

IT Specialist (INFOSEC)

DEPARTMENT OF COMMERCE

Office of the Inspector General

Open & closing dates

🕒 01/14/2020 to 01/28/2020

Service

Competitive

This job will close when we have received **200 applications** which may be sooner than the closing date. [Learn more](https://www.usajobs.gov//Help/how-to/job-announcement/closing-types/#applicant-cut-off) (<https://www.usajobs.gov//Help/how-to/job-announcement/closing-types/#applicant-cut-off>)

Pay scale & grade

GS 09 - 12

Salary

\$59,315 to \$112,240 per year

Appointment type

Permanent - Full-time

Work schedule

Full-Time

Locations

6 vacancies in the following location:

Washington, DC

6 vacancies

Relocation expenses reimbursed

No

Telework eligible

Yes as determined by agency policy

This job is open to



The public

U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency

U.S. citizens or U.S. Nationals; no prior Federal experience is required.

Announcement number

DOC-OIG-2020-0008

Control number

555931100

Duties

Summary

We are seeking highly motivated professionals to join our team. If you want challenging work and a chance to make a big impact, come join us at the Office of Inspector General for the Department of Commerce! We improve the effectiveness of the Department's programs and operations. We also investigate waste, fraud, and abuse in the Department and those who do business with it.

Responsibilities

The following are the duties of this position at the GS-14. If you are selected at a lower grade level, you will have the opportunity to learn to perform all these duties, and will receive training to help you grow in this position.

- Reviews and evaluates the Department's planning, analysis, development, implementation, maintenance, and enhancement of information systems security programs and controls.
- Ensures policies and procedures relating to information security prevent and defend against unauthorized access to systems, networks, and data.
- Conducts risk and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs.
- Evaluates programs to ensure that systems, network, and data users are aware of, understand, and adhere to systems security policies and procedures.
- Provides technical and managerial leadership on group projects and provides timely feedback to senior management on issues or problems that require attention.

Travel Required

Occasional travel - Occasional travel may be required.

Supervisory status

No

Promotion Potential

14

Job family (Series)**[2210 Information Technology Management](https://www.usajobs.gov/Search/?j=2210)**

(<https://www.usajobs.gov/Search/?j=2210>)

Requirements

Conditions Of Employment

- Please refer to "Conditions of Employment."
- Click "Print Preview" to review the entire announcement before applying.
- Must be U.S. Citizens or U.S. Nationals.

The experience may have been gained in either the public, private sector or [volunteer service](https://arc.fiscal.treasury.gov/vacancies/fsresumetips.pdf) (<https://arc.fiscal.treasury.gov/vacancies/fsresumetips.pdf>).

. One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/day/year, and indicate number of hours worked per week on your resume.

Qualifications

You must meet the following requirements by the closing date of this announcement.

Specialized experience: For the GS-12, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-11 grade level in the Federal service. Examples of such experience could include any of the following:

- 1) applying IT security principles, techniques, or best practices to IT security reviews (e.g., reviewing IT security policies, procedures, control implementation); OR
- 2) performing security control assessments; OR
- 3) evaluating security documents or artifacts to determine adequacy of the systems security posture; OR
- 4) communicating on IT security related matters in-person and in writing; OR
- 5) making recommendation to improve IT security posture.

This level of work experience should reflect sufficient experience in planning and carrying out the assignment.

Specialized experience: For the GS-11, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-09 grade level in the Federal service. Examples of such experience could include any of the following:

- 1) applying IT security principles, techniques, or best practices to conduct IT security reviews (e.g., reviewing IT security policies, procedures, control implementation); OR
- 2) performing security control assessments; OR
- 3) analyzing security artifacts to determine adequacy of the systems security posture; OR
- 4) presenting security review or assessment result verbally and in writing.

OR

Ph.D. or equivalent doctoral degree or three (3) full academic years of progressively higher level graduate education leading to such a degree.

To be qualifying, degree 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.

Specialized experience: For the GS-09, you must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-07 grade level in the Federal service. Examples of such experience could include any of the following:

- 1) applying IT security principles, techniques, or best practices to conduct IT security reviews (e.g., reviewing IT security policies, procedures, control implementation); OR
- 2) performing security control assessments; OR
- 3) presenting security review or assessment result verbally or in writing.

OR

Masters degree or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to a masters degree or equivalent graduate degree.

To be qualifying, degree 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.

In addition to meeting specialized experience, applicants must also show proficiency in 1) attention to detail, 2) customer service, 3) oral communication, and 4) problem solving.

Education

Additional information

- We may select from this announcement or any other source to fill one or more vacancies.
- This is a non-bargaining unit position.
- We offer opportunities for telework.
- We offer opportunities for flexible work schedules.

CONDITIONS OF EMPLOYMENT:

- A one year probationary period may be required.
- Must successfully complete a background investigation.
- Complete a [Declaration for Federal Employment](http://www.opm.gov/forms/pdf_fill/of0306.pdf) (http://www.opm.gov/forms/pdf_fill/of0306.pdf) to determine your suitability for Federal employment, at the time requested by the agency.
- If you are a male applicant born after December 31, 1959, certify that you have registered with the [Selective Service System](https://www.sss.gov/) (<https://www.sss.gov/>) or are exempt from having to do so.
- Have your salary sent to a financial institution of your choice by Direct Deposit/Electronic Funds Transfer.
- Go through a Personal Identity Verification (PIV) process that requires two forms of identification from the [Form I-9](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf) (<http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>).
- Federal law requires verification of the identity and employment eligibility of all new hires in the U.S.
- Submit to a drug test prior to your appointment and random drug testing while you occupy the position.
- Obtain and use a Government-issued charge card for business-related travel.
- File a Confidential Financial Disclosure Report within 30 days of appointment and annually from then on.
- Secret – Background Investigation will be required.

How You Will Be Evaluated

Your application includes your resume, responses to the online questions, and required supporting documents. Please be sure that your resume includes detailed information to support your qualifications for this position; failure to provide sufficient evidence in your resume may result in a “not qualified” determination.

Rating: Your application will be evaluated in the following areas: **Technical, Analytical and Communication.**

This announcement is issued under "direct-hire" authority. Consistent with 5 U.S.C 3304(a)(3) and OPM regulations (5 CFR 337 Subpart B) on direct-hire: All candidates who meet all the qualification and other eligibility requirements may be referred for consideration. Competitive examining rules providing for rating and ranking and veterans' preference do not apply.

Referral: If you are among the top qualified candidates, your application may be referred to a selecting official for consideration. You may be required to participate in a selection interview.

If you are a displaced or surplus Federal employee (eligible for the [Career Transition Assistance Plan \(CTAP\)/Interagency Career Transition Assistance Plan \(ICTAP\)](https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency) (<https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency>)) you must be assigned the middle category or better to be rated as “well qualified” to receive special selection priority.

To preview questions please [click here](https://careerconnector.jobs.treas.gov/doc/vacancy/previewVacancyQuestions.hms?orgId=124&inum=132027)

(<https://careerconnector.jobs.treas.gov/doc/vacancy/previewVacancyQuestions.hms?orgId=124&inum=132027>)

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Background checks and security clearance

Security clearance

Secret

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>)

Drug test required

Yes

Required Documents

A complete application includes 1. A resume, 2. Vacancy question responses, and 3. Submission of any required documents. Please note that if you do not provide all required information, as specified in this announcement, you may not be considered for this position (or may not receive the special consideration for which you may be eligible).

It is anticipated that there will be significant interest in the announcement. As a result, the announcement will close at 11:59 p.m. ET on the date of receipt of the **200th application** or at 11:59 p.m. ET on **1/28/20**; whichever occurs first. Any required documents should be submitted at the time that you apply as documents will not be accepted after the vacancy closes.

All applicants are required to submit a resume either by creating one in USAJOBS or uploading one of their own choosing. (Cover letters are optional.) To receive full credit for relevant experience, please list the month/date/year and number of hours worked for experience listed on your resume. We suggest that you preview the online questions, as you may need to customize your resume to ensure that it supports your responses to these questions. Please view [resume tips](https://arc.fiscal.treasury.gov/vacancies/fsresumetips.pdf) (<https://arc.fiscal.treasury.gov/vacancies/fsresumetips.pdf>).

VETERANS' PREFERENCE DOCUMENTATION: If you are claiming veterans' preference, please see [applicant guide for required documentation](https://arc.fiscal.treasury.gov/vacancies/fsApplicantGuideDelegatedExamining.pdf)

(<https://arc.fiscal.treasury.gov/vacancies/fsApplicantGuideDelegatedExamining.pdf>)

. In order to be considered for veterans preference, you must submit all required documentation as outlined in the applicant guide.

CAREER TRANSITION ASSISTANCE PLAN (CTAP) OR INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP) DOCUMENTATION: If you are a displaced or surplus Federal employee, click [CTAP/ICTAP](https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency)

(<https://home.treasury.gov/about/careers-at-treasury/how-to-apply/career-transition-assistance-plan-ctap-and-interagency>) for eligibility and a detailed list of required documents.

Recommended Documents:

In addition, we recommend that you submit copies of the following:

Current or former federal employees - Submit a copy of your SF-50, Notification of Personnel Action, which shows your current (or most recent) grade and competitive service status. (The "position occupied" block on the SF-50 should show a "1" and your "tenure" block should show a "1" or "2".)

If you are relying on your education to meet qualification requirements:

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. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

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.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

DOCOIG offers a comprehensive benefits package. Explore the benefits offered to most Federal employees at <https://www.usajobs.gov/Help/working-in-government/benefits/>.

Additional benefits available are flexible work schedules, transportation subsidy, fitness center, child-care facility, career development with a generous training program, credit union, etc.

Metrobus transit services in Washington, DC, Maryland and Virginia communities, car pools/van pools and more.

<https://www.usajobs.gov/Help/working-in-government/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.

How to Apply

DOCOIG has partnered with the Treasury's Bureau of the Fiscal Service to provide certain personnel services to its organization. Fiscal Service's responsibilities include advertising vacancies, accepting and handling applications, and extending job offers.

The following instructions outline our application process. **You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.** We are available to assist you during business hours (normally 8:00 a.m. - 5:00 p.m. ET, Monday - Friday). If applying online poses a hardship, please contact us by noon ET on the announcement's closing date.

DOCOIG provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

To begin, either click the "Create a New Account" button and follow the prompts to register or if you previously registered, click the "Apply Online" button and follow the prompts.

You will be re-directed to DOCOIG's CareerConnector system to complete your application process; answer the online questions, and submit all required documents. (To submit supporting documents, click one of the available options; Upload; Fax; or Reuse existing documents. To protect your privacy, we suggest you first remove your SSN). Also, go to "My Account" to view and update your information, as necessary.

To complete, you must click the "Finish" button located at the bottom of the "Application Review" page.

To verify your application is complete, log into your USAJOBS account, 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.

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.

If you are experiencing system issues with your application, please contact the CareerConnector Help Desk at careerconnectorhelp@treasury.gov (<mailto:careerconnectorhelp@treasury.gov>) and/or the [USAJOBS Help Desk](https://my.usajobs.gov/Help/Contact) (<https://my.usajobs.gov/Help/Contact>)

For additional information on how to apply, please visit the Partnership for Public Service's [Go Government](https://gogovernment.org/?utm_source=MASTER&utm_campaign=9c4032cc7d-EMAIL_CAMPAIGN_2019_03_18_11_18_COPY_01&utm_medium=email&utm_term=0_3aed0f55fc-9c4032cc7d-213491377) (https://gogovernment.org/?utm_source=MASTER&utm_campaign=9c4032cc7d-EMAIL_CAMPAIGN_2019_03_18_11_18_COPY_01&utm_medium=email&utm_term=0_3aed0f55fc-9c4032cc7d-213491377) website.

Agency contact information

Applicant Call Center

Phone

[304-480-7300](tel:304-480-7300)
(<tel:304-480-7300>)

TDD

304-480-8725

Fax

202-482-3006

Email

docoiginquiries@fiscal.treasury.gov
(<mailto:docoiginquiries@fiscal.treasury.gov>)

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Address

OFFICE OF INSPECTOR GENERAL
1401 Constitution Ave. NW
Washington, District of Columbia 26106
United States

Come work for the Office of Inspector General for the U.S. Department of Commerce! Commerce works with businesses, universities, communities, and the Nation's workers to promote job creation, economic growth, sustainable development, and improved standards of living for Americans. The Office of Inspector General (OIG) seeks to improve the efficiency and effectiveness of Commerce's programs and operations. The OIG also endeavors to detect and deter waste, fraud, and abuse. Headquartered in Washington, D.C., the OIG has excellent work/life balance programs for its nearly 200 employees—including analysts, auditors, investigators, IT specialists, and attorneys—all dedicated to oversight and improvement of Commerce's programs.

Next steps

1. Login to your USAJOBS account, select the "Applications" section and click on the vacancy you would like to view and have already applied for.
2. Under "application status," click "additional application information" and you will be taken to the CareerConnector website where you can check your application status. The "additional application information"

link may not be available if your application status says "Unavailable." This indicates that your application is not complete.

If the "additional application information" link is not available and the vacancy is still open, you can click on the job announcement and "Update Application" to be taken back to the CareerConnector portion of the application.

Please notify us if your contact information changes after the closing date of the announcement. Also, note that if you provide an email address that is inaccurate or if your mailbox is full or blocked (e.g., spam-blocker), you may not receive important communication that could affect your consideration for this position.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Selective Service](#)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[New employee probationary period](#)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

[\(https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/\)](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)