



U.S. Senate Sergeant at Arms Human Resources

Vacancy Announcement

POSITION:

Chief Technology Officer #744

DEPARTMENT:

CIO- Executive Leadership

SUMMARY:

This is an executive level position supporting the Assistant Sergeant at Arms and Chief Information Officer with the development and execution of the technology strategy and architecture that enables digital transformation and contributes to the planning, organizing, and coordinating of budget, policies, procedures, and action plans. This position is responsible for leveraging technology strategy, life cycle and roadmap to match technology with business priorities.

LICENSES AND CERTIFICATIONS:

Position requires the ability to obtain a top secret security clearance.

SALARY RANGE:

\$143,387 - \$173,900

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/XW68>

POSTING DATE:

Wednesday, October 13, 2021 to **Saturday, November 13, 2021**

U.S. Senate Sergeant at Arms, Human Resources * Senate Hart Building SH-142, Washington, DC 20510 * Phone: 202-224-2889

The SAA is an equal employment opportunity employer in accordance with the requirements of Senate Rules and regulations and applicable federal laws. It is the policy of the SAA that all employment actions will be administered without regard to an employee's or an applicant's race, color, national origin, religion, disability, genetic information, age, gender, sexual orientation or uniformed service.



CHIEF TECHNOLOGY OFFICER

NATURE OF WORK

This is an executive level position supporting the Assistant Sergeant at Arms and Chief Information Officer with the development and execution of the technology strategy and architecture that enables digital transformation and contributes to the planning, organizing, and coordinating of budget, policies, procedures, and action plans.

This position is responsible for leveraging technology strategy, life cycle and roadmap to match technology with business priorities. This includes making key decisions on technology investments and coordinating the evaluation of new technologies (products, systems, services) for fit and interoperability across the CIO organization's technology portfolio.

Work includes defining and prioritizing work of several departments that drive innovation, strategic thinking, and technology outreach for the senate. It also includes developing and implementing technology strategies, priorities, policies and plans to support the daily functions of the Senate as well as Continuity of Operations and Continuity of Government. This position works across the CIO organization to govern and guide technology (products, systems, services) and the investment decisions that support them.

Work is performed with extensive latitude to set policy, direction and organizational management under the direction of the Assistant Sergeant at Arms/CIO. This allows the ASAA/CIO to focus on organizational strategy and representing the CIO with Senate offices, committees, and the SAA Executive Management.

EXAMPLES OF WORK

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

- Assists the CIO with the approval and assignment of priorities for technology projects across the CIO organization.
- Works with the CIO and CIO's staff to develop and budget for technology transformation programs including emerging technologies, prototypes, and technology R&D.
- Assists the CIO in developing the Senate's information technology strategic plan.
- Assists with oversight of the projects supporting the strategic plan and coordinates technologies across all CIO branches.
- Coordinates meetings supporting the technology project and strategic plans set forth by the organization.
- Attends classified meetings supporting the continuity program.



- Assists with oversight of the IT operational/management of the Continuity of Operations /Continuity of Government (COOP/COG) IT support associated with the Senate's continuity program.
- Serves as the ASAA/CIO in his/her absence.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in information technology or a related field, and five to eight years of senior level management experience; or any equivalent combination of education and experience that provides the following knowledge, abilities, and skills:

- Knowledge of current and emerging technologies, principles of information technology management, best practices, and technology solution strategies.
- Knowledge of current principles and practices of business, personnel management, emergency management, government procurement, and organizational leadership.
- Ability to organize and coordinate resources to achieve organizational goals and objectives.
- Ability to set goals, plan, and monitor multi-million dollar budgets.
- Ability to establish and maintain effective working relationships with Senate office and committee staffs, and Senate executive management, managers, supervisors, and subordinates.
- Ability to plan, organize, coordinate, assign, direct and evaluate the work of managerial, professional, technical and administrative staff.
- Ability to collaborate, build alliances and work with executive staff to define strategic plans and objectives.
- Ability to communicate effectively both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Position requires the ability to obtain a top secret security clearance.



U.S. Senate Sergeant at Arms Human Resources

INFORMATION FOR PROSPECTIVE SERGEANT AT ARMS (SAA) EMPLOYEES

The [United States Senate Sergeant at Arms](#) (SAA) is the largest in size of staff and budget in the Senate. It is responsible for all Senate computers and technology support services, recording and photographic services, printing and graphics services, and telecommunications services. The SAA also provides assistance to all Senate offices with their staffing, mailing, purchasing, and financial needs. The offices of the SAA that are responsible for providing these and other services include Capitol Facilities, the Operations Division, Financial Operations, and Human Resources. The SAA also shares responsibility for the Senate Page Program, the Senate Office of Training and Development, and the Capitol Telephone Exchange.

This summary of Employment Policies and Benefits is not comprehensive; it highlights major benefits that may be of interest to prospective employees. Policies and benefits are subject to change at the discretion of the Sergeant at Arms.

EMPLOYMENT POLICIES

All jobs at the Senate are considered “excepted service” and are accordingly not part of the federal government’s “competitive service” process. SAA employees are considered at-will employees under the jurisdiction of the U.S. Senate Sergeant at Arms. Prospective employees will be fingerprinted and undergo a criminal background investigation. All employment offers are contingent upon successful completion of the background check.

Evaluations: Employees enter service under a six-month probationary period. After six-months of employment, a performance appraisal is conducted to determine if the employee meets job requirements, or to remain in the employment of the SAA. On the first anniversary of completing probation, and annually thereafter on that anniversary date, performance appraisals are conducted.

Pay: Salary reviews occur at the same time as performance appraisals. Merit increases are not automatic; they are based on meritorious performance and subject to approval by management of the department and the SAA. If approved by the Senate, SAA employees may also receive cost-of-living adjustments (COLAs). Senate pay days are the 5th and 20th of each month. If these days fall on a weekend or holiday, the last working day before the 5th and the 20th becomes the pay day.

HEALTH/WELLNESS BENEFITS

The Sergeant at Arms offers the full range of Federal benefits to employees:

- [Federal Employees Health Benefits \(FEHB\)](#)
- [Federal Employees Dental and Vision Program \(FEDVIP\)](#)
- [Flexible Spending Accounts \(FSA\)](#)
- [Federal Long-Term Care Insurance \(FLTCIP\)](#)
- [Federal Employees Group Life Insurance \(FGLI\)](#)

RETIREMENT PLANS

Most new employees are automatically covered under the Federal Employees Retirement System - Further Revised Annuity Employees (FERSFRAE). Employees with prior Federal service may be eligible to continue to participate in the Civil Service Retirement System (CSRS), Federal Employees Retirement System (FERS) or the Federal Employees Retirement System – Revised Annuity Employees (FERS-RAE). For information on the TSP, visit www.tsp.gov.

HOLIDAY & LEAVE ACCRUALS

We offer paid time off benefits including: Annual, Sick, Long-Term Medical leave, and ten holidays. Annual and Sick leave are accrued on the 15th and last day of the month. Annual leave is accrued at rates dependent upon length of Federal Service.

Holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Full -Time Employee Annual Leave Accrual Rates:

- Less than 3 years of federal service – 120 hours/year, 5 hours/pay day
- 3 - 15 years of federal service – 160 hours/year, 6.67 hours/pay day
- 15+ years of federal service – 200 hours/year, 8.33 hours/pay day

Year-end balances of no more than 240 hours carry over for future use

Full -Time Employee Sick Leave Accrual Rate:

- Sick leave can be used for either personal or immediate family medical needs
- 96 hours/year, 4 hours/pay period

Year-end balances carry over for future use

OTHER BENEFITS

Transportation Subsidy: The SAA offers a Transit subsidy of up to \$270.00 for employees who use mass transit, including Metro, Commuter Buses, VRE, MARC trains and Van Pools.

Parking: Parking is provided without cost to regular SAA employees who do not participate in the transit subsidy program.

Student Loan Repayment Program: The SAA offers Student Loan Repayment for employees of up to \$833.00 a month for Qualifying Federal Student Loans.

Training & Development: The SAA offers training and development to advance professional skills including live classes, online learning and leadership coaching.

The SAA is an equal opportunity employer in accordance with the requirements of Senate rules, regulations, and applicable Federal Laws.