The
Senior Executive Service

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Why?

Pursue Your Passion

Discover Your Purpose

Define Your Legacy

Origins

- Keystone of the Civil Service Reform Act of 1978
  - Top management positions unified in a personnel system to provide agency authority and flexibility
  - Established a corps of executives selected for their leadership qualifications
  - Seeks to strengthen links between Presidential appointees and career civil servants

Vision and Mission

- Lead the continuing transformation of our government

- Share a commitment to public service and to democratic values grounded in the fundamental ideals of the Constitution.

- Strive to create a more citizen centered, result oriented Federal Government.

Executive Position Allocations
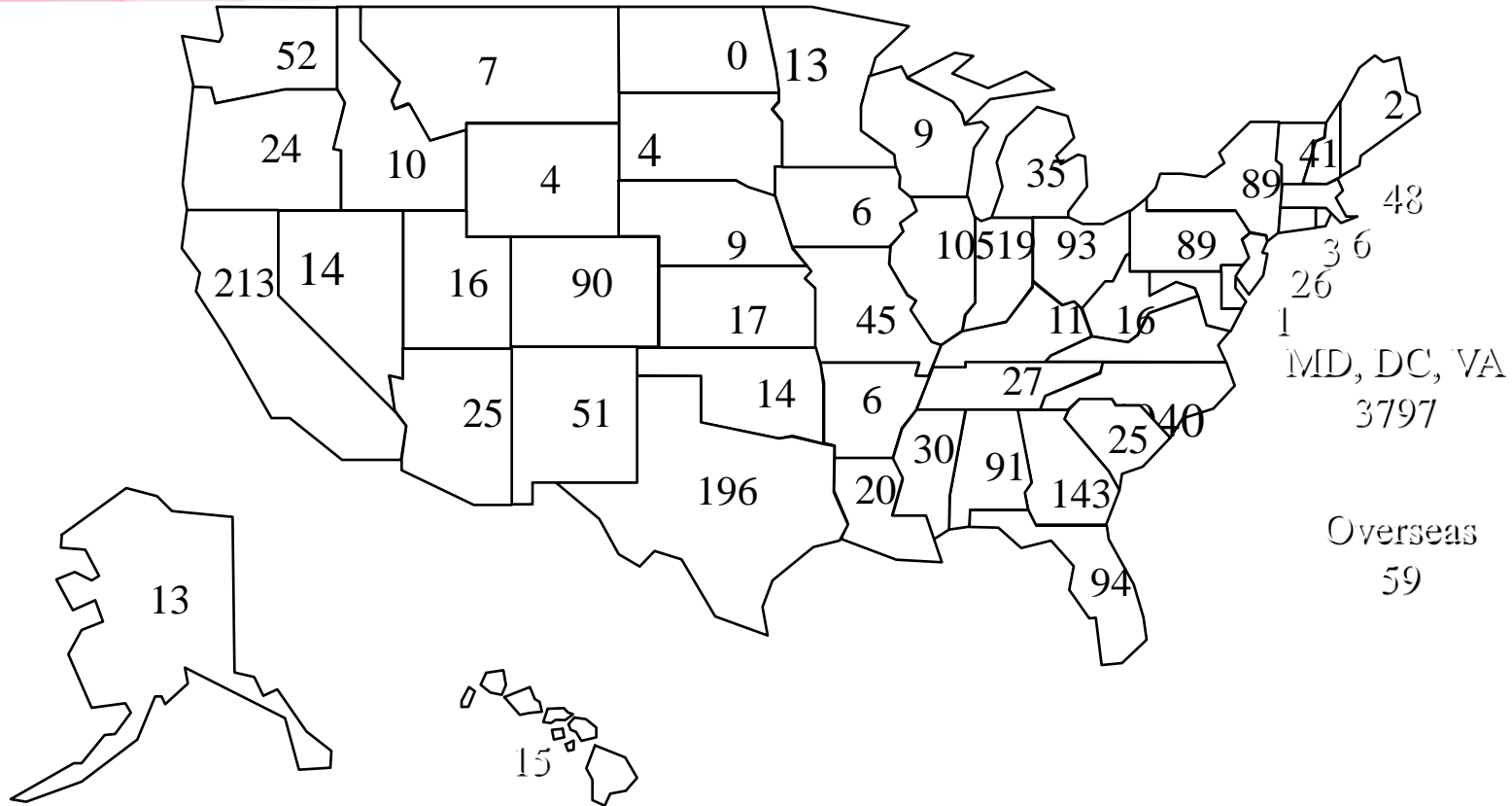
▣ By the number:

▣ Senior Executive Service   8,743

▣ Senior Level Scientific/Professional   1,209

SES Allocations

- No statutory or regulatory limit to the number of SES positions

- OPM allocates slots to agencies on a biennial basis

- OPM does not provide funding for these positions

Where are the SES positions?

Demographics

- 31% of all SES are women/69% are men
- 9.3% of SES are African-American
- 3.7% of SES are Hispanic
- 2.7% of SES are Asian
- Average age: 53
- Compensation cap: $179,700

Opportunities

- 165,000 GS-14/15s gov't wide
- 35% SES'ers eligible to retire now
- 64% eligible in 5 yrs
- 600+ vacancies a year
- 92% filled from within the government
- 75% of positions in Washington, DC

SES Occupations
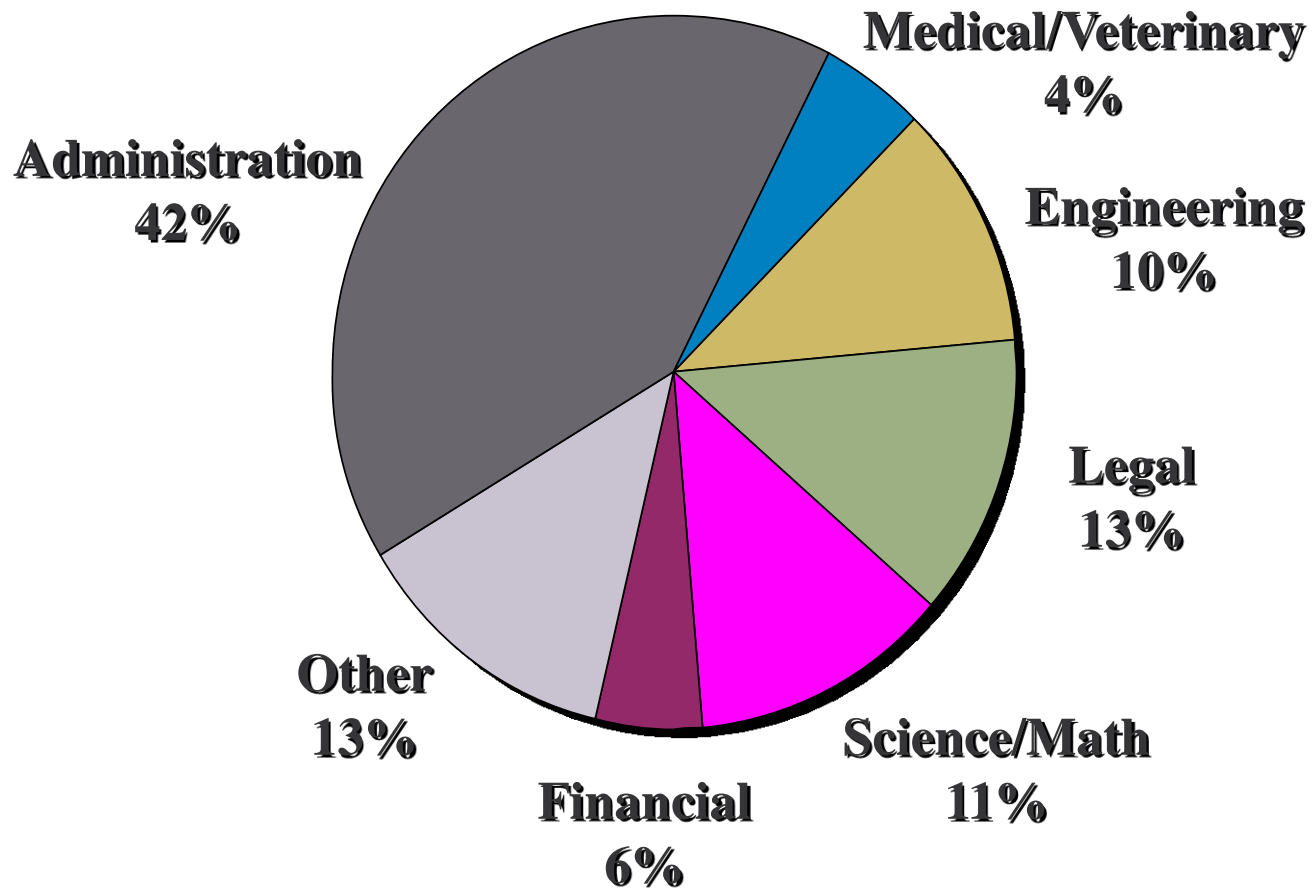
Filling SES Jobs

- If filled competitively:
  - be announced at least Government wide
  - open for minimum of two weeks
  - announcement must address 5 ECQs
- Noncompetitively (transfer, reassignment, non-career, limited appointment, SES CDP)
- <u>No time in grade requirements or veterans preference</u>

Type of SES Positions

- Non-career
- Limited Term
- Career

How to Become a Member of the SES Corps

- www.usajobs.opm.gov
- Apply for a specific vacancy.
- Graduate from an agency Candidate Development Program
  - Must be OPM approved
  - Must be announced government-wide

SES Merit Staffing Selection Methods

Resume Based
- Resume only
- Must show ECQs and any technical qualifications

Accomplishment Record
- Resume
- Narrative addressing selected competencies for the ECQs and any technical qualifications

Traditional
- Resume
- Narrative addressing all ECQs & any technical qualifications.

SES Selection Process

- **Agency**
  - HR professional
  - Executive Resources Board (ERB) panel members
  - Recommending, Selecting, & Approving officials

- **OPM**
  - HR professional

- **Independent Board**
  - Qualifications Review Board (3 SES from other agencies)

Fundamental Competencies

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- Oral Communication

- Integrity/Honesty

- Written Communication

- Continual Learning

- Public Service Motivation

- Interpersonal Skills

Executive Core Qualifications: 1. Leading Change

- Lead Strategic Change
- Meet Organizational Goals
- Establish Organizational Vision
- Implement in a continuously changing environment

Executive Core Qualifications: 2. Leading People

- Lead People to Accomplish Organizational Vision, Mission, and Goals
- Provide an Inclusive Workplace
- Develop Others
- Facilitate Cooperation & Teamwork
- Constructive Resolution of Conflicts.

Executive Core Qualifications: 3. Results Driven

- ▣ Make Decisions
- ▣ Produce High-quality Results
- ▣ Apply Technical Knowledge, Analyze Problems, and Calculate Risks
- ▣ Exceed Customer Expectations

Executive Core Qualifications: 4. Business Acumen

- Human Capital
- Financial Resources
- Information Technology

Executive Core Qualifications: 5. Building Coalitions

- ▫ Build Coalitions
- ▫ Build Partnerships
- ▫ Internal and External

Challenge-Context-Action-Result Model

- Challenge - A specific problem or goal
- Context - Individuals & groups you worked with, and/or environment in which you worked to address a challenge
- Action - What you did to address the challenge
- Result - A specific accomplishment /outcome of your actions

Your Qualifications: Telling Your Story

- ▣ Paint the picture!
- ▣ Draw in the reader
- ▣ Pick dramatic challenges

Application Tips

- Avoid acronyms
- Provide data and relevance (*increased productivity by X in Y time*)
- Highlight your management/technical competency/credentials

Application Tips

- Action, action, action!!!
- Mind the passive tense
- Use power words and verbs

Application Tips

- Two pages for each ECQ (front side only)
- Measurable results (include awards & recognition)
- Best Practice /Model results

Writing for Success

- Crisp statements
  - Poor: I have often managed important projects in the ABC section of the DEF part of the agency under the umbrella of the GHI.
  - Good: I set a new standard of excellence: complex initiative successfully rolled out in record time with minimal resources.

Communicating in Writing

- Use "we" and personal "I"
- Introduce the reader to your organization
- Review for usage, grammar, typos
- It's your image in writing: is it clean, sharp, complete?

OPM SES Guide

http://www.opm.gov/ses/references/GuidetoSESQuals_2010.pdf

Questions?

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