

DETAIL OPPORTUNITIES IN THE BUDGET REVIEW DIVISION

Agency Name: Office of Management and Budget, Budget Review Division

Location: Washington, D.C.

General Information: The Office of Management and Budget (OMB), the largest component of the Executive Office of the President (EOP), serves the President in implementing policies across the Executive Branch. OMB carries out its mission through multiple processes, including managing the development and execution of the President's Budget. The budget process is the primary mechanism through which decisions about resource allocation are made, in areas ranging from economic recovery to health care to energy to national security.

The Budget Review Division (BRD) analyzes trends in and the consequences of aggregate budget policy; provides strategic and technical support for budget decision-making and negotiations; and monitors congressional action on pending legislation. BRD coordinates the conceptual and technical aspects of the preparation of the annual budget and supplemental estimates, the OMB-wide review of program and financial plans, the use of financial reports, and the structure, classifications, and guidance for preparation of the budget.

Description of Responsibilities: The benefits of this opportunity include first-hand involvement with the concepts and structure of the overall Federal budget and the analytical processes that underlie the accurate and timely creation of the several volumes that comprise the President's Budget. Particularly valuable is the hands-on experience gained through day-to-day interaction with OMB staff and use of OMB budget system applications to identify and resolve technical and conceptual issues in the budget materials. Although permanent staff members will provide training and oversight, detailees should be self-motivated, independent, and comfortable working with large spreadsheets and databases. Candidates should have strong analytical, technical, and communication skills and the ability to thrive in a dynamic, fast-paced environment.

BRD is currently seeking non-reimbursable detailees for the positions listed below. Details are expected to begin as soon as October 2013. Detailees who join OMB for more than six months will become part of OMB's Professional Development Exchange and Training Program, described in the attached documents.

Budget Analysis Branch (BAB)

(Generalist, Budget Season Detailee—3–6 months; candidates who can commit to a longer detail will be given preference) BAB is looking for a short-term detailee to work with the Branch for the 2015 Budget season. Specific tasks may include analyzing agency data via automated reports and budget database entries; reviewing text and data for the various chapters of the *Analytical Perspectives* volume; generating and editing summary tables for the main *Budget* volume; and assisting in the development of briefing materials in support of the 2015 Budget.

(Economic and Budgetary Analyst, Detailee—6 months–1 year; candidates who can commit to a full year will be given preference) BAB is looking for an analyst to assist the Branch with the development of economic assumptions and other budgetary analysis during budget season, and to be involved in longer-term economic modeling and forecasting projects throughout the year. Economic and budgetary analysts apply financial, economic, and statistical analysis to measure and project the costs of Federal programs and to quantify the relationship between these costs and demographic, economic, and other variables. Examples include determining the sensitivity of entitlement programs to inflation, unemployment and other economic variables, and modeling the economic feedback resulting from changes in Federal tax and spending policies. Candidates should be comfortable working with large spreadsheets and databases; ideal candidates will have a background in economics and building/maintaining complex Excel models.

Budget Review Branch (BRB)

(Generalist, Budget Season Detailee—4–6 months; candidates who can commit to a longer detail will be given preference) The Budget Season detailee will have the opportunity to work on several different projects which may include: assisting with the production of the main *Budget* volume; supporting the preparation of the *Budget Appendix*; coordinating and compiling the

briefing materials used by the OMB Director for congressional testimony; and serving as the point-of-contact for collecting budget information for cross-cutting programs. In addition, detailees could have the opportunity to lead several ad-hoc projects that are unpredictable in scope, requirements, and response times.

("Professional Development Exchange and Training Program" Detailee—Up to 1 year; see the description of this program in the attached documents) In addition to the projects/activities listed above, duties of the Professional Development Exchange and Training Program detailee may also include: monitoring and providing analysis of Congressional action on appropriations bills; tracking OMB policy official decisions during the budget formulation process; and managing agency-wide data collection processes using MAX application tools. For further details on the full range of detailee responsibilities, please visit the OMB website: http://www.whitehouse.gov/omb/budget_prep.

Budget Systems Branch (BSB)

(Detailee—6 months–1 year) BSB is looking for one or more detailees to join a team of permanent staff managing and implementing a suite of government-wide web-based capabilities to support the budget formulation and execution, collaboration, data collection, and analytical activities of OMB and the Budget Formulation and Execution Line of Business (BFELoB). Specific duties will be assigned based on the candidate's skills and interests. Successful candidates should be experienced in one or more of the following areas: managing information technology projects in a dynamic, fast-paced environment; managing federal contracts and finances; information security; developing applications using Web 2.0 architectures (JAVA, Ruby on Rails, Web Services, LAMP, WordPress, Drupal, etc.) and relational databases; developing customized websites using HTML, CSS and JavaScript; and working with non-technical users to understand their requirements and develop customized solutions using configurable technologies.

Requirements: These positions are open to current Federal employees only. All details are non-reimbursable—the detailee's home agency continues to pay the employee's salary and benefits. Previous budget experience is highly desirable. Applicants should have strong attention to detail and demonstrated experience working with large amounts of quantitative data in spreadsheets and databases. A background check and drug test will be required prior to starting work. If selected for the Professional Development Exchange & Training Program, a [Memorandum of Understanding](#) between the detailee's home agency and OMB is required. A sample Memorandum of Understanding is attached to this document.

Application Process: For candidates interested in details lasting more than six months, please complete and email the attached [Professional Development Exchange & Training Program "Statement of Interest" form](#) along with a 1–2 page resume and "[Security Information" form](#) to the relevant contacts below. For candidates interested in shorter-term details, please complete and email the attached "[BRD Detail Assignment Application](#)" and "[Security Information" form](#) along with a 1–2 page resume and letter of recommendation from your supervisor to the relevant contacts below. All application materials must be received by **September 27, 2013**.

- BAB opportunities: Rebecca Grusky (rgrusky@omb.eop.gov).
- BRB opportunities: Latonda Raft (lraft@omb.eop.gov) and Claire Mahoney (cmahoney@omb.eop.gov).
- BSB opportunities: Phil Wenger (pwenger@omb.eop.gov)

Attachments

[Professional Development Exchange & Training Program \(Fact Sheet\)](#)

[Professional Development Exchange & Training Program \(Memorandum of Understanding\)](#)

[Professional Development Exchange & Training Program Application \(Statement of Interest\)](#)

[BRD Detail Assignment Application](#)

[OMB Security Information Form](#)