



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

Vacancy Announcement

POSITION:

Senior Advisor for Police and Continuity Boards #307

DEPARTMENT:

Executive Office

SUMMARY:

This is a highly responsible, executive level position supporting the Sergeant at Arms on matters and actions involving the policing, physical security, executive protection, emergency preparedness and continuity of the United States Senate. The Senior Advisor provides expert, strategic and operational advice and coordinates on behalf of the Sergeant at Arms with institutional partners including the United States Capitol Police and Senate and House Officer organizations through the Capitol Police Board, the Joint Congressional Continuity Board, and the Senate Continuity Board. The Senior Advisor should have extensive experience in physical security, executive protection, emergency preparedness and continuity, coordinating and collaborating among multiple stakeholders.

LICENSES AND CERTIFICATIONS:

Position requires a Top-Secret security clearance and the ability to obtain SCI.

SALARY RANGE:

\$143,387 - \$173,900

HOW TO APPLY:

All applicants must use the link below and follow instructions.
<https://sen.gov/O921>

POSTING DATE:

Monday, August 02, 2021 to Monday, August 16, 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.



SENIOR ADVISOR FOR POLICE & CONTINUITY BOARDS

NATURE OF WORK

This is a highly responsible, executive level position supporting the Sergeant at Arms on matters and actions involving the policing, physical security, executive protection, emergency preparedness and continuity of the United States Senate.

The Senior Advisor provides expert, strategic and operational advice and coordinates on behalf of the Sergeant at Arms with institutional partners including the United States Capitol Police and Senate and House Officer organizations through the Capitol Police Board, the Joint Congressional Continuity Board, and the Senate Continuity Board.

The Senior Advisor should have extensive experience in physical security, executive protection, emergency preparedness and continuity, coordinating and collaborating among multiple stakeholders.

The Senior Advisor develops agendas and runs institutional decision-making and course of action recommendation meetings.

Proven leadership, excellent oral and written communication skills, and well-developed project management skills from start to finish are required.

The Senior Advisor will be responsible for establishing and maintaining a work environment focused on excellence that fosters learning, respect, communication, collaboration, integration, and teamwork.

EXAMPLES OF WORK

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

- Ensures the Sergeant at Arms has the information and detailed preparation needed to fulfill the role as a member of the Capitol Police Board, the Joint Congressional Continuity Board, and the Senate Continuity Board.
- Works collaboratively and effectively with others in the Sergeant at Arms organization, Senate and House Officer organizations, the U.S. Capitol Police, Capitol Police Board staff, and other stakeholders as they are identified.
- Participates in short- and long-range planning efforts and in the exercise and refinement of such efforts. Supports the development, refinement and exercise of processes, procedures, and plans to ensure the physical security and safety of building occupants in emergencies, and to ensure continuity of operations for the Senate. Supports after action reviews and previous lessons learned of the same.



- Assists with the development and oversight of the security, emergency preparedness and continuity budget, ensuring that it is consistent with the guidelines and priorities and decisions established by the Capitol Police Board, the Joint Congressional Continuity Board, and the Senate Continuity Board.
- Supports clear and transparent communication, record keeping and maintains effective working relationships on behalf of the SAA, including Senate Leadership staff, Senate Committee on Rules and Administration staff, and Senate Legislative Branch Appropriations Subcommittee staff in support of the Sergeant at Arms role on the Capitol Police Board, the Joint Congressional Continuity Board, and the Senate Continuity Board.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in an office environment, with the opportunity for remote work based on the Senate calendar, with no exceptional physical demands.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in security, emergency management, or a related field, and five to eight years of senior or executive management experience in a high-level planning position; or any equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

- Knowledge of current principles and practices of police operations, law enforcement coordination, emergency management and continuity of government.
- Demonstrated ability to provide strategic advice on operational decisions in a high-profile environment and simultaneously coordinate multiple independent projects effectively. Ability to work with multiple stakeholders, recommend effective solutions, and support implementation of plans to achieve desired end state outlined by the SAA.
- Ability to communicate effectively and clearly, ability to brief senior executives and coordinate meetings, agendas, and briefings across a wide group of stakeholders. Possess excellent writing, editing and communications skills. Able to produce products in support of presentations and briefings
- Ability to operate effectively in a virtual environment with the required IT platforms and applications and set up virtual meetings and engagements as required for small or large groups
- Ability to establish and maintain effective working relationships with Senate and House officer organizations, the U.S. Capitol Police, Capitol Police Board staff, and other stakeholders.
- Knowledge of the principles and practices of public administration, including governmental budgeting, procurement, and project management.



LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

- Position requires a Top-Secret security clearance and the ability to obtain SCI.
- Position requires the incumbent to be available for sudden recall in response to emergency events affecting the Senate campus/community, and to potentially deploy to alternate sites in support of the Senate.



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 jobs 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.