



U.S. Senate Sergeant at Arms Human Resources

Vacancy Announcement

POSITION:

Technical Manager #238

DEPARTMENT:

Printing, Graphics & Direct Mail

SUMMARY:

Work involves managing the functions of multiple services within PGDM, including mailing, records retention, system administration, safety and maintenance, and scanning operations. Work includes planning, organizing, directing, and implementing all production programs and services. Incumbent reviews and recommends the Information Technology (IT) development and direction for PGDM. Incumbent assists with developing the budget and implements policies and procedures across multiple sections. Managerial direction and supervision are provided through subordinate supervisors on day and night shifts. The incumbent is in daily contact with Senate, PGDM, and SAA departmental staff to ensure that requested work is done in a timely and accurate manner. Contact is also maintained with outside vendors regarding the purchase or rental of new equipment and/or the maintenance of existing equipment.

SALARY RANGE:

\$97,970 - \$146,953

HOW TO APPLY:

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

POSTING DATE:

Friday, November 19, 2021 to **Friday, December 03, 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.



TECHNICAL MANAGER

NATURE OF WORK

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EXAMPLES OF WORK

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

- Oversees daily operations, to include mailing, records retention, system administration, safety and maintenance, and scanning operations; directs the work programs using the minimum amount of time and resources for an efficient operation; works closely with the other PGDM sections and SAA departments to coordinate programs and services.
- Oversees a full range of computer, archiving, printing, accounting and postage use reporting, and web accessed online services provided to Senate and SAA offices; serves as a technical advisor to Senate office and committee staff; communicates with Senate office and committee staff to ensure that services are understood and work is performed satisfactorily.
- Provides technical support for archiving, printing and record keeping services; ensures adequate system back-up is in place.
- Manages and directs section employees through subordinate supervisors, ensuring conformance to all policies and procedures; responsible for all personnel-related matters, including conducting, reviewing, and commenting on employee performance evaluations, recommending merit increases and the hiring/promoting of staff, initiating discipline, and training and developing staff.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



OFFICE OF THE SERGEANT AT ARMS AND DOORKEEPER
UNITED STATES SENATE

- Researches the technologies essential for the operation of all PGDM services; makes recommendations to the Operations Manager for the mission and technology direction for all sections; serves as Project Manager for major PGDM technical projects; and oversees implementation of service improvements.
- Participates in the formulation of short- and long-range plans for personnel, equipment, and maintenance in the section; oversees implementation of such plans to ensure that services are provided without interruption.
- Develops, manages, and monitors the section's operating budget; analyzes and reconciles financial and budget reports; and manages the procurement functions of the section.
- Serves as Operations Manager in his/her absence.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office setting and may require extended computer use.

MINIMUM QUALIFICATIONS

Work requires an Associate's Degree in business or a related field; and three to five years of experience, including at least two years' experience supervising a comparably sized printing and/or mail operation; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of or ability to learn departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Knowledge of or ability to learn the USPS mailing regulations.
- Knowledge of the National Archives and Records Administration guidelines.
- Knowledge of equipment, computers and relevant software/Web applications, and spreadsheets and databases.
- Knowledge of modern electronic printing, archiving and duplication equipment, and modern methods of personnel and financial management.
- Knowledge of all aspects of managing printing, production and/or records operations.

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



- Knowledge of or ability to learn TCP/IP and FTP processes.
- Knowledge of or ability to learn UNIX, JCL, SQL and JES2 commands.
- Ability to supervise, plan, coordinate, assign, direct and evaluate the work of technical professional, and managerial staff.
- Ability to formulate and manage a large budget.
- Ability to establish and maintain effective working relationships with Senate office and committee staffs, the public, and SAA directors, managers, supervisors, and subordinates.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.



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.