



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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### Vacancy Announcement

**POSITION:** Deputy Director

**DEPARTMENT:** Office of Senate Security

**SALARY RANGE:** \$95,001 - \$147,253

**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

**POSTING DATE:** February 12, 2014

**DEADLINE FOR APPLICATIONS:** March 14, 2014 Applications will NOT be accepted after 11:59 p.m.

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

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.



**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

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**DEPUTY DIRECTOR, OFFICE OF SENATE SECURITY**

**Department:** Office of Senate Security

**Reports to:** Director, Senate Security

**NATURE OF WORK**

This is technical supervisory work assisting the Director of Senate Security with management and implementation of the Senate's security programs. Work includes supervising staff and conducting technical surveillance countermeasures services (TSCM), classified computer security, computer forensics and communications security (COMSEC). Work is bound by DIA, CIA, DOD directives, Senate Security Manual and Rules, and standing orders of the Senate.

**ESSENTIAL FUNCTIONS**

Supervises Security Officers; assigns, reviews and evaluates work of subordinates; provides performance feedback and guidance to subordinates; and recommends personnel actions to Director, Senate Security.

Assists the Director with administration of the Senate's classified information security program; and assists with analyzing, planning, and advising on the development of security policies, standards and procedures.

Manages the technical security program for the U.S. Senate which includes TSCM, classified computer security, computer forensics, TEMPEST and COMSEC; conducts all internal TSCM services for Senate Security and those requested by the Leadership; and performs forensic analysis of computer systems in support of counterintelligence investigations.

Provides oversight and management of the personnel security program and the document control program; ensures background investigations are properly initiated and processed by Security Officers; ensures classified documents are properly logged and accounted for by Security Officers; and advises offices on document control policies and procedures.

Builds, programs, administers and maintains the office's classified local area network; and troubleshoots problems with Senate classified computer systems.

Prepares and presents information and education security briefings for Senate personnel exposed to classified material to ensure the proper handling of national security information.

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*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.*

PB: 13      FLSA: Exempt      VEOA:NC

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**UNITED STATES SENATE  
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Conducts and oversees security investigations; makes recommendations to the Leadership and Senate offices based on the severity and impact of the security violation; and serves as Senate liaison to the intelligence community.

Assists in the planning and implementation of the Senate's emergency preparedness and continuity of government programs.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. When conducting TSCM services, incumbent is exposed to loud noise and non-ionizing radiation. Work involves walking, standing, bending, carrying items 25-50 pounds such as computer and security equipment.

**MINIMUM QUALIFICATIONS**

Work requires a Bachelor's Degree in Security Administration, or a technically related field, with five to eight years government security management and TSCM; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:

Knowledge of TSCM procedures and techniques.

Knowledge of technical security, computer security, communications security and physical security equipment, procedures and practices.

Knowledge of counterintelligence practices and techniques.

Knowledge of DOD and CIA personnel security programs.

Knowledge of document control systems and procedures.

Knowledge of the capabilities, operating requirements and program operation of computers, networks (LAN/WAN), peripheral equipment and various operating systems.

Skill in the operation of TSCM equipment.

Experience in continuity and emergency preparedness programs is highly desirable.

Ability to troubleshoot office automation equipment and resolve issues.

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Ability to brief and interact professionally with Senate Leadership, Senators, Cabinet Officers and senior-level government officials, individually and in groups, using tact and diplomacy.

Ability to implement operational guidelines and procedures.

Ability to communicate effectively, both orally and in writing.

Ability to travel and work inside or outside of the Washington metropolitan area, in the event of an emergency that requires relocation of the Senate.

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

United States citizenship.

Active Top Secret security clearance.

Ability to obtain permanent SCI and RD access within 90 days of hire.

Completion of Intelligence Community TSCM course.

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