



U.S. Senate Sergeant at Arms **Human Resources**

Vacancy Announcement

POSITION:

Director of Training and Development #261

DEPARTMENT:

Joint Office of Training and Development

SUMMARY:

This is a highly responsible executive/senior level position directing the activities of the Joint Office of Training and Development for the United States Senate. Work involves assessing, prioritizing, developing and implementing comprehensive development solutions to Senate Member, Committee, and Support staff.

SALARY RANGE:

\$143,387 - \$173,900

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/5Q93>

POSTING DATE:

Thursday, October 07, 2021 to **Thursday, October 21, 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.



DIRECTOR OF TRAINING AND DEVELOPMENT

NATURE OF WORK

This is a highly responsible executive/senior level position directing the activities of the Joint Office of Training and Development for the United States Senate. Work involves assessing, prioritizing, developing and implementing comprehensive development solutions to Senate Member, Committee, and Support staff. Work is performed under the direction of the Assistant Sergeant at Arms for Support Operations and the Assistant Secretary of the Senate.

EXAMPLES OF WORK

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

- Directs and manages training and development solutions for Senate Member, Committee and Support offices; manages functions such as technical training, soft skills, and health promotion.
- Plans, organizes, directs, assigns and evaluates the work of professional and support staff.
- Oversees training needs assessments for SAA, Secretary of the Senate, and Senate offices.
- Approves all major user documentation and training courses.
- Incorporates the SAA's strategic plan into all departmental work plans.
- Ensures proper implementation of approved policies, procedures, systems, equipment and supplies.
- Develops, implements and monitors budgets and budget expenditures.

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 in Instructional Design, Organizational Development or a related discipline, with eight to ten years of managerial experience in assessing, developing, and conducting a training program as well as setting departmental strategy, or any equivalent combination of education and experience that provides the following knowledge, abilities, and skills:

- Knowledge of effective management and supervisory practices and processes.
- Knowledge of adult learning principles.



- Knowledge of instructional design, delivery, and evaluation of both professional and technical courses; knowledge of alternative learning methodologies (e.g., computer-based, web-based, video teleconference).
- Skill in leading and persuading people, organizations and projects.
- Ability to plan, direct, and manage professional and technical staff.
- Ability to organize and coordinate resources to achieve program goals and objectives.
- Ability to develop, implement, and manage office budget.
- Ability to develop and deliver professional training to personnel at all levels of the Senate.
- Ability to develop and maintain effective working relationships with Senators, SAA and Secretary of the Senate executives, and Senate staff.
- Ability to operate effectively in a virtual environment with the required IT platforms and applications and set up virtual meetings and engagements for small or large groups, as required.
- Ability to communicate effectively.
- 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.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

This position may require the incumbent to be available for recall in response to emergency events affecting the Senate campus/community.



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.