

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.



TECHNOLOGY REPRESENTATIVE

NATURE OF WORK

This is responsible professional work providing office automation and information technology services to Senate offices. The work includes assessing customer needs, assessing product quality and recommending improvements. Work is performed under the general direction of the Director of Communication and Technology Integration.

EXAMPLES OF WORK

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

- Consults with Senate staff regarding the most efficient use of office automation, including communications, document reproduction and transmission, and general office equipment.
- Develops, implements and maintains a customer experience strategic plan across all CIO enterprise interactions; conducts research, special studies, surveys and reviews; compiles and analyzes data; prepares presentations and papers outlining specific practices that can be put into place that benefit the Senate community.
- Analyzes functional operations, procedures and work flow in Senate offices to determine how office technology might improve efficiency and productivity; analyzes programs and related evaluations to ascertain deficiencies; develops recommendations for improvement.
- Assists the Director in assessing, updating and maintaining a consistent project management methodology within the SAA.
- Participates in the design and enhancement of office equipment and systems; assists in the planning, directing, and executing of projects; monitors the progress, milestones, and deliverables of projects; provides performance feedback and recommendations.
- Collects and analyzes project status reports to ensure adherence to SAA program management methodologies.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree and a minimum of two years of Senate personal or committee office experience:

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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.



- Knowledge of various systems, software and equipment related to communications and information technology.
- Knowledge of U.S. Senate rules and protocol.
- Knowledge of general office practices and procedures.
- Ability to assess user needs and to plan and coordinate activities to meet those needs.
- Ability to prepare and maintain accurate records and reports.
- Ability to analyze issues and make recommendations for proper action.
- Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.