**[USAJOBS Logo](https://www.usajobs.gov/Home/DropPostingChannel)**

Top of Form



**Job Title:**Information Technology Specialist (INFOSEC) - Direct Hire

**Department:**Executive Office Of The President

**Agency:**Office of Administration

**Job Announcement Number:**OA-14-14-GT-DE

|  |  |
| --- | --- |
| **SALARY RANGE:** | $54,573.00 to $116,901.00 / Per Year |
| **OPEN PERIOD:** | Monday, March 31, 2014 to Monday, April 07, 2014 |
| **SERIES & GRADE:** | GS-2210-09/13 |
| **POSITION INFORMATION:** | Full Time - Permanent |
| **PROMOTION POTENTIAL:**  13 | |
| **DUTY LOCATIONS:** | Few vacancies in the following location: Washington DC, DC [View Map](https://www.usajobs.gov/GetJob/ViewDetails/365656800) |
| **WHO MAY APPLY:** | United States Citizens |
| **SECURITY CLEARANCE:** | Top Secret/SCI |
| **SUPERVISORY STATUS:** | No |

**JOB SUMMARY:**

**POSITION WILL BE FILLED UNDER DIRECT HIRE AUTHORITY.**

**This position will be filled through the Office of Personnel Management's delegated Direct Hire Authority (DHA).  The following is applicable:  all applicants who meet the basic and minimum qualification requirements will be made available to the Selecting Official for consideration.  Traditional rating and ranking of applicants and/or Veteran's Preference do not apply to this announcement.**

To determine if you meet minimum qualifications, your resume and supporting documents will be reviewed and compared against your responses to the occupational questionnaire.  Please follow all instructions carefully.  Errors or omissions may affect your qualifications determination.

The EOP has responsibility for tasks ranging from communicating the President's message to the American people to promoting our trade interests abroad.  The EOP is comprised of the White House, Executive Residence, Office of the Vice President, Office of the United States Trade Representatives, Office of Science and Technology Policy, Office of National Drug Control Policy, Office of Management and Budget, National Security Council, Council on Environmental Quality, Council of Economic Advisers, and the Office of Administration.  The Office of Administration (OA) provides a full array of customer-based services to the EOP.  To learn more about OA, please visit [http://www.WhiteHouse.gov/OA](http://www.whitehouse.gov/OA).

Incumbent serves as an Information Technology Specialist (INFOSEC)-Security Analyst for the Security Operations Center, Cyber Security, Office of the Chief Information Officer (OCIO), Office of Administration (OA), Executive Office of the President, and has the responsibility of preventing, detecting, and responding to security incidents.   The responsibilities of the position are carried out through a team that executes security programs and activities with the EOP Security Operations Center. The Office of the Chief Information Officer is a dynamic and fast-paced 24x7 environment that supports unclassified enterprise IT needs of the Executive Office of the President.

\*\*Notice:  More than one selection may be made within 90 days of the issuance of the certificate, if additional vacancies occur.

Promotion to the next highest grade level is neither guaranteed nor implied.

**TRAVEL REQUIRED**

* Not Required

**RELOCATION AUTHORIZED**

* No

**KEY REQUIREMENTS**

* Must be a U.S. citizen or national
* Selective Service registration if a male born after December 31, 1959
* Be at least 18 years old and obtain a favorable security determination
* Subject to pre-employment and random drug tests
* Direct Deposit is required
* RELOCATION EXPENSES WILL NOT BE PAID

**DUTIES:**

[Back to top](https://www.usajobs.gov/GetJob/ViewDetails/TopofPage)

* Provide high level analysis on security data to identify significant activity.
* Participates in incident response activities and ensures incidents are addressed in a timely, efficient, and logical manner.
* Collaborates with security staff from other government organizations.
* Ensure security systems, including Intrusion Detection Systems (IDS) have updated and relevant signature sets.
* Perform high level trending on current activity and recommendations to detect and mitigate threats.
* Actively review, assess, and trend innovative new technologies.

**QUALIFICATIONS REQUIRED:**

[Back to top](https://www.usajobs.gov/GetJob/ViewDetails/TopofPage)

**MINIMUM QUALIFICATION REQUIREMENTS:** All applicants must meet the qualification requirements outlined below to be considered minimally qualified for this position.   The qualification requirements are in accordance with the OPM Qualification Standards. **ALL QUALIFICATIONS MUST BE MET BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

**IT CORE COMPETENCY REQUIREMENTS:**

Applicants must have IT-related experience demonstrating each of the four competencies listed below.  In the application process, applicants must answer questions corresponding to the level of proficiency for each competency.

1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.
2. **Customer Service** - Works with clients and customers 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.
3. **Oral Communication** - Expresses information 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.
4. **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:**  Applicants must have a minimum of one year of specialized experience at a level of difficulty and responsibility comparable to the next lower grade or comparable pay band in the Federal service or equivalent experience in the private sector.   Examples of specialized experience are:

**For the GS-09:**  You must have one year of specialized experience equivalent to the GS-07 grade level or comparable pay band in the Federal service or equivalent experience in the private sector performing the following: reviewing security alerts and identifying potential threats; searching system, application, or network logs to troubleshoot problems; performing basic administrative tasks for operating systems.

**For the GS-11:**  You must have one year of specialized experience equivalent to the GS-09 grade level or comparable pay band in the Federal service or equivalent experience in the private sector performing the following: reviewing security alerts and identifying potential threats; searching system, application, or network logs to troubleshoot problems; performing administrative tasks for operating systems.

**For the GS-12:**  You must have one year of specialized experience equivalent to the GS-11 grade level or comparable pay band in the Federal service or equivalent experience in the private sector performing the following:  reviewing security alerts and separating false positives from legitimate threats; searching system, application, or network logs to troubleshoot problems; performing intermediate administrative tasks for operating systems; creating IDS signatures or alerts based on security data.

**For the GS-13:**  You must have one year of specialized experience equivalent to the GS-12 grade level or comparable pay band in the Federal service or equivalent experience in the private sector performing the following: applying advanced IT principles, concepts, methods and practices sufficient to accomplish assignments and provide expert technical advice and recommendations to management and other technical specialists on critical Information Technology issues; substantive technical skills and knowledge to review and provide guidance on Information Assurance and cyber security configurations; identifying and evaluating risks associated with IT systems; developing mitigation strategies to counter IT vulnerabilities and identified risks.

**EDUCATION SUBSTITUTE:**   Education must demonstrate the applicant obtained the knowledge, skills, and abilities necessary to do the work of this position.  The postsecondary institution from which the education was received must be accredited by an institution recognized by the U.S. Department of Education.  Applicants can verify accreditation by visiting the following website:  <http://www2.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 transcripts in order to receive credit for that education.

**For the GS-09:**  Master's or equivalent graduate level education OR 2 full years of progressively higher level graduate education leading to such a degree OR LL.B. or J.D., if related.

**For the GS-11:**   Ph.D. or equivalent doctoral degree OR 3 full years of progressively higher level graduate education leading to such a degree OR LL.M., if related.

**Undergraduate or Graduate Education:**  Degree 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.

**NOTE:  There is no education substitution for positions above grade GS-11.**

Please see "Qualifications Required" for requirements of the position.

**HOW YOU WILL BE EVALUATED:**

**How You Will Be Evaluated:** Your resume will be evaluated to determine if you meet the minimum qualifications required for the position.   Applicants who meet the minimum requirements will be placed into one of the following categories based on the extent to which your application shows that you possess the specialized experience associated with this position:

* Best Qualified (BQ) – Meets the Minimum Qualification Requirements and demonstrates exceptional experience in most of the requirements of the position.
* Well Qualified (WQ) – Meets the Minimum Qualification Requirements and demonstrates strong experience in most of the requirements of the position.
* Qualified (Q) - Meets the Minimum Qualification Requirements and meets the requirements of the position either through experience or education.

**QUALITY RANKING FACTORS:**   Address the following Quality Ranking Factors (QRFs)/Critical Elements within the body of your resume.

* Demonstrated knowledge and ability to deliver excellent customer service; build relationships; understanding the sense of urgency when meeting customer requests, and the ability to handle controversial situations with tact and diplomacy.
* Ability to provide technical advice and guidance, to management and other technical specialists on critical IT security issues; communicate complex technical issues and security requirements to non-technical personnel
* Demonstrated knowledge recommending, implementing, and managing strict security controls for systems, network infrastructure, and perimeter networks as well as managing incidents or events that impact the security posture of the network. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information treating technical, sensitive or controversial information appropriately
* Knowledge of the operation and maintenance of Intrusion Detection Systems (IDS). Working knowledge of the Linux operating system and associated tools and scripting languages.   Working knowledge of the Windows operating system and associated tools for monitoring, management, configuration management, and incident response.   Working knowledge of perimeter monitoring and gateway systems including firewalls, web proxies, and email gateways

**HOW TO APPLY:**

[Back to top](https://www.usajobs.gov/GetJob/ViewDetails/TopofPage)

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on Monday, April 07, 2014 to receive consideration.

* To begin, click **Apply Online** to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
* Click the **Submit My Answers** button to submit your application package.
* It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
* To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the **Application Status** link and then select the **more information** link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.
* To return to an incomplete application, log into your USAJOBS account and click **Update Application** in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

**It is applicant's responsibility to verify that information entered, uploaded, or faxed (i.e., resume, veteran's documentation, completed assessment, and SF-50's) is received and accurate.** Human Resources will not modify or change any part of your application.   If a document is not in legible format, applicant will not be able to view it in Application Manager which means   applicant must again upload or fax the documentation by the closing date of this announcement.

**Application packages will NOT be accepted via mail.**  Due to security processes, mail delivery takes approximately 2-3 weeks to process at which time the vacancy announcement will be closed and no further consideration will be given to additional application packages.

**REQUIRED DOCUMENTS:**

All applicants are **required** to submit the following supporting document type(s):  
   ·Resume

Applicants may also submit the following supporting document type(s),which may not be required for all applicants:  
   ·Cover Letter  
   ·DD-214  
   ·Other Veterans Document  
   ·SF-15  
   ·SF-50  
   ·Transcript

* **Resume** **(maximum** of 6 pages, additional pages will not be used in determining eligibility or qualification**)** **must** include the following information: announcement number and job title for which you are applying; beginning and ending dates (mo/yr) for paid or non-paid work experience; and average number of hours worked per week.
* **Education** - If you are qualifying based on positive education, please provide a copy of your college transcript or an appropriate course listing.  The transcript may be unofficial or photocopy at time of application, but MUST provide the original if selected.
* **Completed Occupational Questionnaire**

* **Special Appointing Authority** – Separate referral lists will be generated for applicants eligible to be appointed under a non-competitive special appointing authority.   If you are a member of one of these groups, you may not need to compete with the public for federal jobs.  To determine your eligibility, please read the information below and click on the appropriate link for additional details.
* **Veteran's Preference** **must** provide the following: **DD-214** **(member copy 4)** showing dates served, discharge type, and campaign badges or expeditionary medals earned and **VA Disability Award Letter** displaying the percentage awarded.  **If you do not supply the required documentation to verify your eligibility you will not receive proper credit for preference.** For additional details visit: <http://www.fedshirevets.gov/index.aspx>
* **Schedule A (Severely Physically Handicapped) must** provide documentation from a State Vocational Rehabilitation Service.  For additional details visit: <http://www.opm.gov/disability/PeopleWithDisabilities.asp>
* **Other miscellaneous hiring authorities** information may be found at: <https://help.usajobs.gov/index.php/Main_Page>

Faxing Applications or Supporting Documents:

**You are encouraged to apply online. Applying online will allow you to review and track the status of your application.**

**NOTE:** If you applied online and your application is complete, do not fax the paper application (1203FX) as this will overwrite your prior online responses and may result in you being found ineligible.

If you completed the occupational questionnaire online and are unable to upload supporting document(s):

1. To fax your documents, you must use the following cover page <http://staffing.opm.gov/pdf/usascover.pdf> and provide the required information. The Vacancy ID is 1083782.
2. Fax your documents to 1-478-757-3144.

If you cannot complete the Application Package online, you may fax all of your materials. The complete application package must be submitted by 11:59 PM (EST) on Monday, April 07, 2014 to receive consideration. Keep a copy of your fax confirmation in the event verification is needed.

To complete the occupational questionnaire and submit via fax:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=4960696&PreviewType=Questionnaire).
2. Print the 1203FX form, follow the instructions and provide your responses to the occupational questionnaire items <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>.
3. Fax all six pages of the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

**AGENCY CONTACT INFO:**

*EOP - OA Client Services  
Phone: (202)395-1088  
Email: EOPJOBS@OA.EOP.GOV*

*Agency Information:  
Executive Office of the President  
725 17th Street NW  
Washington , DC  
20503*

**WHAT TO EXPECT NEXT:**

After all application packages have been received, we will review your resume to ensure you meet the basic qualification requirements.   We will evaluate each applicant who meets the basic qualifications based on the information provided and may interview the best qualified applicants.   After a tentative job offer, we will conduct a security background investigation and drug screening.   If the drug screening is negative and security background is cleared, then a formal job offer will be extended to candidate.

You will be notified four times during the hiring process:

1. Upon receipt of your application.

2. Upon minimum qualification determinations.

3. After the certificate(s) is issued.

4. After the final selection(s) is made.

[Agency Contact Info](https://www.usajobs.gov/GetJob/ViewDetails/agencycontact)

**Job Announcement Number:**

OA-14-14-GT-DE

**Control Number:**

365656800