



**OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: RS-09-IT-OCIO-0011	POSITION: Information Technology Specialist (INFOSEC)
POSITION SERIES: DS- 2210	POSITION GRADE: DS- 13/1 – 14/10
OPENING DATE: July 14, 2009	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: July 28, 2009	SALARY RANGE: \$74,888 - \$114,039 TOUR OF DUTY:
WORKSITE LOCATION: 441 4th Street, NW	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: DS-14	NO. OF VACANCIES: Two (2)
AGENCY: Office of the Chief Information Officer (OCIO)	DURATION OF APPOINTMENT: Permanent

This position is in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: The incumbent works closely with the Office of the Chief Financial Officer users and other District agencies in analyzing and defining IT systems security requirements, implement solutions, plan and track projects and coordinate inter-agency efforts in the areas of networking, security, and inter-operability. Develops policies and procedures to ensure information systems reliability and accessibility and to prevent and defend against unauthorized access to systems, network, and data. Conducts risk and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs. Promotes awareness of security issues among management and ensuring sound security principles are reflected in organizations visions and goals. Conducts systems security evaluations, audits, and reviews. Develops and implements programs to ensure that systems, network, and data users are aware of, understand, and adhere to systems security policies and procedures. Facilitates the gathering, analysis, and preservation of evidence used in the prosecution of computer crimes. Designs and implements solutions to maintain and enhance the security of OCFO information systems and networks, including firewalls, Intrusion detection/prevention systems, port and VLAN level filtering, network monitoring, compliance tools, audit logging, password management, anti-spam and virus systems, patch management systems and other related network and system security systems and processes.

MINIMUM QUALIFICATIONS: One (1) year of Specialized Experience performing the related duties and responsibilities at the next lower level. **A college degree in computer science or related field is desired.**

SPECIALIZED EXPERIENCE: Experience that provides the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR DC2000.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Advanced certification(s) in the area of Information Security are highly desired (e.g. CISSP, CISA, CISE, CCIE, etc.)
 2. Experience with one or more of the following technologies:
 - a. IT Security: Cisco PIX Firewalls, SUS, ISIS, Retina, Encase, Cisco IDS/IPS, Cisco Nac Framework, McAfee, Tumbleweed, Sniffers, PointSec and other security and compliance tools
 - b. Network Management: Cisco Catalyst and Nexus, LAN/WAN, TCP/IP, SNMP, UDP, ICMP, Active Directory
 - c. Server Management: VmWare, Solarwinds, LanDesk, SAN
 3. Experience in the area of investigation support using computer forensics is highly desirable.
 4. Outline your experience with the systems, technologies, principles and best practices related to IT security, including network, system, server, database, physical and personnel security.
 5. Outline your experience in the development, configuration, installation, and maintenance of IT security systems including firewalls, IDC/IPC, AV, SUS, Tumbleweed, sniffers, Retina, and other security and compliance tools.
 6. Outline your experience in evaluating, assessing, and mitigating IT security risks, including viruses, worms, common hacking techniques (internal and external), controls, and policies. Specifically outline experience with IT audit standards and frameworks such as NIST, FIPS, SAS and COBIT.
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SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S, QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

IMPORTANT NOTICE TO ALL APPLICANTS: Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the OCFO. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who contact you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. **Thank you for considering employment at the OCFO!**

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). (RESUME MAY BE ATTACHED.) **INCOMPLETE APPLICATIONS (DC2000'S) WILL NOT BE CONSIDERED.** EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS, TRANSCRIPTS, AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE FIRST**

SCREENING DATE OR CLOSING DATE OF THIS ANNOUNCEMENT OR THEY WILL NOT BE CONSIDERED.

NOTE: It is imperative that all information on the DC 2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

WHERE TO APPLY:

Portia Shorter
OCFO – OMA – Human Resources
941 North Capitol Street, N.E., Suite 1200
Washington, DC 20002
(202) 442-6523

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: Employment with the OCFO is subject to the completion and satisfactory result of a background investigation conducted by the OCFO. For most positions, the investigation is conducted after commencement of duty, at which time you will be provided background and release of information forms to complete. For more information, see the Employment Opportunities section at the OCFO website (www.cfo.dc.gov). Certain highly sensitive positions however warrant completion of the OCFO background investigation prior to commencement of duty. You will be informed if this is required.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment as a reemployed annuitant.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER