

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 32-2013	POSITION: Support Enforcement Specialist
POSITION GRADE & SERIES: CS-101-11	SALARY RANGE: \$54,633 - \$70,437 per annum
OPENING DATE: May 31, 2013	CLOSING DATE: June 14, 2013
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Child Support Services Division Fiscal Operation Section Wage Withholding Unit 441 - 4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:00 am - 4:30 pm Monday - Friday
PROMOTION POTENTIAL: None	DURATION OF APPOINTMENT: Permanent

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: Performs the full range of wage withholding functions required for child and medical support. Provides support related to administrative, program planning, policy research, statistical analysis, evaluation, communication and liaison functions with other human services and revenue District agencies with CSSD interaction. Performs system research, analysis, and evaluation, in order to monitor employers' compliance with the Withholding Notice; and to determine any necessary actions for delinquency in support payments. Conducts liaison functions with employers including employer verification, sending Income Withholding Orders and Non-compliance Notices in the event of an employers non-compliance. Researches and responds to inquiries and referrals from other CSSD units to ensure compliance with established Federal and District performance measures and program directives as well as to ensure that all program impacts are thoroughly documented and addressed. Participates in special projects or studies for Wage Withholding Unit Supervisor, e.g., preparing reports on specific methodologies for improving unit performance and efficiencies. Examines, compares, and reconciles data generated in connection with wage withholding. Consults with supervisor to verify data, noting discrepancies to report potential system problems.

QUALIFICATIONS:

Candidates must meet the basic requirements under A, B, or C: A.) Degree in behavioral or social science; or related disciplines appropriate to the position or B.) Combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field or C. Four (4) years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field. In addition to meeting the basic requirements, applicant must have a least 1 year of Specialized Experience at the next lower grade level. Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled.

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 the District and Federal governments that apply to the operation of child support programs, preferably related to audit and program management functions.

Ranking Factor #2. Ability to identify and obtain pertinent information and materials relevant to the guidelines and laws applicable to child support case processing.

Ranking Factor #3. Ability to plan and develop cases to establish paternity and secure child support payments consistent with requirements of the CSSD.

Ranking Factor #4. Ability to make recommendations and decisions concerning quality assurance data, work processes and procedures, and develop new techniques and methods of approach where guidelines are non-existent.

Ranking Factor #5. Skill in oral and written communication to prepare and present required data; and to articulate in multi-agency task efforts and meetings.

EMPLOYMENT BENEFITS: This is a Permanent Appointment in the Career Service. 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 government under an appointment subject to Civil Service Retirement (CSRS), contributions to CSRS will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT : 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.

A background investigation will be conducted.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible for the District of Columbia's Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position, if found qualified. Posting Cancellation: A non-competitive selection of an eligible candidate from the Agency Re-employment Priority Placement Program (ARPP) or the District's Displaced Employee Program (DEP) will result in the cancellation of this announcement.

HOW TO APPLY: Send completed DC- 2000 job applications to the Office of the Attorney General for the District of Columbia, Human Resources Section, located at Judiciary Square: 441 4th Street, N.W., Suite 1100s; Washington, D.C. 20001. Resumes will be accepted, **in addition to**, the DC-2000 job applications, by the closing date of the announcement. Contact Information: All inquiries related to employment and job applications should be directed to L. Dodson, Management Liaison Specialist (202) 724-6632. Please visit www.oag.dc.gov to download DC-2000, employment application. Applications may be sent via e-mail to: OAG.Recruitment@DC.GOV.

DISPOSITION OF RESUME: Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must re-submit your application to receive consideration for any subsequent advertised vacancies. For the purpose of employment, resumes are not considered DC Government job applications. Therefore, applicants submitting

resumes must also attach a DC-2000 job application in order to receive be considered for any vacancy. Applicants will only be notified if an interview is granted.

EEO : 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 MADE BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF
THE ATTORNEY GENERAL ONLY**

