



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Thursday, August 18, 2011

**MEMORANDUM FOR: Chief Human Capital Officers**

FROM: John Berry, Director

Subject: Shared Registers for Budget Analysts (GS-5/7/9) and IT Specialists (GS-9)

The Office of Personnel Management (OPM) is pleased to announce the availability of a shared register for entry-level (GS-5/7/9) Budget Analyst positions. This register is part of our ongoing hiring reform initiative, to support Federal agencies as they streamline hiring practices and implement innovative assessment tools.

In 2009, we established registers for 12 commonly filled occupations at a range of grade levels. Our evaluation of that initiative and discussions with the Chief Human Capital Officer Council (CHCOC) indicated that such registers were of greatest value to agencies for the entry-level and when targeted to specific occupations and locations. We worked closely with a working group of representatives of the CHCOC to focus on entry-level Budget Analyst and Information Technology (IT) Management positions.

The attached document provides detailed information about the registers and a certificate request form. Agencies may request certificates from the Budget Analyst register immediately. The IT Specialist register will be available later this summer; requests may be submitted in advance and will be filled upon availability. Requests for certificates from either register should be submitted to OPM by September 30, 2011.

I believe you will be pleased with the quality of applicants referred and that they will meet the critical hiring need you identified for this register. Thank you for your continued support for this initiative. If you have any questions regarding the shared registers, please contact the individuals listed on the attached document.