



U.S. Senate Sergeant at Arms Human Resources

Vacancy Announcement

POSITION:

Cybersecurity Supervisor #5358

DEPARTMENT:

Cybersecurity / Cyber Operations / Hunt Operations Center

SUMMARY:

This is professional and managerial work planning and managing the work of a small Cybersecurity team. Work may include supervising a combination of technical, professional and/or contract staff. Work also involves project management, providing input to the team's budget, providing forecasts, cost/benefit analysis and technical recommendations to senior management. This position is a managerial position under the direction of a Branch Manager and supports oversight and coordination of the cybersecurity program.

LICENSES AND CERTIFICATIONS:

Position requires the ability to obtain and maintain a security clearance.

SALARY RANGE:

\$105,809 - \$158,707

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/5K6Y>

POSTING DATE:

Thursday, February 25, 2021 **(Until Filled)**

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.



CYBERSECURITY SUPERVISOR

NATURE OF WORK

This is professional and managerial work planning and managing the work of a small Cybersecurity team. Work may include supervising a combination of technical, professional and/or contract staff. Work also involves project management, providing input to the team's budget, providing forecasts, cost/benefit analysis and technical recommendations to senior management. This position is a managerial position under the direction of a Branch Manager and supports oversight and coordination of the cybersecurity program.

EXAMPLES OF WORK

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

- Supervises team staff by providing direction, setting priorities, assisting with problem resolution, reviewing and evaluating work, counseling staff, and conducting performance reviews.
- Establishes team goals, assigns team leaders, and administratively and technically directs the work of staff.
- Conducts annual reviews, assigning performance ratings, recommending awards, arranging training, and managing performance improvement plans.
- Identifies team training needs and conveys training recommendations to upper management.
- Develops team work plans and assigns projects, tasks, resources, deadlines and priorities to staff; monitors work progress, adjusts project schedules and updates status of work on a regular basis to the appropriate Branch Manager.
- Confers with other sections, divisions, departments, and vendors to gather and disseminate information; represents the SAA organization in discussions of projects; participates in organizational decision-making.
- Facilitates the creation and modification of all cybersecurity compliance policies and processes applicable to the Supervisor's team.
- Maintains a cybersecurity framework for conducting team services and/or operations to periodically assess the regulatory, commercial, organizational, inherent and residual level of compliance and risks.
- Identifies and resolves any issue of noncompliance with governing standards and frameworks applicable to the team.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires extended periods of confined sitting and hand-eye coordination working with computers. Expected to work unusual and perhaps unexpected hours during a Continuity of Operations.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in computer science, telecommunications, or a related technical field, and seven to nine years of experience within a Certified Information Systems Security Professional (CISSP)-type environment, with at least two years of work in a supervisory capacity; or any equivalent combination of education and experience that provides the following knowledge, skills and abilities:

- Knowledge of laws, regulations, policies, and ethics as they relate to the cybersecurity area of expertise.
- Knowledge of current and emerging technologies and/or tools utilized in area of assigned cybersecurity discipline.
- Knowledge of cybersecurity concepts required.
- Skill in making processes more efficient.
- Ability to plan, supervise, assign and review the work of a combination of professional, technical and/or contract staff.
- Ability to apply critical thinking skills to identify strengths, weaknesses, alternative solutions, conclusions and approaches to problems.
- Ability to set goals, plans, and monitor projects.
- Ability to maintain proper documentation, relevant records and archives in an orderly, transparent fashion.
- Ability to display good judgment, work with a sense of urgency and demonstrate a commitment to high standards of ethics, regulatory compliance, customer service and business integrity.
- Ability to work well with a diverse client base.
- Ability to work in a heavily regulated and/or audited environment.
- Ability to communicate effectively, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Position requires the ability to obtain and maintain a security clearance.

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.