fax: 202-942-1674

E-mail: [personnel@tsp.gov](mailto:personnel@tsp.gov)

It is against the law to use Government franked envelopes to submit applications (18 USC 1719).  
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  
Internet: Personnel@tsp.gov (All files must be as attachments)

Or Write:  
Federal Retirement Thrift Investment Board  
1250 H Street NW  
Suite 200  
Washington DC 20005  
US

**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.

**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.