



Position Description:

Serve as a COOP Liaison and Reporting Analyst in a fast-paced, professional environment where you will have an active involvement with all Continuity of Operations (COOP) responsibilities including, but not limited to: updating OLA's COOP plan, conducting in-house information sessions, attending meetings and responding to tasks related to COOP activities. Other administrative duties include, but are not limited to, composing daily and weekly congressional reports and engagement metrics.

JD-01-2020-28

Component Name: Office of Legislative Affairs (OLA)

Position Title: COOP Liaison and Reporting Analyst

Series: 0301

Assignment Tour: 1 Year

Grade Level: GS-13; GS-14

Location: Washington, DC

Employee Responsibility: *Employees interested in a detail opportunity must pursue and receive all necessary approvals within their chain of command i.e., supervisors and/or managers, prior to accepting the detail opportunity.*

Duration: *For Personnel Servicing Offices only – Details are processed in 120-day increments in accordance with 5 U.S.C. §3341 and can be extended in 120-day increments as needed.*

Type of Position: Competitive Service
*** Details of excepted service employees to the competitive service requires OPM approval through the Office of the Chief Human Capital Officer.*

Type of Detail: Non-reimbursable

Package Acceptance Period: **Start:** 2/20 **End:** Until Filled

Qualifications Required:

- Experience as a COOP POC.
- Strong verbal and written communication skills. Experience in developing written materials for senior leadership; and possess the ability to convey a variety of complex issues to varied audiences.
- Ability to accurately anticipate and define problems, as well as develop and present solutions/alternatives to sensitive/controversial issues.
- Knowledge of Microsoft Office programs, including Word, Excel, and Outlook.

Clearance required* (Y/N): YES

If yes, what level of security clearance? **TOP SECRET**

***** Does Not Qualify for Joint Duty Credit**

***** No Temporary Promotion**

***** Military or Contracting Personnel Not Eligible**

How to Apply: Submit the following documents to the jointdutyprogramoffice@hq.dhs.gov with “Detail Opportunity – COOP Liaison and Reporting Analyst” in the subject line.

- Submit **Joint Duty Assignment Application** – [DHS Form 250-02](#)
- **RESUME** (please do not include any personally identifiable information (PII) (i.e., home address, social security number, or date of birth)
- **Redacted SF-50**, removing PII (i.e., social security number or date of birth)

Point of Contact: **Email:** JointDutyProgramOffice@hq.dhs.gov
