



# U.S. Senate Sergeant at Arms Human Resources

## Vacancy Announcement

<b>POSITION:</b>	<b>Software Engineer -multiple vacancies (#2662, #2587 and #3130)</b>
<b>DEPARTMENT:</b>	PMI/ Systems Design Development and Implementation
<b>SUMMARY:</b>	This is professional and technical programming work analyzing, designing, developing, implementing, and maintaining applications supporting the Senate. Work includes system analysis and design, programming, and conducting program and system testing. The incumbent must determine the tools and methods in planning, designing and modeling the applications. Instructions received can include general and specific procedures and methods used to complete assigned tasks as well as time frames for completing assigned tasks. The incumbent must have experience with Python programming language and web frameworks as well as JavaScript and JavaScript Frameworks.
<b>LICENSES AND CERTIFICATIONS:</b>	Ability to obtain and maintain a security clearance.
<b>SALARY RANGE:</b>	\$85,980 - \$128,964
<b>HOW TO APPLY:</b>	All applicants must use the link below and follow instructions. <a href="https://sen.gov/0Z3J">https://sen.gov/0Z3J</a>
<b>POSTING DATE:</b>	Tuesday, July 05, 2022 to <b>Tuesday, July 19, 2022</b>

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.



## SOFTWARE ENGINEER

### NATURE OF WORK

This is professional and technical programming work analyzing, designing, developing, implementing, and maintaining applications supporting the Senate. Work includes system analysis and design, programming, and conducting program and system testing. The incumbent must determine the tools and methods in planning, designing and modeling the applications. Instructions received can include general and specific procedures and methods used to complete assigned tasks as well as time frames for completing assigned tasks. Work is performed under the general supervision of an immediate supervisor, and is reviewed for quality and quantity of work performed and adherence to policies and procedures.

### EXAMPLES OF WORK

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

- Analyzes user requirements to design system components and functional specifications; prepares detailed program design specifications; defines data and system requirements.
- Analyzes programs, data, and procedures affected by system modifications or additions.
- Troubleshoots programming and database malfunctions; analyzes malfunctions and takes appropriate corrective action (often in a time-sensitive situation).
- Designs, develops, programs and implements applications.
- Monitors existing systems; makes and implements enhancements to improve the efficiency of program operations and user information needs.
- Modifies programs to correct program errors previously undetected.
- Provides technical support to users, support vendors and other technical staff.
- Designs and prepares test data and may conduct program and system testing and debugging.
- Develops and implements procedures for quality assurance, testing and configuration management.
- Prepares and maintains program documentation.

### 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. May occasionally work evenings or weekends to resolve problems or handle incidents, or provide applications/systems support.



### MINIMUM QUALIFICATIONS

Work requires a Bachelor's degree in computer science, management information systems or a related field, and three to five years of experience in developing software applications; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of programming languages, data structures, utilities and software packages for software development.
- Knowledge of design methodologies and structured programming.
- Knowledge of diagramming, flow charting and detailed analysis and program documentation.
- Ability to prepare and check structured and object-oriented programs.
- Ability to resolve application program, database and system problems.
- Ability to communicate effectively.

### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

This position may require the ability to obtain and maintain a security clearance.

## **Software Engineer Addendum**

The CIO's Process Management and Innovation (PMI), Systems Design, Development, and Implementation (SDDI) team develops and maintains 50+ custom applications built to support the U.S. Senate. The team includes approximately 20 total staff comprised of software engineers, user experience designers, and quality assurance analysts who work together using Agile methods to develop software.

The current technology stack used by the team is Python, Django, Vue.js, and PostgreSQL, and applications are deployed to a containerized environment. Legacy systems are also maintained, including those written in Python and Django. SDDI is looking to fill three Software Engineer positions with complementary knowledge, skills, and abilities to join the team.

Successful candidates will have a keen interest in sharing and learning new skills and improving existing skills by working with experienced development teams and by taking advantage of generous training opportunities.

### Additional Required Qualifications

- Experience with the Python programming language. (Minimum of three of years experience.)
- Experience with Python web frameworks. (Minimum one to two years of experience.)
- Experience with JavaScript and JavaScript Frameworks (Minimum two years of experience.)
- Working knowledge of the principles of unit testing and continuous integration.
- Working knowledge of the principles of testing across multiple web browsers and platforms.
- Ability to work and communicate effectively with customers, Software Engineers, and management in a highly visible, mission-critical environment both verbally and in writing.
- Ability to make and document recommendations of best practices, resources, and any alternative tools or technologies to those outlined above.
- Ability to complete work independently including interacting with customers and developing and implementing Senate-wide systems.

### Preferred but not required Qualifications

- Working knowledge and experience of the principles of Agile (e.g., Scrum, Kanban).
- Working knowledge of Docker and running applications in a containerized environment.
- Working knowledge of the principles of deploying to and securing applications hosted in a Cloud provider.



# 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.

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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.

### BENEFITS

**Student Loan Repayment Program:** The SAA offers Student Loan Repayment for employees of up to \$833.00 a month for qualifying Federal Student Loans. Employees can receive up to \$80,000 in payments cumulatively over the employee's tenure at the SAA.

**Training & Development:** The SAA offers training and development to advance professional skills including live classes, online learning and leadership coaching. The SAA places a high priority on the professional development of staff and is fully funded to support those serving the organization. Staff are expected to continually sharpen skills and knowledge by attending industry conferences, peer networking events, formal classroom and online training. The SAA will also fund applicable training and costs towards relevant certifications.

**Transportation Subsidy:** The SAA offers a Transit subsidy of up to \$280.00 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.

**Employee Assistance Program (EAP):** EAP is a free and confidential service designed for U.S. Senate employees and their family members. They offer a variety of emotional and behavioral support services to promote wellness throughout the Senate community including: assessments, short-term support, guidance for managers, referrals to community resources, and follow-up services. EAP further supports work life balance through wellness resources and initiatives to create a safe and healthy climate and resilient workforce.

### 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 \(FEGLI\)](#)

## HOLIDAY & LEAVE ACCRUALS

We offer paid time off benefits including: Annual, Sick, Long-Term Medical leave, and eleven 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, Washington's Birthday, Memorial Day, Juneteenth National Independence 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

## 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.

**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.

## 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](http://www.tsp.gov).

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## 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.