

# Senior Policy Advisor

DEPARTMENT OF THE TREASURY

## Treasury, Departmental Offices

DAS COMMUNITY AND ECONOMIC DEVELOPMENT

[APPLY](#)

### **Duties**

The following are the duties of this position at the GS-15. If you are selected at a lower grade level, you will have the opportunity to learn to perform all these duties, and will receive training to help you grow in this position. As a Senior Policy Advisor, you will:

- Provide expert technical support and analyses of and monitor developments in the policy areas of the Office of Community & Economic Development.
- Provide authoritative advice, data, information, and reporting on a wide range of issues related to the policy areas of the Office of Community & Economic Development, including market and regulatory developments.
- Develop and implement policies relating to the Office of Community & Economic Development.
- Summarize findings and research in written products of various types, including tables, charts, short summaries, as well as longer analytical policy memos and reports.
- Develop, produce, and prepare policy statements and written materials, including briefing or issue papers and memoranda for senior Treasury officials, including the Secretary and White House officials for the purpose of meetings, speeches, interviews, and testimony.

### **Requirements**

#### **Conditions of Employment**

This opportunity is also open to [Status Candidates](#) under Announcement 23-DO-344. Please refer to that announcement for details on open period, eligibility, and how to apply.

The experience may have been gained in either the public, private sector or [volunteer service](#). One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/day/year, and indicate number of hours worked per week on your resume.

Key Requirements:

1. Please refer to "Conditions of Employment."
2. Click "Print Preview" to review the entire announcement before applying.
3. Must be U.S. Citizen or U.S. National.

All new hires will be required to comply with federal ethics laws. A review of financial or other interests may be conducted to determine if they create any real or apparent conflict of interests with official Treasury duties.

## Qualifications

You must meet the following requirements by the closing date of this announcement.

For the GS-15, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-14 grade level in the Federal service. Specialized experience for this position includes:

- Preparing memoranda, presentations and reports with policy recommendations on topics related to small business, community development and/or affordable housing; AND
- Developing or analyzing legislative or regulatory proposals affecting community and economic development; AND
- Developing and communicating policy statements for senior executives or officials; AND
- Representing an office in interdepartmental, congressional, or private sector meetings or conferences.

**For the GS-14, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal service. Specialized experience for this position includes:**

- Supporting senior officials by assisting in the research, analysis, and editing to prepare memoranda, presentations and reports with policy recommendations on topics related to small business, community development and/or affordable housing; AND
- Supporting senior officials by assisting in developing and analyzing legislative or regulatory proposals affecting community and economic development; AND
- Supporting senior officials by assisting in developing and communicating policy statements for senior executives or officials.

## Education

This job does not have an education qualification requirement.

## Additional information

OTHER INFORMATION:

- We may select from this announcement or any other source to fill one or more vacancies.
- This is a non-bargaining unit position.
- We may offer opportunities for telework.
- We may offer opportunities for flexible work schedules.

## CONDITIONS OF EMPLOYMENT:

- A one year probationary period may be required.
- Must successfully complete a background investigation.
- Complete a [Declaration for Federal Employment](#) to determine your suitability for Federal employment, at the time requested by the agency.
- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.
- If you are a male applicant born after December 31, 1959, certify that you have registered with the [Selective Service System](#) or are exempt from having to do so.

- Go through a Personal Identity Verification (PIV) process that requires two forms of identification from the [Form I-9](#). Federal law requires verification of the identity and employment eligibility of all new hires in the U.S.
- Obtain and use a Government-issued charge card for business-related travel.
- File a Confidential Financial Disclosure Report within 30 days of appointment and annually from then on, if required.
- Undergo an income tax verification, if required.
- To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*. Federal agencies may request information regarding the vaccination status of selected applicants to implement other workplace safety protocols, such as masking, physical distancing, testing, travel, and quarantine.

**Our comprehensive benefits are very generous. Our benefits package includes:**

- Challenging work, opportunities for advancement, competitive salaries, bonuses and incentive awards.
- Eleven paid holidays, 13 days of sick leave, and 13 to 26 days of vacation time each year.
- Access to insurance programs that may be continued after you retire.
- A wide choice of health insurance plans, coverage for pre-existing conditions, and no waiting periods. We pay a substantial amount (up to 75%) of the health insurance premiums.
- A retirement program which includes employer-matching contributions.
- Learn more about Federal benefits programs at:  
[https://help.usajobs.gov/index.php/Pay\\_and\\_Benefits](https://help.usajobs.gov/index.php/Pay_and_Benefits)

**APPLY**