# JOB OPPORTUNITY

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| **Announcement Number:** | 08-713 |
| **Position Title:** | IT Specialist (INFOSEC) |
| **Series and Grade:** | PG-2210-13 |
| **Salary Range:** | $82,961 - $107,854 PA |
| **Promotion Potential:** | None |
| **Opening Date:** | 11/19/08 |
| **Closing Date:** | 12/03/08 |
| **Location of Position:** | Information Technology and Systems CIOIO, Information Security Division, Washington, DC |
| **Number of Openings:** | One |
| **Type of Appointment:** | Permanent (Career or Career-Conditional) |
| **Work Schedule:** | Full-Time (Shift 1) |
| **Who May Apply:** | All U.S Citizens |

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## <u>MAJOR DUTIES:</u>

Performs configuration, operation, and analysis of network and host based intrusion prevention and detection systems. Performs Public Key Infrastructure (PKI) system support tasks and develops PKI policies and procedures. Reviews and evaluates information systems against system security plan and security policy requirements, and recommends corrective actions.  Develops and maintains operational computer security policies.  Facilitates risk assessments, integrates information systems security with other security disciplines, certifies systems or network accreditation, and researches security threats using computer forensics and other techniques.  Performs planning, analysis, and engineering for information security systems, along with information security architecture and implementation.  Performs computer forensic evaluations and uses computer forensic software and hardware. Ensures IT applications are engineered to protect sensitive information.  Installs and maintains critical security hardware and software; provides quick response technical support for trouble shooting computer programming, IT hardware, software, telecommunications and operational problems, and recommends corrective action. Evaluates and assesses vendor proposals or other types of solicitation documents for adherence to technical security requirements.  Analyzes hardware, software, and support service requirements of operations critical to the mission of the agency, in order to determine the emergency operating, backup, and recovery requirements.

## QUALIFICATIONS NEEDED:

Applicants must possess one year of specialized experience equivalent to the PG-12 grade level. Specialized experience is described as skill in applying IT security technologies, computer forensics, and installing, operating, and maintaining computer systems and networks.

**All qualification requirements must be met by the closing date of this announcement.**

**NOTE: As authorized by 5 CFR, Part 337, Subpart B and the Security Reform Act and the Federal Information Security Management Act, this position may be filled using the Direct Hire Authority.**

## CONDITIONS OF EMPLOYMENT:

- **Top Secret Security Clearance is required.**

- **Background Investigation: This is a critical sensitive position, and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in this position.**

## HOW YOU WILL BE EVALUATED:

Candidates meeting the above qualifications will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards, and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used each KSA, the complexity of the knowledge you possessed, and provide examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

### KNOWLEDGE, SKILLS, AND ABILITIES
1. Skill in the operation and analysis of intrusion prevention and detection systems and in computer security incident response methods.
2. Skill in Public Key Infrastructure (PKI) technologies and systems.
3. Skill in performing computer forensic analysis and evaluations, conducting security compliance reviews, and certifying system and network accreditation.
4. Skill in applying a wide variety of information security technologies and practices associated with architecture design, product selection, testing, installation, and operation/maintenance of computer systems and networks.
5. Ability to develop and implement new IT security policies, procedures, and projects.

## HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at:
http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

**STEP 2:** Prepare separate narrative responses to each of the KSAs listed in this announcement.

**STEP 3: <u>Current and Former Federal Employees:</u>** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility.  GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106.  Time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**<u>Veterans:</u>**  Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service.  If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form.  When one application is received, it will be considered under competitive procedures only.  Veterans, who also wish to be considered under merit promotion procedures, must submit two separate, complete applications.  For more specific information about your veteran's preference and eligibility, please visit http://www.opm.gov/veterans/.

**<u>Applicants with Disabilities:</u>** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Your complete application package must be <u>received</u> at the address above by 12:00 midnight on the closing date of the announcement.**  Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

<u>**Send your complete Application Package to:**</u>
Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX:  (202) 512-1292
Email: applicationprocessing@gpo.gov  (Please include announcement number in subject line and attach documents in Word or PDF format).

<u>**For Additional Information:**</u>
Tiffany L. Robinson
HR Consulting Services
Phone: (202) 512-1308
TDD: (202) 512-1519

**To confirm receipt of your application, call: 202-512-1117.**

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method.  Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

## PRE-EMPLOYMENT CONSIDERATIONS:
Selectees must successfully pass a drug test, background check, and reference check before appointment.

GPO will not pay relocation costs.

## BENEFITS:
The Federal government offers a number of exceptional benefits to its employees.  We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans.  For more information about these benefits, please visit http://www.usajobs.opm.gov/ei61.asp.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**