

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 18 - 2015	POSITION: Information Technology Specialist
POSITION GRADE & SERIES: CS-2210-09	SALARY RANGE: \$48,107 - \$51,181 pa **
OPENING DATE: January 15, 2015	CLOSING DATE: January 30, 2015
IF OPEN UNTIL FILLED – FIRST SCREENING DATE:	AREA OF CONSIDERATION: Open to the General Public
WORKSITE LOCATION: Immediate Office 441 – 4 th Street, NW Washington, DC 20001	NO. OF VACANCIES: One (1) TOUR OF DUTY: 8:15 am - 4:45 pm Monday - Friday
PROMOTION POTENTIAL: None	DURATION OF APPOINTMENT: Career Appt

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. **This position is budgeted for CS-09/01 to CS-09/03 pa only.****

BRIEF DESCRIPTION OF DUTIES: This position provides technical and Web development, dynamic graphics and Web applications to support OAG on the Internet and Intranet. The incumbent works under the Director of Communications and is responsible for defining and executing a specific social media strategy, cultivating new communities and managing branded online communities on behalf of the Office of the Attorney General. Creates appropriate applications to develop, maintain and support OAG's websites. Builds and manages social media pages for the OAG. Provides a variety of services that deliver information using the Internet and social media. Creates an on-line OAG presence for District residents, visitors and customers, including developing and disseminating OAG's brand. Establishes process for the review and prioritizing of planned content roll-outs and a social media calendar to that effort. Develops applicable social media strategies for individual programs. Monitors new developments in web applications, Internet and Intranet and related technologies, to benefit OAG and the District government. Coordinates OAG's communities outreach services and activities with online activity, tracking social media influence measurements, partnering with other states, municipalities, governmental agencies, departments and community organizations to ensure proper online messaging and relevancy, ensuring consistency of messages across multiple networks. Posts daily to all applicable social media outlets. Continuously covers and monitors all sites; prepares reports and updates internal staff on usage statistics and coverage. Coordinates with the Director of Communications to daily provide relevant content to OAGs website and social media pages while tracking metrics and monitoring relevant conversations. As a member of the OAG core communications team, manages social media communications, particularly rapid response as per the strategic interests of the Communications Team. Works with the Office of the Chief Technology Officer 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). Provides and maintains Content Management on the OAG Intranet Site and posting web content including headlines, press releases and tables for OAG Divisions.

QUALIFICATIONS: Specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of this position and must have been equivalent to at least the next lower grade level in the District service. Creditable qualifying experience is progressively responsible experience performing a wide variety of information technology services. Bachelor's degree in Computer Science or a related field plus, 1-3 years of relevant work experience; or an equivalent combination of education and experience is preferred. The application of technical knowledge of Internet and social media systems, services, and technologies and skill in virtualization actions and principles is required.

Selective Placement Factor: Skill in applying internet design principles and methods, standard graphics mark-up languages, file formats used in the delivery of Web content; Internet clients, such as browsers and streaming audio; and the technical requirements of graphical, text, and voice-based browsers. At least 2 years of experience is required.

Substitution of Education: 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 typing directly into the free form area or by 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 database management principles, Internet server operations, Digital Marketing current practices and Digital production processes.

Ranking Factor #2. Knowledge of and skill in Internet Security.

Ranking Factor #3. Knowledge of social media legal guidelines, Internet technologies and protocols.

Ranking Factor #4. Demonstrated experience in planning social media programs that span owned (eg. Blogs), earned (eg. Facebook) and paid (sponsored tweets).

Ranking Factor #5. Ability to speak and write clearly and effectively and to deal with others in a diplomatic but persuasive manner.

CONDITIONS OF EMPLOYMENT: Incumbent is required to make frequent visits, via walking, ground, bus, or rail. from worksite to provide outreach services. **OTHER INFORMATION:** A background investigation will be conducted.

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 7consecutive 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.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligibles 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. 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: Submit a DC-2000 via e-mail to: OAG.Recruitment@dc.gov, or mail a completed **DC 2000** job application to the Office of the Attorney General for the District of Columbia, Human Resources Section, located at One Judiciary Square Bldg, 441- 4th Street, N.W., Suite 1100s; Washington, D.C. 20001. Resumes **along with** applications may be submitted and mailed to the Judiciary Square address by the closing date of the announcement. 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.**

DISPOSITION OF RESUME: Resumes received outside the area of consideration and/or after the closing date will not be given consideration. Applications will not be returned. For the purpose of employment with the DC Government, resumes are not considered job applications. 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**

