

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



POSITION VACANCY ANNOUNCEMENT

AMENDED

ANNOUNCEMENT NO: 49-2016	POSITION TITLE: Hospital Paternity Manager
POSITION GRADE & SERIES: MS-0301-13	SALARY RANGE: \$84,136 – \$92,000 per year** **This position is budgeted to \$92,000 per year only. Offers will not be made outside of this range.
OPENING DATE: September 14, 2016	CLOSING DATE: October 5, 2016
DURATION OF APPOINTMENT: Management Supervisory Service (At-Will)	AREA OF CONSIDERATION: OPEN TO THE PUBLIC
	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Child Support Services Division 441 4th Street NW Washington, D.C. 20001	NO. OF VACANCIES: One (1)

COLLECTIVE BARGAINING UNIT: This position is not in the collective bargaining unit represented by AFSCME Local 2401 and will not be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES: This position is located in the Office of the Attorney General Child Support Services Division (CSSD), Applications and Paternity Development Unit. The mission of the organization is to enhance the well-being of children by assuring that accurate and timely financial and medical support is provided to them. The work requires seasoned judgment, a thorough understanding of District Government and community relations, a proven ability to represent a government entity before various constituencies, and to make presentations involving program and statistical information. The purpose of this position is to perform program management and staff oversight functions related to the in-hospital paternity establishment program (PEP), the Division' community outreach efforts, as well as generally to be a part of improving the efficiency, effectiveness, and productivity of the child support program and CSSD. The incumbent works under the supervision of the Supervisory Information Technology Specialist, who determines the overall objectives, priorities, and deadlines for projects or assignments and assists the employee with unusual situations, problems, or studies that do not have clear precedents. The incumbent oversees the efficient operation of the in-hospital PEP, coordinating with hospital registrars, the Department of Health and its Office of Vital Records, CSSD operating units, and vendors, as appropriate; serves as the Contract Officer's Technical Representative

(COTR) for any contacts related to the in-hospital PEP or related programs. The incumbent will serve as the Point of Contact to obtain and relay accurate paternity information to CSSD, DC Superior Court, and Interstate Agencies as well as other authorized parties. Will be responsible for planning and preparing staff for the annual 157 paternity audit. The incumbent will be responsible for over 5,600 paternity records that are submitted to the Federal Office of Child Support Enforcement (OCSE) Audit office. The incumbent will work closely with vital records staff, the OCSE auditors, and the CSSD management team to ensure an accurate audit. The incumbent is responsible for delegating tasks to staff and to ensure the accuracy of Paternity information with Vital Records Division (DOH)' Office of Child Support Enforcement (OCSE), and the overall objective of achieving the District of Columbia's (IV-D) OCSE's 157 goals. Incumbent is responsible for making assignments to determine which staff member will work with Vital Records to pull birth certificates and acknowledgments of paternity for child support case filings and all paternity verification requests from multiple internal and external parties (CSSD, CSOSA, Superior Court, other jurisdictions, Vital Records Division of DOH, Child and Family Services and the Department of Human Services).

QUALIFICATIONS: Candidates must have at least one (1) year of specialized experience equivalent to the CS-12 grade level in the District of Columbia government service. This experience could have been obtained in the public or private sector. Specialized experience is defined as experience that provided you with the particular knowledge, skills and abilities to successfully perform the duties of an IRS Manager.

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 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: Familiarity with and ability to guide others on laws, regulations and policies governing the function of paternity establishment as well as child support establishment cases.

Ranking Factor #2: Ability to recognize and mediate conflicting priorities and controversial issues

Ranking Factor #3: Comprehensive knowledge of management and organizational principles and practices in order to provide effective service, lead change and promote team building and staff growth.

Ranking Factor #4: Experience in developing effective relationships with the media and public/private organizations and individuals.

Ranking Factor #5: Experience in drafting technical memorandum and reports to support mission of the unit and agency.

Ranking Factor #6: Ability to communicate effectively, both orally and in writing, on a variety of legalistic and complex issues in a persuasive and professional manner.

HOW TO APPLY: Candidates should e-mail one PDF file which includes the following, addressed to Shawn Winslow (202-724-7318) at OAG.Recruitment@DC.gov by 11:59pm of the closing date indicated above:

- 1) A cover letter;
- 2) Completed DC-2000 Employment Application for the District of Columbia Government;
- 3) Résumé; and
- 4) Responses to each of the Ranking Factors.

Applications received after the closing date will not be given consideration.

FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS. Therefore, to be considered, all applicants must submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION**, which can be found at oag.dc.gov.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Re-employment 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 a non-District 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 veteran's preference must submit official proof of 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.

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

***Amended-This position is NOT a collective bargaining unit position.**