

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 32-2015	POSITION TITLE: Information Technology Specialist (Network)
POSITION GRADE & SERIES: CS-2210-14	SALARY RANGE: \$97,656 - \$125,817 per annum
TOUR OF DUTY: 8:00 am – 4:30 pm Monday - Friday	OPENING DATE: May 29, 2015 CLOSING DATE: June 12, 2015
AREA OF CONSIDERATION: Open to the General Public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Immediate Office 441- 4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Temporary – Career Service	This is a Temporary Appointment NTE 09/30/2015

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, Immediate Office. The incumbent reports directly to the Chief of Staff to work on an IT review and strategic plan. Responsible for administering Local Area Networks (LAN's) and automated systems used by OAG programs on network servers and other IT platforms. In this connection, recommends, designs, develops, implements and maintains the Network Infrastructure for OAG. Administers OAG's Windows 2012 LAN/WAN environment including Active Directory Migration Full Cycle for agency users, including Domain Controllers and Member Servers. Recommends and implements approved security policies for Domain Controllers, Workstations, and user accounts. Provides technical and project management expertise in the formulation and development of new information systems by conducting requirement studies, developing technical specifications and monitoring the conduct of systems developments. Administers OAG's Exchange 5.5 Server and Outlook 2010. Participates in accomplishing technical, analytical and advisory functions pertinent to the development of local policies and plans and ensuring that it is in compliance with higher authority policies and guidelines. Develops and disseminates agency guidelines and training materials concerning the use of OAG's Network System. Serves as the technical subject Matter Expert in evaluating network software, hardware and communications link specification and installation.

QUALIFICATIONS: At least four (4) years of specialized IT experience is required; or an equivalent combination of education and experience. Specialized Experience is experience that equipped the applicant with the particular IT 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 Information Technology or Information Management 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 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 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: Mastery of the principles, concepts, methods, and practices of the network systems management methods in order to plan, design, develop, and manage network systems that respond to District Government's requirements in the areas of Wide Area Network (WAN) and local area Network (LAN), and other peripheral equipment.

RANKING FACTOR #2: Knowledge of Federal and District of Columbia regulations and requirements and OAG's organization and Administrative structure.

RANKING FACTOR #3: Comprehensive knowledge of data methods, applications, equipment, languages and data acquisition, storage structure and retrieval techniques. Skill in applying internet technologies and protocols.

RANKING FACTOR #4: Mastery of network architecture to develop, implement and maintain highly efficient network systems.

RANKING FACTOR #5: Ability to express information to clients and customers effectively to assess their needs, provide assistance, and resolve problems.

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.

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 application(s), 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.

APPLICANTS WHO FAIL TO COMPLETE, SIGN, DATE AND SUBMIT THE RESIDENCY PREFERENCE FOR EMPLOYMENT FORM WITH THEIR APPLICATION WILL NOT BE CONSIDERED FOR THE RESIDENCY REFERENCE.

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.

HOW TO APPLY: Candidates may apply in person, or send a **COMPLETED DC-2000**, Employment application for the District of Columbia, to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square Building, 441 – 4th Street, NW, Washington, D.C. 20001. Candidates may send

applications via e-mail to: OAG.Recruitment@DC.Gov.

RESUMES ARE NOT CONSIDERED COMPLETE 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 L. Dodson, Management Liaison Specialist (202) 724-6632. **To download the Employment Application Form, DC-2000, visit our website at www.oag.dc.gov.**

INFORMATION TO CANDIDATE: Applications received outside the area of consideration and/or after the closing date as well as incomplete applications 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. Applications will not be returned.**

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





