**Veteran’s Affairs IT Specialist (INFO SEC)**

[U.S. Department of Veterans Affairs](https://www.linkedin.com/company/department-of-veterans-affairs/life/)  Louisville, KY On-site 2 months ago

**About the job**

**Summary**The Information System Security Officer (ISSO) is a position in the Office of Information Technology (OIT), ITOPS, ESO. In this position, you will support either a VA facility or specified program area of responsibility and reports to either the Information System Security Manager (ISSM) or District Information Security Director (DISD) as the ESO Executive Director deems appropriate.  
  
Learn more about this agency  
  
Help  
  
Duties  
  
This position is primarily aligned to the following NICE Cybersecurity Workforce Framework work roles:

* OPM Cyber Code 722 - Information Systems Security Manager

For more information about these work roles, where they fit within the larger Cyber Workforce, and how they can support your unique career journey, please visit the Cyber Career Pathways tool on the National Initiative for Cybersecurity Careers and Studies website:**https://niccs.us-cert.gov/workforce-development/cyber-career-pathways  
  
This is not a bargaining unit position  
  
Please read this public notice in its entirety prior to submitting your application.  
  
Vacancies may not presently exist but may become available at any point during the opening period of this vacancy announcement. We will not review applicant resumes until there is a request to fill a vacancy.**You are applying to a public notice to fill current and future vacancies. Please note, there may or may not be actual/projected vacancies when you submit your application. Your resume and any supporting documentation will be retained with other applicants and reviewed as vacancies occur. You will not receive a notice regarding your application's status other than the initial acknowledgment until a request is received to fill a position.  
  
This announcement will remain open until **December 30, 2022**. The cut-off date is **April 5, 2022 or**at the point at which the first 100 applications are received, whichever comes first. Applications submitted after **April 5, 2022** may not receive consideration. In addition, due to the potential of a high volume of applicants, not all applicants may receive consideration. After the initial cut-off period, once a request to fill a vacancy is received, applications will be reviewed in increments of 100 applications **in date order**.  
  
**Note**: Submitting multiple applications will change the order in which your application is reviewed. We will refer qualified applicants to the selecting official for consideration. The organization's hiring need will determine the referral of additional applicants. Applicants will be notified about their application's status if referred or if we fill all vacancies.  
  
**Work Schedule**: Monday - Friday 8:00am - 4:30pm  
  
**Compressed/Flexible Schedule**: May be Available  
  
**Telework**: Available  
  
**Virtual**: This is not a Virtual position  
  
**Position Description Title/PD#**: IT Specialist (INFO SEC)/ PD06024A and PD06047A  
  
**Relocation/Recruitment Incentives**: Not Authorized  
  
**Financial Disclosure Report**: Not Authorized  
  
**Physical Demands**: The work is primarily sedentary in nature. No special physical demands are required to perform the work.  
  
**Promotion Potential:** The selectee may be promoted to the full performance level without further competition when all regulatory, qualification, and performance requirements are met. Selection at a lower grade level does not guarantee promotion to the full performance level.  
  
**This position involves a multi-grade career ladder.**The major duties listed below represent the full performance level of GS-12. At the GS-11 grade level, you will perform assignments of a more limited scope and with less independence. You will progressively acquire the background necessary to perform at the full performance level of GS-12. Promotion is at the discretion of the supervisor and is contingent upon satisfactory performance, availability of higher level work, and availability of funds. Promotion is not guaranteed and no promise of promotion is implied.  
  
**Major Duties**:

* Actively participate in network and systems design to ensure implementation of viable systems security policies and procedures
* Conduct systems security evaluations, audits and reviews; and develop Automated Information Systems (AIS) security contingency plans and disaster recovery procedures, as part of the local business continuity team
* Monitor and track controlled access programs to ensure implementation and viability of appropriate systems security policies, as well as the acquisition of IT security tools
* Investigate local AIS programs to identify possible breach of security and/or other violations
* Conduct vulnerability analysis and risk assessment studies of planned and installed information systems to assure that local AIS security plans and policies established are adequate for protection needs and comply as required by statute

Help  
  
**Requirements**Conditions of Employment

* You must be a U.S. citizen to apply for this job.
* Selectees are subject to a background/suitability investigation.
* Designated and/or random drug testing may be required
* Selectees may be required to serve a probationary period.
* Selective Service Registration is required for males born after 12/31/1959.
* A complete application package, i.e., Resume, Transcripts, etc., as required by the job announcement.
* Selected applicants will be required to complete an online onboarding process.
* Participation in the Seasonal Influenza Prevention Program for VHA Health Care Personnel (HCP) is a requirement for all Department of Veterans Affairs HCP.
* All applicants tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with VA.
* Must be proficient in written and spoken English.
* Pre-employment physical evaluation may be required.

**Qualifications  
  
To qualify for this position,** applicants must meet all requirements when a request is received to fill a vacancy.  
  
**Selective Placement Factor: This position includes a skill, knowledge, ability or other worker characteristic basic to -and essential for- satisfactory performance of the job. Selective Placement Factors are a prerequisite to appointment and represent minimum requirements for a position. Applicants who do not meet it are ineligible for further consideration. Evidence of the Selective Placement Factor must be reflected in your resume.  
  
The Selective Placement Factor for this position is:**Experience and knowledge in the application of information security guidance and laws pertaining to any of the following: National Institute of Standards and Technology (NIST) Special Publications, Federal Information Processing Standards (FIPS), Federal Information Security Modernization Act of 2014 (FISMA).  
  
**AND**You may qualify based on your education/experience, as described below:  
  
For all grade levels for this position individuals must have IT-related experience demonstrating each of the four competencies listed below.

* Attention to Detail - Is thorough when performing work and conscientious about attending to detail.
* Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
* Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
* Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**AND  
  
Specialized Experience:**You must have one year of specialized experience equivalent to the next lower grade level in the federal service; experience that equipped the applicant with the particular knowledge, skills and abilities (KSA's) and other characteristics to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled, in the normal line of progression for the occupation in the organization.  
  
**GS-11 grade level:** One year of specialized experience (equivalent to the GS-9 grade level in the federal service). Specialized experience includes: conducting systems security evaluations and reviews of policy enforcement practices to ensure secure information systems reliability and accessibility; evaluating local Automated Information System (AIS) security program(s) to protect AIS from unauthorized access.  
  
**GS-12 grade level:** One year of specialized experience (equivalent to the GS-11 grade level in the federal service). Specialized experience includes: developing procedures and conducting systems security evaluations, audits and reviews of policy enforcement practices to ensure secure information systems reliability and accessibility; developing Automated Information Systems (AIS) security contingency plans and disaster recovery procedures as part of a local business continuity team.  
  
**OR  
  
Education:**Applicants may substitute education for the experience required for the GS-11level. **(Transcripts Required)  
  
For the GS-11**, you must have a Ph.D. or equivalent doctoral degree; or 3 full years of progressively higher level graduate education leading to a Ph.D. or equivalent doctoral degree.  
  
**There is no educational substitution for the GS-12 level.**A transcript must be submitted with your application if you are basing our qualifications on education.  
  
 **Note:**Undergraduate and graduate degrees must be in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, **or** technology management or degree that provided a minimum of 24 semester hours in one **or** more of the fields identified above and required the development or adaptation of applications, systems or networks. **(Transcripts Required)  
  
Experience** - Experience must be IT related; the experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT certification), as appropriate.  
  
Such experience is typically gained in the IT field or through the performance of work where the primary concern is IT.  
  
  
  
Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religions; spiritual; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.  
  
**Note**: *A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.*For more information on these qualification standards, please visit OPM's web site at http://www.opm.gov/qualifications/standards/indexes/alph-ndx.asp.  
  
Education  
  
**PLEASE NOTE**: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: http://www.ed.gov/admins/finaid/accred/index.html. All education claimed by applicants will be verified by the appointing agency accordingly.  
  
If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.  
  
**Additional Information**: Per Office of Personnel Management policy, federal employees are assumed to have gained experience by performing duties and responsibilities appropriate for their official series and grade level as described in their position description. Experience that would not usually be part of the employee's position is creditable; however, the experience is considered creditable when documented by satisfactory evidence, such as a signed memorandum from the employee's supervisor or an SF-50 or SF-52 documenting an official detail or other official assignments. The documentation must indicate whether the employee performed the duties full time or, if part-time, the percentage of times the employee performed the additional duties. The employee should be able to locate this documentation in their official personnel record. To receive credit for experience in your resume that is not within the official series and grade level of your official position, you must provide a copy of the appropriate and official documentation of such experience as indicated above.  
  
Additional information  
  
**COVID-19 Pandemic Expanded Telework Program -**Due to COVID-19, VA is currently in an expanded telework posture. If selected, you may be expected to temporarily telework, even if your home is located outside the local commuting area. Once employees are permitted to return to the office, you will be expected to report to the duty station listed on this announcement. Management officials will provide information about returning to the official, pre-pandemic worksite, when applicable. At that time, you may be eligible to request to continue to telework depending upon the terms of your organization's telework policy and the duties of the position.VA supports the use of telework as a way to help attract and retain talented individuals in public service, increase worker productivity, and better prepare the agency to operate during emergencies. This position may be authorized for telework. Telework eligibility will be discussed during the interview process.  
  
The **Interagency Career Transition Assistance Plan (ICTAP)** and **Career Transition Assistance Plan (CTAP)** provide eligible displaced VA competitive service employees with selection priority over other candidates for competitive service vacancies. To be well-qualified, applicants must possess experience that exceeds the minimum qualifications of the position including all selective factors if applicable, and must be proficient in most of the requirements of the job. Information about ICTAP and CTAP eligibility is on OPM's Career Transition Resources website which can be found at https://www.opm.gov/.  
  
**Receiving Service Credit for Earning Annual (Vacation) Leave:** Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. VA may offer newly-appointed Federal employee's credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.  
  
**This job opportunity announcement may be used to fill additional vacancies.**If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an Alternate Application.  
  
Read more

* Help A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Opens in a new windowLearn more about federal benefits.

Review our benefits  
  
Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.  
  
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