VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms 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 is available at www.senate.gov/saaemployment.

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 Senate Sergeant at Arms 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@saa.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 obligations and efforts of the Office of the Senate Sergeant at Arms 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.

PROGRAM MANAGER

NATURE OF WORK

This is professional work with responsibility for emergency preparedness, continuity of operations and security. Work includes developing, coordinating, maintaining and monitoring policies, guidelines and procedures in such areas as emergency preparedness, response and recovery, and security. Work is performed under the general direction of the Director.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Implements policies and procedures; manages and maintains projects, plans and programs.
- Identifies problems impacting the Senate community's ability to evacuate, shelter in place, decontaminate, and execute other emergency responses; develops and implements solutions; reports to management the status of corrective actions.
- Identifies and validates emergency preparedness, life-safety systems, equipment and supplies for the Senate community; conducts needs assessments for emergency preparedness, life safety systems, equipment and supplies; implements the allocation, deployment, maintenance and inventory of emergency equipment to Senate offices and public areas.
- Coordinates the development and ensures proper implementation of action plans and short- and long-term security projects.
- Develops and delivers training; ensures that Senate staff is properly trained to perform all emergency functions.
- Assists in the development of security needs for the Capitol, Senate office buildings, and grounds in the Washington, D.C. area; implements security plans for contingency relocation of the Senate Chamber, both on-site and off-site.
- Provides advice and technical assistance to Senate Offices and Committees on issues of physical security and personal protection.
- Advises Member offices in the planning, implementation and maintenance of major state-level security, emergency preparedness, and continuity of operations projects; negotiates with Senate staff, commercial and federal landlords, and general contractors in the selection, installation, and maintenance of security measures in state offices.
- Assists in planning, directing and executing projects; assists in the development of the annual program plan and SAA strategic plan.

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.

- Represents the Sergeant at Arms (SAA) organization in meetings with the Capitol Police, Secretary of the Senate, and other working groups.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in an office environment with no exceptional physical demands.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in business administration, public administration, criminal justice, or a related field, and three to five years of experience in disaster relief response planning, emergency management/preparedness planning, law enforcement, security operations or program management; or any equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

- Knowledge of principles, methods and practices of emergency management, security management, project management, including project budgeting, scheduling, staffing, risk management and requirements analysis.
- Knowledge of vulnerability assessment, threat analysis, and security assessment in the Legislative Branch.
- Knowledge of life safety practices, including fire and safety, emergency action planning, evacuation, relocation and shelter-in-place.
- Knowledge of emergency equipment to include breathing devices (e.g., escape hoods), communication devices, and emergency supplies.
- Knowledge of OSHA guidelines.
- Ability to develop effective working relationships with Senate staff, local, state, and federal law enforcement and security agencies.
- Ability to communicate effectively.
- Ability to conduct research and prepare clear and concise analyses, plans, procedures and reports.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Must possess or be able to obtain a top secret security clearance.

This position requires the incumbent to be available at all times for sudden recall in response to emergency events affecting the Senate campus/community, and to potentially deploy to alternate sites in support of the Senate's contingency operations.

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.