



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

VACANCY ANNOUNCEMENT

POSITION

Career Ladder Position

Financial Systems Analyst I – Phase I (Pay Band 7) to
Financial Systems Analyst II – Phase II (Pay Band 8) to
Financial Systems Analyst III – Phase III (Pay Band 10)

DEPARTMENT

Senate Disbursing Office

SALARY RANGE

Pay Band 7: \$67,285 - \$104,293

Pay Band 8: \$74,868 - \$116,045

Pay Band 10: \$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

POSTING DATE

June 7, 2022

DEADLINE FOR APPLICATIONS

June 21, 2022 Applications will NOT be accepted after 11:59 p.m.

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.



CAREER LADDER – Financial Systems Analyst Phase I to Phase II to Phase III

Department: Senate Disbursing Office/Financial Systems Program Office

Reports to: Financial Systems Management Analyst

This is a three-step career ladder position within the Senate Financial Systems Program Office. An individual selected for this position will be placed in the position phase / pay band commensurate with their skills and level of experience:

- PHASE I – Financial Systems Analyst I – Pay Band 7
- PHASE II – Financial Systems Analyst II – Pay Band 8
- PHASE III – Financial Systems Analyst III – Pay Band 10

Placement in the Financial Systems Analyst Phase I (Financial Systems Analyst I) would be for a period of approximately 12 to 24 months and would require completion of the Phase I Individual Development Plan. The individual would be provided opportunities for increased responsibility and upon successful completion of the development and performance goals specified in the Phase I Individual Development Plan, the individual will be granted a non-competitive promotion to Financial Systems Analyst Phase II (Financial Systems Analyst II) position, pay band 8. This placement would be for 12 to 24 months and would require completion of the Phase II Individual Development Plan and a demonstrated ability to address increasingly complex financial system issues. Successful completion of Phase II will result in a non-competitive promotion to Financial Systems Analyst Phase III (Financial Systems Analyst III) position, pay band 10.

PHASE I – Financial Systems Analyst I – Pay Band 7

NATURE OF WORK

This is administrative work supporting the financial applications of the Senate. Work requires assisting with activities related to new financial applications, including participation in requirements, design meetings, and testing of software. Work is bound by Title 2 of the U.S. Code; generally accepted accounting principles; Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; the *Senate Ethics Manual*, and Senate Disbursing Office and Financial Systems Program Office procedures, practices, and guidelines, but requires independent judgment in setting priorities in handling assignments.

ESSENTIAL FUNCTIONS

Assist in coordinating design meetings and testing events.

Help determine document requirements for financial systems enhancements.

Assist in documenting decisions related to system design and financial systems user group discussions.

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

Assist in testing software.

Manage software change control activities.

Provide help desk support for financial systems users and assist users with system functions; address questions and user issues reported by phone, email, and in person, and assist in the tracking of system defects and resolutions.

Assist in troubleshooting issues with financial systems applications.

Participate in financial system software release, implementation, and support activities as assigned.

Assist in documenting financial systems processes.

Apply software patches to financial systems platforms.

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

MINIMUM QUALIFICATIONS

Work requires a bachelor's degree in business administration, information systems, or a related field, with one to two years of related administrative experience; and the following knowledge, skills, and abilities:

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.

Ability to work under pressure and within tight deadlines.

Strong attention to detail and ability to handle multiple projects and priorities.

Self-starter that demonstrates troubleshooting skills and a proactive approach in resolving problems and issues.

Ability to work independently.

Excellent organization skills.

Ability to establish and maintain effective working relationships.

Ability to deal with others using tact and diplomacy.

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UNITED STATES SENATE OFFICE OF THE SECRETARY

An individual **must pass Phase I** to move onto Phase II of the Career Ladder. A performance increase will be granted upon successful completion of Phase I.

PHASE II – Financial Systems Analyst II – Pay Band 8

NATURE OF WORK

This is administrative technical work supporting the Senate's financial systems applications and processes. Work require performing various functional activities associated with software development and implementation in addition to responding to questions from and providing training for system users. Work is bound by Title 2 of the U.S. Code; generally accepted accounting principles; Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; the *Senate Ethics Manual*; and Senate Disbursing Office and Financial Systems Program Office procedures, practices, and guidelines, but requires independent judgment in setting priorities in handling assignments.

ESSENTIAL FUNCTIONS

Participate in financial systems software release and implementation activities, including but not limited to documenting requirements, participating in the review of software designs proposed to meet requirements, and testing software changes and new software applications.

Assist in the development of system documentation, help content, user manuals, and training materials as needed to support financial system projects.

Assist in tracking progress of various financial systems projects utilizing defined project metrics.

Identify problems and specific issues related to the operation of financial applications; conduct preliminary analysis and suggest ways of improving processes involving the Senate's financial system.

Document business process flows related to financial systems processes.

Develop test scripts to test and validate financial systems changes and new applications and functions.

Execute pre-defined queries of financial data.

Assist with and/or conduct formal, hands-on user training for financial applications users.

Provide help desk support for financial systems users and assist these users with system functions, address questions and user issues reported by phone, email, and in person, and assist in the tracking of system defects and resolutions.

Apply software patches to financial systems platforms.

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UNITED STATES SENATE OFFICE OF THE SECRETARY

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

MINIMUM QUALIFICATIONS:

For advancement to this phase, an individual must either successfully complete Phase I Individual Development Plan and master the following knowledge, skills, and abilities or enter the position with two to four years of experience related to the following:

Knowledge of the laws, regulations, and procedures regarding the processing of Senate financial transactions.

Knowledge of the functions, operations, policies, and procedures used by various financial systems user groups.

Demonstrated knowledge of Senate financial applications.

Skill in testing automated systems and documenting and communicating results effectively, both orally and in writing.

Ability to identify, analyze, and provide suggestions to issues encountered during testing.

Ability to assist or conduct formal training, either one-on-one, or in a group setting.

Experience with Microsoft Office products including Word, Excel, PowerPoint, Project, and SharePoint.

Demonstrated proficiency with financial systems tools, including OnTime, SpiraTeam, and WebLoad.

Ability to utilize data tools developed for various financial systems projects.

An individual **must pass Phase II** to move onto Phase III of the Career Ladder. A performance increase will be granted upon successful completion of Phase II.

PHASE III – Financial Systems Analyst III – Pay Band 10

NATURE OF WORK

This is administrative technical work supporting the Senate's financial systems applications and processes. Work requires performing various functional activities associated with software development and implementation in addition to responding to questions from and providing training for system users. Work is bound by Title 2 of the U.S. Code; generally accepted accounting principles; Secretary of the Senate policies and procedures; the *U.S. Senate Handbook*; the *Senate Ethics Manual*;

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UNITED STATES SENATE OFFICE OF THE SECRETARY

and Senate Disbursing Office and Financial Systems Program Office procedures, practices, and guidelines, but requires independent judgment in setting priorities in handling assignments

ESSENTIAL FUNCTIONS

Serve as assistant release manager for financial systems software releases and implementation activities; assist with the oversight of all phases of the financial system Software Development Life Cycle.

Serve as project manager for financial systems operational activities projects, such as financial system Rollover and Archive Purge.

Assist in the development of new training courses and materials related to financial system functions and processes.

Assist and/or conduct formal, hands-on user training for junior financial systems support staff.

Develop and maintain schedules for planned financial system projects.

Lead and facilitate requirements gathering and design sessions with assigned user groups.

Identify potential process improvement opportunities based on documented business process flows related to financial systems processes.

Provide specialized support for a specific user group or groups, serving as a subject matter expert for the assigned community.

Provide specialized support for specific financial systems functions, serving as a subject matter expert for an assigned area or areas.

Maintain/modify financial systems tools such as pre-defined queries of financial data.

Assist in administering and/or configuring financial applications.

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

MINIMUM QUALIFICATIONS

For advancement to this phase, an individual must successfully complete Phase II Individual Development Plan and master the following knowledge, skills, and abilities or enter the position with four to six years of experience related to the following:

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**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Demonstrated meeting facilitation skills.

Demonstrated process improvement skills.

Knowledge of project management principles and techniques.

Knowledge of the financial systems Software Development Life Cycle (SDLC).

Demonstrated proficiency with operational activities associated with the financial system.

Knowledge of systems administration standards and procedures.

Demonstrated proficiency with systems performance monitoring tools.

Ability to maintain data tools developed for various financial system projects.

Introductory knowledge of Structure Query Language (SQL) and associated tools.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT (FOR ALL PHASES I, II, III)

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, 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 of the Senate.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS (FOR ALL PHASES I, II, III)

Employee demonstrates and possesses a strong interest in technology and its advancement.

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