



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Continuity of Operations Program Specialist

DEPARTMENT

Office of Senate Security

SALARY RANGE

\$81,464 - \$126,266

CONTACT

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

FEDERAL RELAY SERVICE

Speech/Hearing impaired persons may contact the Federal Relay Service at 1-800-877-8339 TTY

TELEWORK

This position is onsite. Any telework is done on an ad hoc and limited basis.

POSTING DATE

October 28, 2022

DEADLINE FOR APPLICATIONS

Open until filled

The online application can be found in the Employment section of Senate.gov - <https://www.senate.gov/visiting/employment.htm>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

VETERANS' PREFERENCE

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting:

https://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to resumes@sec.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

CONTINUITY OF OPERATIONS PROGRAM SPECIALIST

Department: Office of Senate Security

Reports to: Deputy Director for Continuity Programs, Senate Security

NATURE OF WORK

This is professional work administering the Office of the Secretary's Continuity of Operations (COOP) program. The incumbent will coordinate COOP plans and operations efforts within the Office of the Secretary and manage inventories of appropriate resources for use at alternate facilities. In addition, as incumbent, plays an active role in a variety of administrative duties including sensitive and classified matters. Work is performed under the general guidance of the Deputy Director for Continuity Programs. Work is bound by Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments.

ESSENTIAL FUNCTIONS

As Emergency Operations Center (EOC) Director, manage the operations of the Secretary's EOC, whenever activated. Train other staff on EOC operations.

Maintain and update plans for the EOC, Briefing Center, and Leadership Coordination Center.

Coordinate COOP planning within the Office of the Secretary; integrate departmental plans into the overall Office of the Secretary plan; and create and maintain necessary appendices for the plan. Work with Secretary of the Senate Information Systems (InfoSys) to enable greater accessibility of COOP information via technical solutions.

Develop, maintain, and update Secretary plans for each alternate facility.

Develop, assemble, and maintain flyaway kits and supplies for all departments within the Office of the Secretary for all relevant facilities.

Work with Secretary of the Senate Information Systems (InfoSys) to ensure IT equipment and resource needs are available for Secretary essential staff at alternate sites. Facilitate IT and communications testing at various COOP locations.

Develop and maintain a Stationery plan; assemble and maintain Stationery kits to support Senate essential functions at alternate facilities.

Work with the Sergeant at Arms (SAA) on logistics and storage needs of all kits and supplies. Coordinate for transport. Maintain accurate inventories and enable periodic refreshes.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge, and skill typically required, and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



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Represent the Office of the Secretary on Legislative Branch COOP planning teams; and participate in Senate and other Legislative Branch COOP exercises.

Maintain the internal training, testing, and exercise program for the Office of the Secretary COOP plan; and manage review and maintenance schedules. Coordinate with the SAA to arrange for Secretary staff participation in mobile vehicle and other exercises.

Maintain Secretary COOP email distribution list and ensure Secretary contact information is accurate within larger notification platforms.

As part of the Secretary's customer service initiative (known as R.A.T.E.), provide all customers with the highest level of customer service.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment with exposure to everyday risks or discomforts, and requires the use of normal safety precautions. Work requires frequent walking, standing, bending, and carrying items up to 50 pounds, as well as regular use of typical office equipment, software programs, and methods of communication such as a computer, email, telephone, and photocopier. Regular, predictable, and punctual attendance is required for performance of duties. Work also requires physical presence in the Office, except as otherwise required by the Office of the Secretary of the Senate.

MINIMUM QUALIFICATIONS

Work requires a bachelor's degree and one to three years of experience with emergency preparedness and planning; and the following knowledge, skills, and abilities:

Knowledge of emergency preparedness and continuity planning.

Knowledge of emergency evacuation and planning requirements and practices.

Basic knowledge of the Senate as an institution preferred, with a desire and willingness to learn more about the legislative process, as well as the history and operation of the Senate.

Skill in applying attention to detail.

Skill in organizing and maintaining schedules.

Ability to coordinate disparate groups.

Ability to work with databases.

Ability to collect information from various sources and consolidate it into a single operative source.

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Ability to accurately maintain a variety of administrative and executive records.

Ability to work effectively with executives and Senate staff.

Ability to appropriately handle confidential matters and information.

Ability to use tact and diplomacy when dealing with others.

Ability to communicate effectively, both orally and in writing.

Ability to make scheduling decisions independently using established priorities.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

U.S. citizenship.

Active Top Secret security clearance.

Ability to obtain permanent sensitive compartmented information (SCI) and Restricted Data (RD) access.

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