



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT (Previous Applicants Need Not Apply.)

POSITION

Continuity Plans Specialist

DEPARTMENT

Office of Senate Security

SALARY RANGE

\$87,912 - \$136,267

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

November 18, 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 PLANS SPECIALIST

Department: Office of Senate Security

Reports to: Deputy Director for Continuity Programs, Senate Security

NATURE OF WORK

This is work that involves developing continuity plans, including technical writing and adjudication; attending and facilitating planning meetings while representing the Secretary's interests; producing briefing materials and meeting minutes for senior management; maintaining inventories and directories in conjunction with other Secretary continuity staff; liaising with staff from the Joint Congressional Continuity Board and key partners; ensuring seamless operations between emergency response procedures and Continuity of Operations (COOP) activities, and supporting training and exercises. 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

Serve as liaison for Joint Continuity Programs on behalf of the Secretary. Liaison responsibilities include briefing senior staff on program developments, representing the Secretary's interests at the liaison site, and ensuring effective communication and coordination with other liaison staff, partners, and Secretary Continuity staff.

Assist the Deputy Director for Continuity Programs and the COOP Coordinator in maintaining plans and procedures.

Coordinate feedback on Senate and Joint Congressional Continuity Plans on behalf of the Secretary.

Maintain and update continuity plans and inventories to ensure Secretary personnel can adequately support contingency operations.

Attend or facilitate briefings and develop minutes as appropriate.

Participate in COOP and Continuity of Government (COG) exercises to support Senate readiness. Coordinate within the Secretary's office to meet exercise objectives. Facilitate after-action item reporting and resolution as appropriate.

Fulfill Secretary requirements in support of National Special Security Events, including (but not limited to) State of the Union Addresses and Presidential Inaugurations.

Travel to key locations across the United States as needed to provide evaluations and assessments and ensure readiness.

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.



UNITED STATES SENATE OFFICE OF THE SECRETARY

Lead the Leadership Coordination Team and serve on the Secretary's Emergency Operations Center (EOC) team. Participate in cross training to be prepared to support or lead the EOC as necessary.

Support communications with partners within the Senate Sergeant at Arms, House of Representatives, and other Legislative Community entities involved with COG.

Develop briefing materials for senior leaders on a wide variety of Continuity Program efforts and initiatives.

Attend planner and liaison meetings with Legislative partners as a representative of the Secretary.

Perform other official duties and special projects as assigned.

Maintain current knowledge of the Office of Senate Security's Emergency Action Plan (EAP) and COOP plan; participate in periodic exercises and drills.

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 and discomforts, and requires the use of normal safety precautions. Work requires frequent walking, standing, bending, and carrying items up to 25 pounds, as well as regular use of typical office equipment, software programs, and methods of communication, such as a computer, email, telephone, and photocopier, and fax machine. 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.

Must be capable of occasionally providing support outside of normal business hours, to include evenings and weekends. This position is required to support emergency response and continuity efforts and travel to key locations across the U.S. as needed to provide evaluations and assessments and ensure readiness.

Primary duty station is located in Northern Virginia; frequent travel between duty station and Capitol Hill is required (1-2 times per week or as needed).

MINIMUM QUALIFICATIONS

Work requires a bachelor's degree in a related field, with at least one to three years of experience developing continuity plans, procedures, or briefing materials, and the following knowledge, skills, and abilities.

Experience working in a classified environment is preferred, but not required.

U.S. Senate work experience is preferred, but not required.

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UNITED STATES SENATE OFFICE OF THE SECRETARY

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.

Knowledge of COOP and COG principles, with strong enthusiasm for the mission.

Ability to maintain confidentiality.

Ability to communicate effectively both orally and in writing.

Strong interpersonal skills, with the ability to use tact and diplomacy when dealing with others.

Ability to work in a fast-paced environment under time pressure and tight deadlines.

Ability to multitask and prioritize tasks in a changing environment with minimal supervision.

Ability to think independently, solve problems, and make decisions using established protocols and priorities.

Demonstration of strong attention to detail.

Ability to use a computer and relevant computer software programs, including databases.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

U.S. citizenship.

Ability to obtain a Top Secret security clearance, with active SCI clearance preferred.

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