



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

## **Vacancy Announcement**

**POSITION:****Emergency Preparedness Analyst #5369****DEPARTMENT:**

Office of Security &amp; Emergency Preparedness/Emergency Preparedness

**SUMMARY:**

This is professional level work responsible for providing emergency equipment and supplies to offices throughout the Senate community, writing/maintaining emergency action plans and other associated documents, developing and conducting staff education and training, and providing customer services. Work also involves providing administrative support to the section. Work is performed under the direction of the Director.

**LICENSES AND CERTIFICATIONS:**

Must be eligible to receive/maintain a Department of Defense Top Secret security clearance

**SALARY RANGE:**

\$76,021 - \$114,029

**HOW TO APPLY:**

All applicants must use the link below and follow instructions.  
<https://sen.gov/NRK6>

**POSTING DATE:**Thursday, August 06, 2020 to **Monday, August 24, 2020**

**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.



## EMERGENCY PREPAREDNESS ANALYST

### NATURE OF WORK

This is professional level work responsible for providing emergency equipment and supplies to offices throughout the Senate community, writing/maintaining emergency action plans and other associated documents, developing and conducting staff education and training, and providing customer services. Work also involves providing administrative support to the section. Work is performed under the direction of the Director.

### 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 in the review and maintenance of Emergency Action Plans (EAPs); conducts individual sessions with new and current Member offices to create, adjust, and/or review their EAPs; supports preparedness planning for new offices and supports Member office moves/transitions; creates/revises office evacuation maps detailing primary and secondary evacuation routes.
- Conducts physical inventory of emergency equipment and supplies throughout the Senate community; maintains inventory of all equipment and supplies; prepares and maintains emergency bags for the Senate community; coordinates and assists with troubleshooting emergency equipment.
- Coordinates annual training schedule for staff within the Capitol complex, develops training material, coordinates instructor availability, provides logistical support for classes, and serves as a trainer for a variety of emergency preparedness classes.
- Researches, identifies, makes recommendations, and procures emergency equipment for the Senate community.
- Manages the publication of a monthly Senate community emergency bulletin; updates emergency contact information database as necessary; answers phone calls and emails from offices requesting support; supports planning for those with special access and functional needs.
- Monitors and verifies accuracy of various files, lists and reports; performs other administrative duties when necessary.
- Supports the office during emergencies, special events, and exercises.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment with walking, standing, bending, occasionally lifting objects weighing 50 pounds with assistance and/or push/pull fully loaded carts, and may require extended periods of computer use.



## MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree with one to three years of experience in government/industry emergency planning/preparedness, training, and administrative support work; or any equivalent combination of education that provides the following knowledge, skills and abilities:

- Knowledge of government/industry emergency planning/preparedness programs.
- Knowledge of modern inventory control and asset management practices.
- Knowledge of office equipment, computers and relevant software/Web applications, and spreadsheets and databases.
- Ability to gather and analyze data.
- Ability to accurately prepare and process a variety of reports, records, and documents.
- Ability to effectively interact with staff members representing all levels of the organization, as well as with outside vendors.
- Ability to conduct professional presentations and present training to a variety of participants.
- Ability to communicate effectively both orally and in writing.

## LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Must be eligible to receive/maintain a Department of Defense Top Secret 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](http://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](mailto: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.