



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

## **Vacancy Announcement**

**POSITION:**

**Senior User Experience Designer #778**

**DEPARTMENT:**

Process Management and Innovation

**SUMMARY:**

This is senior professional and technical work designing and building applications supporting the Senate. Work includes extensive development of accessible and compliant solutions to meet business and user needs. The incumbent must identify and document business process and technical requirements as well as define user interface standards. Work in this classification is distinguished from the User Experience Designer by its level of expertise, lead assignments, ability to work independently, interactions with users, and the design, development and implementation of Senate applications.

**SALARY RANGE:**

\$89,820 - \$134,722

**HOW TO APPLY:**

All applicants must use the link below and follow instructions.  
<https://sen.gov/M5NQ>

**POSTING DATE:**

**Thursday, March 12, 2020 to Thursday, April 09, 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.



## SENIOR USER EXPERIENCE DESIGNER

### NATURE OF WORK

This is senior professional and technical work designing and building responsive and accessible web applications supporting the Senate. Work includes extensive business process analysis, user research, front-end design and development to meet business and user needs. The incumbent must define and implement strategic user experience and business analysis approaches, obtain stakeholder buy-in, and contributes to the front-end design and development of solutions. Work in this classification is distinguished from the Principal User Experience Designer by the scope, complexity and criticality of assignments, level of expertise, and project management responsibilities. Work is performed under the general direction of a 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.)*

- Conducts user-centered research and usability testing efforts of web applications; documents, summarizes, and presents findings with recommendations for product and/or business process changes; advocates for user experience best practices.
- Develops and tests of custom front-end code to ensure cross-browser compatibility, responsiveness, functionality with assistive technology, and compliance with Section 508 of the Rehabilitation Act of 1973 and most recent Web Content Accessibility Guidelines (WCAG) recommendations.
- Collects business requirements; plans and facilitates product discovery meetings; researches business processes.
- Designs technical solutions of web applications to meet business and user needs across the Senate; creates prototypes and documents specifications.
- Creates and maintains in-application help, instructions and release announcements to the Senate Community following Plain Language Writing Act of 2010 standards.
- Contributes to defining the user interface, information architecture, and design process standards, approaches, and practices used across Senate web applications.
- Contributes to defining the visual/brand identity for applications; creates color schemes, style guides, and visual elements for applications, e.g., logos, icons, information graphics.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires sitting and operating a computer for extended periods, with occasional standing, climbing, pulling and safely lifting up to 25 pounds.



## MINIMUM QUALIFICATIONS

Work requires a Bachelor's degree in Human Factors, Interface design or a related field, and three to five years of experience in designing and developing responsive, compliant, and accessible solutions; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of user-centered design methods, usability testing, information architecture, interaction design, and accessibility best practices.
- Knowledge of Section 508 of the Rehabilitation Act of 1973 standards.
- Knowledge of Plain Language Writing Act of 2010 standards.
- Knowledge of front-end web development best practices including: responsive and mobile-first design approaches.
- Knowledge of Agile methodology and development best practices.
- Knowledge of, or ability to learn, Senate rules and regulations.
- Ability to develop custom front-end code and style sheets which are cross-browser compatible (functional on all Senate-supported web browsers), responsive (adapts to different device screen sizes), and accessible for people with disabilities (compliant with Section 508 standards, and functional for those using mouse-less navigation, screen readers, and other assistive technologies).
- Ability to implement and customize front-end frameworks.
- Ability to determine the appropriate technical solutions to meet business and user needs.
- Ability to design and prototype solutions using wireframing tools.
- Ability to plan and facilitate product meetings/workshops, user research activities, and usability tests.
- Ability to determine possible product and/or business process changes based on business analysis, user research and usability test findings.
- Ability to summarize and present user research, usability test findings, and recommended product and/or business changes to business owners/customers, technical team, and other stakeholders.
- Ability to present solutions to business owners and customers and other stakeholders for review and feedback.
- Ability to obtain buy-in on solutions from business owners/customers, technical team and other stakeholders.
- Ability to create and maintain requirements analysis and design documents.



- Ability to write for the web using plain language and technical writing best practices.
- Ability to establish and maintain effective working relationships with Senate staff.
- Ability to collaborate with a team to define project scope, team processes, technical solutions, and prioritize work with competing priorities.
- Ability to communicate effectively orally and in writing.

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**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

## 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.