



U.S. Secret Service, Office of Human Resources



Civil Engineer (Public Notice Flyer)

Civil Engineer, GS-810-11/12/13/14

Vacancy Number: TEC-LB004-20-DH

- Multiple vacancies in Washington, D.C.
- Work Schedule: Full-time
- Appointment Type: Permanent
- Salary Range (per year):
 - GS-11: \$69,581.00 to \$90,461.00
 - GS-12: \$83,398.00 to \$108,422.00
 - 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

- Developing and executing short and long range plans, goals and objectives of the Engineering Research and Development Branch; developing, executing and monitoring the program budget, proposals and contracts; serving as the Contracting Officer's Representative (COR). Planning and monitoring engineering projects for the Division; advising on implications and feasibility of programs.
- Serving as an expert technical advisor internally and externally; briefing employees, supervisors and other officials.
- Assuring the feasibility and application of scientific studies and advances in protective and investigative technologies.
- Developing, and recommending plans for initiatives, proposals, projects, and activities; presenting and justifying the most feasible approach for recommended programs; and conducting site visits to assess vulnerabilities, performing technical analyses, and making recommendations to remediate potential risks.

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 in applying expertise in a wide range of civil engineering concepts, principles, standards, theories and techniques sufficient to develop and direct program planning, management and direction for investigative and protective civil engineering programs.
- Mastery of, and skill in applying advanced operational, regulatory, technical and programmatic requirements to the design, development and/or enhancement of construction, object inspection,



security criteria for facilities, structural hardening, vehicle barriers, vulnerability assessments, material testing, and finite element analysis/modeling.

- Knowledge of contracting rules, methods and regulations in order to serve as a Contracting Officer's Representative (COR), develop statements of work and solicitation packages, evaluate proposals, and provide technical oversight during contract performance
- Professional-level skill in written and oral communication sufficient to effectively and accurately convey technical information and prepare and present persuasive arguments.

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-11: performing duties such as assisting in the preparation and review of specifications and guides and in the preparation of technical program data and annual planning documents for program areas covering new or modified instrumentation, techniques, methods, or practices **or** three (3) full academic years of progressively higher level graduate education; or Ph.D or equivalent doctoral degree or a combination of education and experience.
- GS-12: performing duties such as preparing operational and maintenance specifications and guides for end-users; preparing training and technical briefing materials for end-users on the use, installation, maintenance, and basic troubleshooting of equipment; and providing informational briefings for supervisors as well as non-technical personnel.
- GS-13: performing duties such as applying comprehensive civil engineering theories, concepts, principles, standards, and methods; evaluating capabilities or vulnerabilities associated with civil engineering projects and discipline-specific topics; and providing consultative advice on the feasibility and application of new scientific studies and major advances in protective and/or investigative civil engineering technologies.
- GS-14: performing duties such as applying comprehensive civil engineering theories, concepts, principles, standards, and methods; performing and/or advising on one or more of the following protective or investigative research and development program management areas: construction, object inspection, security criteria for facilities, structural analysis and hardening, vehicle barriers, vulnerability assessments, materials testing, finite element analysis/modeling, and other engineering areas; and providing consultative advice on the feasibility and application of new scientific studies and major advances in protective and/or investigative civil engineering technologies.

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/0800/files/all-professional-engineering-positions-0800.pdf>

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)
- 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 CEngineer@uss.s.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/>

