



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

SERVICING PERSONNEL OFFICE/UNIT: **Office of Management and Administration (OMA), Human Resources Division**

ANNOUNCEMENT NO: 14-IT-OCIO-0004	POSITION: Supervisory IT Specialist (SYSADMIN)
POSITION SERIES: DS-2210	POSITION GRADE: DS-14/1 – 14/10
OPENING DATE: June 26, 2014	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: July 11, 2014	SALARY RANGE: \$97,655 - \$125,818
WORKSITE LOCATION: Washington, DC	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: None	NO. OF VACANCIES: One (1)
AGENCY: Office of the Chief Information Officer (OCIO)	DURATION OF APPOINTMENT: Permanent

This position is **NOT** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: This position is located in the Office of the Chief Information Officer (OCIO) and serves as an expert in business applications and processes used by the DC Lottery staff and customers. The incumbent will lead/participate in project teams comprised of IT staff, DCL business staff, and vendor staff, establish business requirements for agency systems and provide technical guidance to lower-graded IT specialists and computer operators concerning complex problems. Plans, coordinates and manages the installation, configuration, testing, and ongoing maintenance of business applications, financial applications, and gaming systems. Specifies, implements, and monitors user access permissions and privileges. Monitors and implements revisions to IT systems to sustain appropriate system performance. Writes and maintains system database documentation, including data standards, procedures and definitions for the data dictionary. Develops, manages, and validates back-up and recovery plans. Performs capacity planning. Enforces adherence to IT standards – including to the OCIO Data and Security Policies. Manages and ensures effective communication between IT project managers, programmers, operational staff, security staff, and business staff.

Performs conceptual and detail design of proposed IT infrastructure and application systems. Ensures that designs are effective in addressing operational problems and provides high reliability and availability. Evaluates the feasibility of implementing new technologies within current environments. Installs, configures, tests, and implements vendor supplied modifications to existing database and financial software. Develops and evaluates test data to validate program modifications. Executes change control and configuration management processes required for implementation of modifications to production systems.

Troubleshoots and works with vendors to resolve issues with system availability, functionality and performance. Coordinates with vendors to implement new functionality and maintain current functionality. Resolves technical issues identified during audits. Monitors database and financial systems performance data and makes appropriate system tuning adjustments to optimize performance, and to correct and prevent problems. Consults changes to the operating environment such as new software or hardware installations. Serves as technical liaison to Gaming Systems and Service vendors; serves as technical liaison with internal and external auditors; serves as technical representative to the Multi-State Lottery Association (MUSL), the National Association of State and Provincial Lotteries (NASPL) and other external entities involved with the Gaming industry; and shall consult with and provide technical guidance to DCLB security staff. Works with security staff to document and implement processes and procedures to ensure compliance with District, OCIO and Multi-state Lottery Association security controls. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: One (1) year of specialized experience performing the related duties and responsibilities is required. **A college degree in computer science or related field is desired. A master's degree is preferred.**

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. Describe in detail your experience in designing, developing, implementing, and supporting information technology systems to improve business efficiency and productivity. Give examples of business problems you solved and how you used people, process, and technology change processes to solve these problems.
2. Describe your professional knowledge and experience with the following technologies and areas:
 - Gaming Systems and the Gaming Industry
 - Third-party vendor management
 - Information System Security and Auditing
 - Oracle GL systems
 - Enterprise Data Warehouses
 - Databases, including Oracle and Microsoft SQL Server
 - Business Intelligence, including IBM Cognos 10
 - SharePoint
3. Describe your oral and written communication skills to provide concise policy and procedural documents to a variety of audiences and incorporate metrical data and information into sustainable written recommendation for program implementation.

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

PHYSICAL EFFORT: Sedentary

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.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS, TRANSCRIPTS AND SUPPORTING DOCUMENTS (copy of College/University Transcripts, etc.) MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00 pm) ON THE CLOSING DATE OF THE ANNOUNCEMENT.**

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:

Tremelle Taylor
OCFO – OMA – Human Resources
1101 4th Street, SW, Suite 220 West
Washington, DC 20024
(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