



# U.S. Senate Sergeant at Arms Human Resources

## Vacancy Announcement

\*\*\*Reposting (Previous applicants need not reapply.)\*\*\*

**POSITION:**

**Deputy Director of Cybersecurity #402**

**DEPARTMENT:**

Cybersecurity / Cybersecurity Operations

**SUMMARY:**

This position assists the Director of Cybersecurity with the building and managing of the cybersecurity infrastructure, technologies, process and procedures that enables the transformation of the cybersecurity program and contributes to the planning, organizing, and coordinating of budget, policies, procedures, and action plans. The position manages the daily operations of the Cybersecurity Department working with the branches on specific strategic initiatives, representing the Cybersecurity Director at technical meetings with Senate offices and working with the Cybersecurity Director on strategic initiatives.

**LICENSES AND CERTIFICATIONS:**

Position requires the ability to obtain and maintain a Top Secret/Sensitive Compartmented Information (TS/SCI) security clearance.

**SALARY RANGE:**

\$128,025 - \$173,900

**HOW TO APPLY:**

All applicants must use the link below and follow instructions.  
<https://sen.gov/80Q6>

**POSTING DATE:**

Wednesday, September 08, 2021 to **Wednesday, September 22, 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.



## DEPUTY DIRECTOR OF CYBERSECURITY

### NATURE OF WORK

This position assists the Director of Cybersecurity with the building and managing of the cybersecurity infrastructure, technologies, process and procedures that enables the transformation of the cybersecurity program and contributes to the planning, organizing, and coordinating of budget, policies, procedures, and action plans. The position manages the daily operations of the Cybersecurity Department working with the branches on specific strategic initiatives, representing the Cybersecurity Director at technical meetings with Senate offices and working with the Cybersecurity Director on strategic initiatives.

Work is performed with extensive latitude to set policy, direction and organizational management under the direction of the Director of Cybersecurity.

### 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 with directing the ongoing, daily operations of the Cybersecurity Department.
- Manages, directs, and supervises staff recruitment, training, motivation and evaluation.
- Implements objectives and policies established by the CIO; participates in the formulation and implementation of short- and long-range goals.
- Assists with overseeing the Senate IT risk management framework.
- Provides senior management-level and SAA/Deputy SAA briefings on Senate operational IT risk posture, cybersecurity threats and countermeasures; provides advice and guidance as required.
- Participates in user groups, task forces, and steering committee activities with other Senate, legislative and/or executive branch agencies and organizations.
- Performs periodic gap analysis on cybersecurity capabilities and needs.
- Drafts and/or reviews cybersecurity portion of the annual SAA appropriations testimony.
- Participates in the determination of the Senate's cybersecurity requirements; evaluates feasibility of potential applications, systems and communication networks; participates in the approval of the equipment and other resources required to implement the applications, systems, and networks.
- Participates in the approval and assignment of priorities for cybersecurity projects.
- Serves as the Director of Cybersecurity in his/her absence.



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## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is essentially sedentary with occasional walking, standing, bending and lifting. Expected to work unusual, and perhaps, unexpected hours during a COOP event.

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## MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in cybersecurity, information management or a related technical field; experience within a Certified Information Systems Security Professional (CISSP)-type environment or any equivalent combination of education and experience; at least eight years of experience in cybersecurity, to include five years of work in a management capacity; experience working as a Chief/Deputy Chief Information Security Officer; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of concepts, theories, methods and practices of efficient and effective IT safeguards and security.
- Knowledge of cybersecurity-related legislation, federal regulations, SAA policies, directives and other documentation that affect and define cybersecurity and knowledge of physical, logical, and personnel security regulations.
- Knowledge of the capabilities and requirements of various computer platforms in centralized, distributed, client server, web based, and standalone operating environments.
- Knowledge of the current principles and practices of public administration, including governmental procurement, contracting, personnel, and capital project management.
- Knowledge of project life-cycle methodologies.
- Ability to analyze difficult and complex issues and make written and oral recommendations for action.
- Ability to plan, supervise programs and activities.
- Ability to plan, assign and review the work of technical and professional personnel.
- Ability to plan, supervise, assign and review the work of a combination of professional, technical and/or contract staff.
- Ability to analyze difficult and complex issues and make written and oral recommendations for action.
- Ability to plan, direct, manage, and supervise programs and activities.
- Ability to plan, assign and review the work of technical and professional personnel.
- Ability to develop and implement both tactical (short) and strategic (long-range) plans.



- Ability to conduct research and prepare analyses and reports.
- Ability to communicate effectively.

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**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

Position requires the ability to obtain and maintain a Top Secret/Sensitive Compartmented Information (TS/SCI) 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.

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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](http://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.*