



**SENIOR EXECUTIVE SERVICE RECRUITMENT ANNOUNCEMENT  
PRETRIAL SERVICES AGENCY FOR THE DISTRICT OF COLUMBIA  
(COURT SERVICES AND OFFENDER SUPERVISION AGENCY)**

**Senior Executive Service**

This position is in the Senior Executive Service (SES) and is a Career Reserved position. Positions in the SES are not graded; see the salary range below. Members of the SES are also eligible for awards and pay increases based on performance. Veterans' preference is not applicable to the SES. For more information on the SES program, and benefits, see the Office of Personnel Management (OPM) Website.

**About PSA:** The Pretrial Services Agency for the District of Columbia (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive non-financial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

**Announcement Number:** 11-12 (DE)

**Opening Date:** May 17, 2011

**Closing Date:** June 17, 2011

**Area of Consideration:** Applications will be accepted from all groups of qualified individuals.

**Job Title and Series:** Associate Director for Management and Administration

**Series & Grade:** ES-0340-00

**Salary:** \$119,554.00 - \$179,700.00

**Number of Vacancies:** one

**RELOCATION EXPENSES ARE NOT AUTHORIZED.**

**Location:** Office of Management and Administration  
Pretrial Services Agency  
Washington, DC

**Summary of Primary Duties and Responsibilities:**

1. Manages and directs PSA business management programs, executed by the Offices of Information Technology, Human Capital Management, Finance and Administration, and Research, Analysis and Development. Develops and implements strategies for optimum

management support of mission critical criminal justice programs, full legal and regulatory compliance and maximum use of resources.

2. As a member of the PSA executive leadership team, is the principal advisor to the Director and Deputy Director on administrative management matters, providing advice on highly complex or controversial program issues.
3. Is responsible for executive leadership of PSA's programs and processes in budget formulation, justification and execution, accounting, and procurement and development and issuance of related policies and procedures. Advises the Director and Deputy Director on strategies to acquire and manage resources to ensure full support of and integration with mission critical programs.
4. Oversees the development and implementation of programs in human capital management, ensuring compliance with law, regulation and policy, optimum service delivery to the work force, full integration of human capital into PSA strategic planning processes, and maximum use of human capital resources that continually support PSA's criminal justice missions.
5. Leads the design and evaluation of PSA information technology programs; recommends action on information technology investments and ensures that PSA actions on technology investments are consistent with effective business planning and management and comply with relevant law and regulation.
6. Has executive level responsibility for long- and short-range program planning and evaluation functions for PSA. Serves as PSA's Performance Improvement Officer, pursuant to the Government Performance and Review Act.
7. Supervises, directly or indirectly, specialists and managers in social science, finance, information technology, human capital management and related disciplines, through the GS-15 level, managing staff divided into four separate offices, Establishes program and organizational structure; ensures appropriate coordination and communication; and oversees performance management, recruitment and staffing, staff development, inclusion and related areas.

### **Qualification Requirements:**

SES positions have both professional/technical requirements that are specific to the position and Executive Core Qualifications (ECQs) developed by OPM that are common to all SES positions. To receive full consideration, applicants must submit complete responses to each qualification requirement and ECQ.

### **Technical Qualifications:**

1. **Ability to develop, implement and administer Federal business management functions such as financial management, human capital, and/or information technology at the executive level.**
2. **Knowledge of strategic and operational planning and evaluation at the agency level.**

3. **Skill in integrating Federal resource management and technology to support mission critical programs and comply with law, regulation and policy.**

### **Executive Core Qualifications:**

**ECQ 1, Leading Change:** this core qualification measures the ability to bring about strategic change, within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

**ECQ 2, Leading People:** this core qualification involves the ability to lead people toward meeting the organization's vision, mission and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

**ECQ 3, Results Driven:** this core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results, by applying technical knowledge, analyzing problems and calculating risks.

**ECQ 4, Business Acumen:** this core qualification involves the ability to acquire and manage human, financial and information resources strategically.

**ECQ 5, Building Coalitions/Communication:** this core qualification involves the ability to build coalitions internally and with other Federal agencies, State and Local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

More information on ECQs and underlying competencies may be found in the Guide to Senior Executive Service Qualifications available on the OPM Website.

**Evaluation Method:** For this position, PSA is using the Traditional Method to evaluate applicants based on a resume and narratives addressing each technical qualification and ECQ. Applicants who meet professional/technical qualifications and ECQs will be considered basically qualified for this position. An Executive Resources Board (ERB) will evaluate these basically qualified applicants to determine the best qualified. Category Rating is used to evaluate applicants using three categories (Best Qualified, Well Qualified, and Qualified) to determine the degree to which applicants meet requirements and to determine those that are referred for further consideration. If the selectee is being initially appointed to the SES, his/her ECQs must be reviewed and approved by a Qualifications Review Board convened and managed by OPM.

### **How to Apply:**

Applicants must submit:

- (1) A resume or application form, OF-612, Optional Application for Federal Employment, or any other written format you choose to describe your job-related qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, OF-510, Applying For A Federal Job. The OF-510 and OF-612 can be obtained through the USAJOBS website at [http:// www.usajobs.opm.gov/b.htm](http://www.usajobs.opm.gov/b.htm) or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

- (2) Narrative responses to technical qualifications and ECQs. Provide specific information on each, referencing the specific position(s) in your resume that demonstrate possession of the qualification and describing accomplishments and results. Please limit your response on each qualification or competency to two (2) pages.

Graduates of an SES Candidate Development Program must provide proof of current OPM certification and address the professional/technical qualifications

Current or former SES members must submit documentation of SES status and a narrative statement addressing only the professional/technical qualifications.

**Conditions of employment:**

Individuals being appointed to the SES for the first time must serve a one-year probationary period.

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service law.

All applicants are subject to a comprehensive criminal background investigation and are required to submit to urinalysis to screen for illegal drug use prior to appointment.

This position is covered under the post-employment restriction of the Ethics in Government Act of 1978 (P.L.\_ 95-21). This law also requires the selectee to file an Executive Personnel Financial Disclosure Report (SF-278) within 30 days of appointment.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choice.

U.S. citizenship is required.

**Reasonable Accommodation:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation is made on a case-by-case basis.

**Submit your application to:**

Pretrial Services Agency  
Office of Human Capital Management  
633 Indiana Avenue, NW—Suite 1170  
Washington, DC 20004-2903

Or Fax to: (202) 220-5633  
Or Email to: [Jobs@psa.gov](mailto:Jobs@psa.gov)

Applications must arrive by the closing date of this announcement to receive consideration.

If you have questions about this vacancy announcement, please call Tara Stoney (202) 220-5586.

The Pretrial Services Agency is an equal opportunity employer. Selections for this position are based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other non-merit based factors.

**What to Expect Next:** After receipt of your complete application, we will acknowledge receipt and your qualifications are then evaluated. The best qualified candidates are referred for further consideration and possible interview. You will be notified of the outcome.