



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

Vacancy Announcement

POSITION:**Identification Specialist #5200****DEPARTMENT:**Office of Security, Emergency Preparedness & Continuity /
Access Control & Transportation/ Identification And Access**SUMMARY:**

This is responsible work performing various administrative and technology support tasks for the U.S. Senate Identification (ID) Office. Work involves providing customer support to the Senate community for identification services. The incumbent is responsible for preparing, issuing and maintaining records for all Senate identification badges.

**LICENSES AND
CERTIFICATIONS:**

Must possess the ability to obtain and maintain a Secret security clearance.

SALARY RANGE:

\$55,971 - \$83,962

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/2N12>

POSTING DATE:Monday, November 22, 2021 to **Monday, December 06, 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.



IDENTIFICATION SPECIALIST

NATURE OF WORK

This is responsible work performing various administrative and technology support tasks for the U.S. Senate Identification (ID) Office. Work involves providing customer support to the Senate community for identification services. The incumbent is responsible for preparing, issuing and maintaining records for all Senate identification badges. Work is performed under the general direction of the ID Office Manager

EXAMPLES OF WORK

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

- Generates identification badges for Senators, employees, Executive Branch liaisons, members of the press and vendors; issues proximity cards with identification badges.
- Communicates U.S. Senate Identification Office services, policies, and procedures to customers; recommends changes in procedures as appropriate; answers customers' questions and resolves problems immediately, if possible, exercising discretion in accommodating urgent and sensitive requests.
- Maintains an accurate database of U.S. Senate identification badge holders; maintains records of requests for Congressional identification; activates and deactivates identification records; reconciles duplicate records; recognizes inconsistent and inaccurate data; performs daily database maintenance to ensure an efficient database.
- Maintains awareness of House Sergeant at Arms and USCP policies and procedures governing identification issuance; designs identification badge layouts based on coordination with House SAA and USCP.
- Acquires and maintains an understanding of evolving ID badging system technologies to enhance the U.S. Senate identification process; researches and recommends vendors and products; maintains ID badging system.
- Maintains strict confidentiality of all records and files.
- Performs various administrative support duties for the Identification Office, including initiating requisitions and maintaining inventory.
- Produces reports regarding activities, including historical data retrieval as needed.
- Activates and staffs alternate identification issuing facility during a Continuity of Operations (COOP) event; operates portable credentialing system at alternate facility.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in an office environment with no exceptional physical demands.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and one to three years of customer service experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Familiarity with Senate, SAA, and departmental rules, policies, procedures, and functions.
- Knowledge of personal computers, standard office equipment and ID badging system hardware and software.
- Ability to maintain ID badging system technologies.
- Ability to utilize data analytics processes to recognize data anomalies.
- Ability to handle confidential information appropriately.
- Ability to interact tactfully and maintain effective working relationships with internal and external customers to satisfy their requirements
- Ability to utilize strong interpersonal and customer service skills when reconciling customer requests that conflict with policies.
- Ability to maintain accurate records.
- Ability to read, write, comprehend and follow oral and written instructions.
- Ability to understand, implement, and communicate departmental policy and procedure, both orally and in writing.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Must possess the ability to obtain and maintain a 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.

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.