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| JD-07-2020-44 | The Program Specialist (Privacy) will assist with matters related to privacy management, including managing form approval and renewal and related privacy and Paperwork Reduction Act requirements. The duties include liaising with intra-agency offices, representing CISOMB in meetings and exercises, communicating privacy-related information to employees, and other duties as assigned. |
| Description | |
| Component Name: | Office of the Citizenship and Immigration Services Ombudsman (CISOMB) |
| Position Title: | Program Specialist (Privacy) |
| Grade Level: | GS 14 Series 0301 |
| Duration: | Six months with the option to extend to a year |
| Location: | Virtual |

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 (JDP does not pay expenses)

Package Acceptance Period: Start: 9/28/20 **End:** Until Filled

Clearance Required (y/n): No

If yes, what level of security clearance? None

***** Military or Contracted Personnel NOT eligible to apply**

***** No temporary promotions will be granted**

***** No Joint Duty Credit Awarded**

Qualifications Required:

- Ability to evaluate various reports and correspondence to determine privacy policy applicability and levels of privacy risk.
- Ability to assist in the preparation and maintenance of privacy-related guidance to ensure Office compliance.

- Knowledge of privacy policy in order to review privacy compliance documentation, including Privacy Threshold Analyses, Privacy Impact Assessments, and System of Records Notices in coordination with Component Privacy Offices.

In addition:

- Have an "achieved expectations" or "proficient" rating on his/her most recent performance evaluation; and
- Not have an outstanding disciplinary action or grievance against them

How to Apply: Submit the following documents to jointdutyprogramoffice@hq.dhs.gov , with “*Detail Opportunity* – Program Specialist (Privacy)” 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
