

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #41-2016	POSITION TITLE: SUPERVISORY INFORMATION TECHNOLOGY SPECIALIST
POSITION GRADE & SERIES: MS-2210-16	SALARY RANGE: \$119,175 – \$160,000** **This position is budgeted to \$160,000 per year only. Offers will not be made outside of this range.
OPENING DATE: August 4, 2016	CLOSING DATE: August 10, 2016
TOUR OF DUTY: 8:30am – 5:00pm Monday – Friday	AREA OF CONSIDERATION: Open to the Public
DURATION OF APPOINTMENT: Management Service – At Will	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Immediate Office 441 4 th Street NW Washington, DC 20001	NO. OF VACANCIES: One (1)

This position is outside the collective bargaining unit.

DESCRIPTION OF DUTIES: This position is located in the Office of the Attorney General’s Immediate Office and reports to the Chief of Staff. The purpose of this position is to work under the direction of the Chief of Staff, who provides administrative direction. The incumbent coordinates the Information Technology (IT) initiatives of the agency into a cohesive IT plan for the agency. The incumbent will report work progress and status to the Chief of Staff, who relies on the incumbent’s expertise for independent performance and judgment of work to be accomplished. The incumbent is regarded as a technical expert for the organization and, on the basis, makes independent technical decisions that involve the authoritative interpretation of existing information technology policies and standards. Work will be reviewed only for accomplishment of goals within broad guidelines established by the Chief of Staff and the Attorney General, and compliance with internal operating and administrative policies and procedures. This position will oversee the direction of the Information Technology Department which includes the litigation support functions of the Office of the Attorney General.

The candidate will oversee a contract with OCTO, which handles the management of all the major technical functions such as email, phones, helpdesk with a few exceptions such as our case management/litigation support infrastructure. Ideally, the candidate should be fluent with the litigation lifecycle. The tasks include (but are not limited to) management of database and application support; preparation of electronic data for document review and production, trial support and vendor management. This position is also responsible for managing

the processes and project management for the various case teams in the Office of the Attorney General. Candidate will also be responsible for overseeing, developing and implementing information governance program specifically as it relates to the case management related activities. Candidate will provide strategic information to management to show accountability and build coalitions across the organization. The successful candidate will:

- identify projects and coordinate resources to ensure successful completion of projects and achieve organizational goals and objectives;
- maintain and develop broad-based knowledge of litigation support services and applications;
- be responsible for staying informed of current industry standards and practices;
- advise and consult with attorneys and key stakeholders on database design and structure in order to assist with preparations for project design meetings;
- participates in the preparation of system documentation, including general training materials and case-specific documentation;
- provide consulting services for projects where these services are required;
- demonstrate initiative and responsibility over a broad base of litigation support services;
- develop and maintain organization-wide relationships, ensuring confidence and cooperation;
- maintain accurate and complete project workflow documentation;
- develop and enhance end-user information management and services; and
- maintain and preserve data integrity.

QUALIFICATIONS: Applicants must have at least one (1) year of specialized experience equivalent to the MS-15 grade level in the District of Columbia government service. Specialized experience is experience that has equipped the incumbent with the particular competencies/knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position to be filled. Such experience is typically gained in the IT field or through the performance of work where the primary concern is IT.

The incumbent must have at least eight (8) years of specialized experience; at least one (1) year of the specialized experience must be equivalent to at least the MS-15 grade level in the District of Columbia government service. Specialized experience is experience that has equipped the incumbent with the particular competencies/knowledge, skills, and abilities to successfully perform the duties of the position and is typically in or related to the work of the position, plus one to three (1 – 3) years of relevant work experience; or an equivalent combination of education and experience.

Substitution of Education: Candidates must have graduated from an accredited college or university with bachelor's degree with a major study in computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

Time-in-grade restrictions must be met by the closing date of this vacancy announcement.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking

factor(s) by either typing directly into the free form area provided in the DC2000 Employment Application, or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at 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.

Ranking Factor #1: Ability to demonstrate IT related strategic planning for an agency, organization, or business entity.

Ranking Factor #2: Knowledge of client server applications, web based applications, legacy systems, data integration, and IT software applications commonly operating in legal community (e.g., Prolaw, Concordance, Relativity, etc.) and platforms to maintain such systems.

Ranking Factor #3: Knowledge of the litigation lifecycle from collections to document production and trial.

Ranking Factor #4: Ability to delegate tasks in order to meet project demands and deadlines.

Ranking Factor #5: Ability to implement system management solutions to manage assets, inventory, endpoints, patch management, sever monitoring and service desk management.

Ranking Factor #6: Extensive knowledge of network and server management, network and server architecture, information system security, and information technology policies and standards utilized in the federal government, private sector and other state and local governments required to write information technology policies, standards, guidelines and procedures for the Office of the Attorney General.

HOW TO APPLY: Candidates may apply in person to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at One Judiciary Square, 441 4th Street NW, Washington, D.C. 20001.

Candidates may also apply via e-mail by submitting a completed DC2000 Employment Application for the District of Columbia Government (including responses to each of the listed ranking factors) to OAG.Recruitment@DC.GOV by 11:59pm of the closing date indicated above.

FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS. Therefore, to be considered, all applicants must submit a **COMPLETED DC2000 EMPLOYMENT APPLICATION**, which can be found at www.oag.dc.gov. Resumes will be accepted in addition to the DC2000. Applications received outside the area of consideration and/or after the closing date will not be given consideration.

Inquiries related to employment and job applications should be directed to Shawn Winslow, Management Liaison Specialist (202) 724-7318.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District residents' applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

VETERANS' PREFERENCE: Applicants claiming Veterans' Preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/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.

OTHER INFORMATION: A background investigation will be conducted.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

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, genetic information, 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.

***PLEASE NOTE IF YOU HAVE ALREADY APPLIED FOR THIS POSITION YOU
WILL BE CONSIDERED AND YOU NEED NOT TO REAPPLY.**

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF
THE OFFICE OF THE ATTORNEY GENERAL**