

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 23-2015	POSITION TITLE: Policy Analyst
POSITION GRADE & SERIES: CS-301-12/01	SALARY RANGE: \$71,716 - \$87,298 Annual *Please note that this position is only Budgeted to the CS-12/08 at \$87,298
OPENING DATE: April 22, 2015 CLOSING DATE: May 05, 2015	TOUR OF DUTY: 8:15 am – 4:45 pm Monday - Friday
AREA OF CONSIDERATION: Open to the general public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Child Support Service Division/ Legal Services Section/Policy & Training Section 441 4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Career Service Appointment	

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES: Incumbent is responsible for the review, analysis and development of recommendations for policy changes affecting CSSD programs and services. Drafts technical or general reports, technical or general policies, staff manuals, position papers, white papers, plans, and letters to be used by the Assistant Section Chief, Policy and Training Unit and decision makers to effectively further the goals of child support enforcement. Assists in the development of a wide variety of policy analysis documents to aid in proposing legislation and making changes in existing programs. Identifies areas of concern; reviews current projects; and researches pertinent literature, evaluations and studies which often contain voluminous and conflicting data. Discusses issues with other analysts and specialists; considers legislative developments; and assesses programmatic trends. Defines and describes issues; develops options; and devises and predicts the impact of various alternatives. Participates in the review of a variety of statutes, codes, regulations, and other documents; recommends the resolution of problems of incomplete or conflicting information and provides findings in the form of written reports and oral briefings for use in formulating policy, developing legislation, or drafting regulatory requirements. Drafts non-legal correspondence and responds to inquiries from other local organizations or government agencies regarding the policies and follow up periodically regarding change in procedures or work flow with respect to policies. Assist with internal CSSD conferences, cover audio visual equipment, inviting speakers, and any other duties associated with conference planning. Planning and developing publications, presentations, web contents, and other communication projects about policy and procedural issues. Work with Applications and Paternity Unit place new policies on the web. In the absence of Training Coordinator, performs the following duties but not limited to: (1) assists with filling out Training Form 1 with calculation on related costs categories, internal training forms, or any other training forms needed to submit for external trainings or OAG Agency Wide trainings (2) assists with drafting CSSD training calendar; (3) works with Applications and Paternity Unit to send out class evaluations once classes have been facilitated and gather statistical information, etc. Manages the repository for all policies for the Policy and Training Unit. Performs other related duties as assigned by the Assistant Section Chief of the Policy and Training Unit.

QUALIFICATIONS: Candidates must have at least one (1) year of Specialized Experience that equipped the candidate 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, at least one (1) year of 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. 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: Knowledge of CSSD programs and the mission and goals of the Office of the Attorney General.

Ranking Factor #2: Knowledge of Federal and State legislation and judicial mandates pertaining to child support enforcement.

Ranking Factor #3: Knowledge of systems analysis and quantitative techniques.

Ranking Factor #4: Excellent written and oral communication skills and the ability to present information and justify ideas and make commendations in clear and convincing manner.

Ranking Factor #5: Experience in explaining and writing about technical issues to anon-technical audience at all levels; a proven track record of managing highly visible initiatives and fostering continual improvements; excellent analytical and problem solving skills; and the ability to handle multiple and competing priorities.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible's 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 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.

HOW TO APPLY: Candidates may apply in person or send a **DC 2000**, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV. Resumes are not considered job applications therefore a DC-2000 must be submitted to receive consideration. Resumes will be accepted **in addition to**, the DC-2000. Inquiries related to employment and job applications should be directed to Doris Allen, Management Liaison Specialist (202) 724-7318. **To download Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

INFORMATION TO THE CANDIDATE: Application received outside the area of consideration and/or after the closing date will not be given consideration. For the purpose of employment, **resumes are not considered job applications**. Therefore to be considered all applicants must submit a **completed DC-2000 EMPLOYMENT APPLICATION**.

EEO STATEMENTS: The District of Columbia Government is an Equal Opportunity Employer.

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, 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, 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