

National Protection and Programs Directorate

Job Title: Security Specialist

Department: Department Of Homeland Security

Agency: National Protection and Programs Directorate

Job Announcement Number: ScdA-CYB001-RB-14

SALARY RANGE: \$89,924 to \$116,901 / Per Year

OPEN PERIOD: Tuesday, June 24, 2014 to Monday, June 30, 2014

SERIES & GRADE: GS-0080-13

POSITION INFORMATION: Full Time - Permanent

PROMOTION POTENTIAL: 13

DUTY LOCATIONS: 5 (five) vacancies in the following location:

Arlington, VA [View Map](#)

WHO MAY APPLY: US Citizens and Status Candidates

JOB SUMMARY:

Secure the Homeland Proud to Protect

Are you interested in a job where your primary purpose will be to serve as a Security Specialist responsible for the development, oversight, administration, implementation and enforcement of policies, processes and procedures, and matters related to personnel security, physical security, cyber security, information security, and/or industrial security programs? Then consider joining the Department of Homeland Security (DHS), National Protection and Programs Directorate (NPPD).

Who May Be Considered: Applications will be accepted from All US Citizens and Status Candidates.

This announcement is issued under the DHS Schedule A Cybersecurity Authority (Sch. A, 213.3111) and selectee(s) will receive an Excepted appointment in the Excepted service

Additional selections may be made from this announcement should the need arise.

KEY REQUIREMENTS:

- U. S. Citizenship is required.
- Must be able to obtain and maintain a Top Secret/ SCI security clearance.
- Relocation Expenses will not be authorized.
- Overnight travel of 1-5 nights per month may be required.
- Appointment subject to availability of funds.
- May be required to work after-hours emergency response
- May be subject to random drug testing

DUTIES:

- Provide training and guidance for marking, handling, storage and controlling classified material.
- Record and document receipt and transfer of classified material.
- Conduct site reviews for Federal, State and local government facilities.
- Act as the POC for all Intrusion Detection System (IDS) alarm responses for all NPPD facilities in the National Capital Region (NCR).
- Assist DHS Physical Security Office and Federal Protective Service with construction or renovation of NPPD secure facilities.
- Works with Information Systems Security Officers (ISSO) and Managers to identify, report, and investigate information spillage and loss on DHS IT systems.
- Brief and debrief personnel as needed for collateral access.
- Review access requests, and verify requestor's authorization for access to classified information, information systems, and areas in assigned NPPD facilities.

QUALIFICATIONS REQUIRED:

To qualify for this position at the GS-13 level, you must have the following:

One year of specialized experience comparable in scope and responsibility to the GS-12 level in the Federal service (obtained in either the public or private sector). This experience must include activities such as **1)** regulating protective methods and security procedures (such as but not limited to detection systems, security response, personnel identification); **and 2)** defending information from unauthorized access, use, disclosure, disruption, modification, inspection, recording or destruction; **and 3)** maintaining secure, controlled, and restricted areas to enhance the physical security of facilities or assets; **and 4)** enforcing guidance on the processes to

transport Classified materials and equipment; **and 5)** working with appropriate personnel to enforce information systems security standards in assigned facilities (to include, but not limited to establishing procedures for screening and monitoring personnel and visitors for unauthorized IT devices, items and access to IT Systems at the unclassified and classified level).

Time-in-Grade Requirements: Current Federal employees must have served 52 weeks at the next lower grade in the Federal service. **All qualifications and time-in-grade requirements must be met by the closing date of this announcement.**

This position may be designated as essential personnel. Essential personnel must be able to serve during continuity of operation events without regard to declarations of liberal leave or government closures due to weather, protests, acts of terrorism, or lack of funding. Failure to report for or remain in this position may result in disciplinary or adverse action in accordance with applicable laws, rules, and regulations (5 U.S.C. § 7501-7533 and 5 CFR Part 752, as applicable).

Travel may be required up to 25% of the time. The position involves critical duties and responsibilities that must continue to be performed during crisis situations and contingency operations. Required responsiveness to elevated threat levels may require special considerations, such as temporary relocation and extended or rotational hours of work. Some exposure to hazardous conditions may occur when visiting worksites or during emergencies. During responses to emergencies there is the potential for exposure to toxic, biological, radiological or physical hazards that require the use of specialized protective equipment.

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of resume and supporting documentation will be made to determine if you are qualified for this job. If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and or experience, you may lose consideration for this position. Please follow all instructions carefully. Errors or omissions may affect your eligibility.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

- Knowledge of security standards, policies, procedures, directives and regulations related to Classified and unclassified facilities

- Ability to resolve issues involving the administration of physical, administrative and special security programs and guidelines
- Knowledge of state-of-the-art security, physical security hardware and systems
- Skill in Customer Service
- Ability to communicate orally
- Ability to communicate in writing

Application of Veterans' Preference: Category rating and selection procedures place those with veteran's preference above non-preference eligible within each category. Veterans who meet the eligibility and qualification requirements **and** who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-09 grade level or higher.

BENEFITS:

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at

<http://www.opm.gov/healthcare-insurance/>

OTHER INFORMATION:

Promotion Potential: This position has promotion potential to GS- 13.

Background Investigation:

This position is a Special Sensitive position and the tentative selectee must undergo and successfully complete a background investigation for a Top Secret/ SCI clearance as a condition of placement/retention in this position.

Other Information:

This position has been designated exempt from bargaining unit representation under the national security provision of 5 USC Section 7112(B)(6).

All employees are required to participate in Direct Deposit/ Electronic Funds Transfer for salary payments.

Males born after 12-31-1959 must be registered or exempt from Selective Service (see <http://www.sss.gov/>).

HOW TO CLAIM VETERANS PREFERENCE (FedsHireVets.gov):

If you are a *Discharged, Non-Disabled Veteran*, you must submit a copy of your DD-214 showing character of discharge (Member 4 copy), or other Documentation of Service and Separation under Honorable Conditions, as listed on the [SF15](#) . If you don't have your DD-214, you may request it after discharge from the National Archives at www.archives.gov/veterans

If you are a *veteran within 120 days of discharge*, you must submit signed documentation from the Armed Forces certifying: 1) your expected release/retirement from active duty, 2) under honorable conditions, 3) your pay grade/rank/rate at time of discharge, 4) dates of active duty service, 5) any campaign or expeditionary medals received, 6) dated within 120 days of your separation.

If you are a *Disabled Veteran, Purple Heart Recipient, or Mother or Spouse of a Disabled or Deceased Veteran*, you must submit all additional proof required by the [SF15](#) , and if applicable, a completed [SF15](#). If you don't have your Department of Veterans Affairs letter establishing proof of disability, you may request it at <http://www.ebenefits.va.gov/> or call 1-800-827-1000.

HOW TO APPLY:

To apply for this position, you must provide a complete Application Package which includes:

1. Your **Résumé** and other **supporting documents** specified in the *Required Documents* section below. **AND**
2. A line in the body of the email to clearly state whether or not you qualify for this position at the GS-13 level based on the *Qualifications Required* section above. Simply state either:
 - A. Yes, I do qualify for this position at the GS-13 level
 - OR
 - B. No, I do not qualify for this position at the GS-13 level

A complete Application Package must be received by 11:59 PM, Eastern Standard Time, on the closing date of {Monday}, {June} {30}, {2014}.

To begin the process, send your application package via email to the following mailbox:

NPPDJobApplications@hq.dhs.gov

The subject line of the email **MUST** state the following Vacancy ID:

ScdA-CYB001-RB-14

APPLICATIONS WILL ONLY BE ACCEPTED VIA EMAIL AND MUST FOLLOW THE PROCESS EXPLAINED IN THE “**HOW TO APPLY SECTION**” IN ORDER TO RECEIVE CONSIDERATION

REQUIRED DOCUMENTS:

The following documents are required and must be received by the closing date of this announcement:

1. Your **Résumé**
2. Other **supporting documents**:
 - Veterans Preference Documentation, if applicable
 - SF-50, Notification of Personnel Action (if applying as a status candidate with current or former Federal service)

Current or former Federal employees **MUST** submit a copy of their SF-50 Form which shows competitive service appointment, tenure group, grade, and salary. If you are applying for a higher grade, please provide the SF-50 Form which shows the length of time you have been in your current/highest grade (examples of appropriate SF50s include promotions, With-in Grade/Range Increases, and SF-50s over one year old). If you have promotion potential in your current position, please provide proof. Employees applying with an interchange agreement must provide proof of their permanent appointment. *IF YOU DO NOT SUBMIT ALL OF THE REQUIRED DOCUMENTATION, YOU WILL NOT RECEIVE CONSIDERATION AS A STATUS CANDIDATE.*

AGENCY CONTACT INFO:

Robert Browne

NPPDJobApplications@hq.dhs.gov

Tel. (703) 235-1576

1616 Ft. Myer Dr

Arlington, VA 22209

WHAT TO EXPECT NEXT:

Once the complete application package email is received, you will be notified via email that your submission was successful. Based upon your qualifications, you may be referred to the hiring official. If your name is referred to the hiring official, you may be contacted directly by that office for a possible interview.

You will receive notice via the email provided by you during the application process, once this process is completed (generally 4-6 weeks).

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