

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> 11-2015	<b>POSITION TITLE:</b> Information Technology Specialist
<b>POSITION GRADE &amp; SERIES:</b> CS-2210-11	<b>SALARY RANGE:***DS- 11/01 – 11/03</b> <b>\$57,960 - \$61,686 Per Annum</b>
<b>TOUR OF DUTY:</b> 8:30 am – 4:30 pm Monday - Friday	<b>OPENING DATE:</b> December 15, 2014 <b>CLOSING DATE:</b> December 29, 2014
<b>AREA OF CONSIDERATION:</b> Open to the general public	<b>PROMOTION POTENTIAL:</b> None
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Support Services Division / Information Technology Specialist 441- 4 <sup>th</sup> Street, N.W. Washington, D.C. 20001	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> Career Service Appointment Permanent	

**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:** This position is located in the Office of the Attorney General, Support Services Division, Information Technology Section. The incumbent is responsible for creating appropriate applications to develop, maintain and support Office of the Attorney General (OAG) wide agency websites. Responsible for staying abreast of new developments in web applications, Internet and Intranet and related technologies, to the extent that these developments may benefit the District government and OAG. Works with the OCTO development team to maintain agency Internet and Intranet websites on the DC Portal (<http://dc.gov>), using District government content management system, Dynamic Site Framework (DSF), HTML, and Active Server Protocol (ASP). Responsible for providing and performing Content Management on the OAG Intranet Site. Post web content including headlines, press releases and tables for OAG Divisions. The District's DC.Gov web portal, including the site for the Office of the Attorney General (OAG), provides online government services and information to District residents, businesses and other interested parties. The portal consists of over 100 District agency websites. The incumbent will assist in maintaining the OAG agency website using the Drupal content management system. The candidate will perform daily editing tasks, work with agency staff, and publish agency content to the OAG website; manages website content publication workflow; provides editorial and standards oversight for all content; resizes photos and graphics for the website; troubleshoots minor issues and responds to emergency situations that require immediate public notification; and engages in special projects involving the website. Additionally, the candidate will be primary administrator for the Agency SharePoint Site. The candidate will be responsible for posting, updating and removing files, documents and imagery. While the candidate typically works during weekday business hours, he or she may be called upon to post content or troubleshoot issues after hours. In cases when the issue cannot be postponed to the following business day, an editor must assist the agency to post that content in the evening or over the weekend. The candidate will follow universal content management principles as well as District of Columbia web standards in maintaining the OAG site. It is the candidate's responsibility to become familiar with District of Columbia terminology, District services and the agencies that provide such services. Some fact finding and research is required.

**QUALIFICATIONS:** Candidates must have at least two (2) years of Specialized Experience. Specialized Experience is experience that equipped 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, 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.

**Substitution of Education:** A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. Time-in-Grade Restrictions: 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 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 and skill in applying Internet technologies content management tools.

**RANKING FACTOR #2:** Knowledge of and skill in Internet protocols.

**RANKING FACTOR #3:** Knowledge of and skill in Internet Security.

**RANKING FACTOR #4:** Knowledge of and skill in database management principles.

**RANKING FACTOR #5:** Ability to speak and write clearly and effectively and to deal with others in a diplomatic but persuasive manner.

**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 completed **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 Bldg, 441 4th Street, N.W., Washington, D.C. 20001. Candidates may send applications via e-mail to: [OAG.Recruitment@DC.GOV](mailto: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 Roseborough, Management Liaison Specialist (202) 724-7316. **To download Employment Application Form, DC-2000, visit our website at: [www.oag.dc.gov](http://www.oag.dc.gov).**

**INFORMATION TO 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**

