



U.S. Secret Service, Office of Human Resources



## Chemist (Public Notice Flyer)

Technical Security Division

Chemist, GS-1320-13/14

Vacancy Number: TEC-LB002-20-DH

- Multiple vacancies in Washington, D.C.
- Work Schedule: Full-time
- Appointment Type: Permanent
- Salary Range (per year):
  - GS-13: \$99,172.00 to \$128,920.00
  - GS-14: \$117,191.00 to \$152,352.00
- Opening and Closing Period: October 15, 2019 to October 14, 2020
- Who May Apply: All United States citizens, nationals, or those who owe allegiance to the United States; and Interagency Career Transition Assistance Program (ICTAP) eligible (only applicable if you have worked in the Federal government).

### Summary

Do you have a passion for public service? The United States Secret Service (USSS) is looking for you! The USSS is a premier law enforcement organization with two (2) critical national security missions: protect our nation's leaders and to conduct criminal investigations. Our team members continue a tradition of excellence – whether investigating financial crimes or protecting national and visiting foreign leaders. In the USSS we serve the country with duty, loyalty, justice, integrity, and courage.

The Office of Technical Development and Mission Support (TEC), **Technical Security Division (TSD)**, is responsible for providing a technically secure environment for the President at the White House, Vice Presidential Residence, and such places that the President and Vice President may be temporarily located and providing technical security for other protectees during travel and at their residences, as directed or requested.



## Duties

The Secret Service is looking for talented individuals to:

- Provide overall program and project planning, coordination, management, and quality assurance for interrelated technical areas including, but not limited to:
  - Chemical, biological, radiological, nuclear and explosives (CBRNE) threat detection and countermeasures;
  - Infrastructure protection;
  - Protective equipment for CBRNE safety
- Serve as a senior scientist on specialized projects and collaborate with internal and external stakeholders in developing, formulating, planning, managing, directing and executing operational programs, thus promoting best practices and enhancing the agency's investigative and protective missions;
- Develop, test, and evaluate tools, systems and protocols for the detection, containment and disposition of CBRNE materials;
- Participate in interagency ad-hoc working groups for CBRNE detection and protection protocols;
- Serve as an expert and advisor on acquisition management and implementation (e.g. pre-solicitation documentation, source selection); serve as a Contracting Officer's Representative (COR) in managing awarded contracts;
- Collaborate with internal and external stakeholders to assure that mission requirements and performance metrics are met, utilizing best practices and applicable scientific methods to ensure "real time" data/information throughout the contract/program life cycle;
- Prepare and provide briefings for USSS leadership and other stakeholders;
- Support fixed-site, temporary-site and laboratory operations; and
- Prepare operational and maintenance specifications and guides for end-users; provide training and technical briefings to end-users regarding the use, installation, maintenance and troubleshooting of equipment.

## Benefits

The USSS offers its employees a wide range of benefits including:

- Low-cost Federal health and life insurance
- Paid Holidays
- Leave for personal, recreational, and health needs
- Thrift Savings Plan (similar to a 401(k) Plan)
- Flexible work schedules
- Telework
- Transit and child care subsidies
- Tuition reimbursement and student loan repayment
- Training and development
- Recruitment bonus or relocation bonus may be available



## Competencies

The competencies or knowledge, skills, and abilities needed to perform this job are:

- Mastery of and skill to apply the concepts, principles, theories and techniques of chemistry sufficient to provide program planning, management and direction for protective and/or investigative technology development and transition
- Demonstrated skill in interpersonal management for the purpose of establishing and maintaining effective and cooperative relations with a variety of management, administrative and scientific/engineering staff
- Knowledge of and skill in locating, identifying and acquiring equipment, personnel and materials needed for multiple chemical science projects, within dynamic timeframes and budgetary constraints
- Extensive knowledge and experience with contracting rules, methods and regulations in order to serve as a Contracting Officer Representative (COR), develop statements of work and solicitation packages, evaluate proposals and provide technical oversight during contract performance

## Qualifications

You must demonstrate at least one (1) year of the defined specialized experience equivalent to the next lower grade level **and** meet the Office of Personnel Management (OPM) Individual Occupational Requirements (IOR).

Specialized experience is defined as:

- GS-13: performing duties such as: applying theories, concepts, principles, standards, and methods in the fields of chemistry; evaluating capabilities or vulnerabilities associated with hazards detection systems; and providing advice on the feasibility, collection, interpretation and application of scientific information for the advancement of protective and/or investigative technologies associated with chemical, biological, radiological, nuclear, and/or explosive (CBRNE) threat agents.
- GS-14: performing duties such as: leading initiatives, proposals, projects, research and other activities to support protective and investigative countermeasures for chemical threat agents; applying comprehensive scientific theories, concepts, principles, standards, and methods; advising management and administration on program development; developing, testing, evaluating, and deploying protocols and CBRNE detection systems; implementing solutions to capability gaps or vulnerabilities; serving as Contracting Officer's Representative (COR); and providing consultative advice on the feasibility and application of scientific studies and advances in scientific technologies and processes.

**AND**

Office of Personnel Management (OPM) Individual Occupational Requirements (IOR) is defined as: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1300/chemistry-series-1320/>



Accrediting institutions recognized by the United States <https://www.ed.gov/>

## Conditions of Employment

- Security Clearance: Top Secret
- Successful completion of a polygraph examination
- Pass a drug test (urinalysis)
- Shift work may be required
- Must be able to work holidays, evenings, weekends and during inclement weather and government shutdowns as required to support operations
- Will be subject to on-call and irregular work hours
- Certify you have registered with the Selective Service System if you are a male applicant born after December 31, 1959, or certify you are exempt from having to do so under Selective Service law.

### HOW TO APPLY

#### Instructions for Submitting Resumes and Applicable Documents

All resumes, unofficial college transcripts, and certifications should be submitted to [TSDChemist@usss.dhs.gov](mailto:TSDChemist@usss.dhs.gov) and include work experience in month/year format (MM/YYYY), reflecting starting date and ending date, and include the number of hours worked per week. You must submit college transcripts/certifications as applicable.

**Special Priority Selection rights under ICTAP:** Submit a copy of your agency notice, copy of your most recent performance appraisal (with at least a satisfactory rating), and your most current Notification of Personnel Action, SF-50 noting position, grade level, and duty location. To be considered well qualified, you must meet the specialized experience and OPM's Individual Occupational Requirements as listed in the Qualifications Section. The subject line of your email should state ICTAP.

#### Next steps

Once your complete application is received we will conduct an evaluation of your qualifications and determine your eligibility. You will only be contacted if your resume/documents are deemed to meet the OPM Qualifications Standard and if you are selected for an interview. Otherwise, you will be notified at the conclusion of the open period.

Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.

*Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.*

*The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR § 213.3102(u), and/or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR § 315.707. Veterans, Peace Corps/VISTA volunteers, and*



persons with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required documentation, click on the links above or contact the Servicing Human Resources Office listed at the bottom of this announcement.

Equal Employment Opportunity Policy <https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>

