

Department: Commodity Futures Trading Commission
Agency: Commodity Futures Trading Commission
Job Announcement Number: 10-047

Chief Privacy Officer

Salary Range: \$104,312 to \$153,221 USD Per Year

Open Period: 2/4/2010 to 2/18/2010

Series & Grade: CT-0301-13/13

Position Information: Full-Time Permanent

Promotion Potential: 13

Duty Location: 1 vacancy - Washington DC Metro Area, DC

Who May Be Considered:

Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

Relocation expenses will not be paid.

Job Summary:

This position will be the Commodity Futures Trading Commission's (CFTC) first Chief Privacy Officer. If you have the knowledge and the motivation to build the privacy program in a small, dynamic organization, we invite you to join the CFTC, an independent Federal agency that oversees the complex and varied commodity futures and option markets in the United States. Please visit www.cftc.gov to learn more about the CFTC.

Major Duties:

The Chief Privacy Officer (CPO) formulates plans and manages the CFTC privacy program to: protect personal information and information systems from unauthorized use, access, disclosure, or sharing; collect personal information as transparently as possible; and minimize unnecessary collection of personal information. The CPO must read, analyze and apply privacy laws, regulations and guidance, consulting with OGC and other offices as required. More specifically, the CPO will be responsible for the following:

- Advising the Senior Agency Official for Privacy on PII related matters, such as the appropriate response to breach incidents.
- Working with OITS to establish and apply the technology to audit CFTC systems for compliance with privacy protections and with OITS, OGC, and other appropriate offices to evaluate the impact of new technologies, such as Web 2.0, on privacy
- Acting as the key business stakeholder to define requirements and implement technology that supports the privacy program.
- Conducting required privacy reviews.
- Documenting and reporting on the agency's compliance with the privacy portions of FISMA.
- Implementing the agency's PII policies.
- Ensuring that OITS conducts PIAs on all new and changed IT systems and reviewing PIAs for compliance with policy guidelines
- Establishing the level of privacy responsibility for all CFTC employees and contractors, and communicating those roles and responsibilities through policies and procedures.
- Developing and maintaining privacy policy, procedures, information, and guidance for the Commission's website and intranet site.
- Establishing and monitoring CFTC compliance with requirements for website privacy.
- Providing general privacy training to all employees and contractors, and in-depth training to those with access to personal information;
- Developing and updating the agency's Privacy Act systems of records notices
- Receiving requests from the public under the Privacy Act, coordinating with appropriate offices and the Office of the General Counsel on a response, and receiving reports of violations of the Privacy Act.

Qualifications:

You must have one year of specialized experience at least equivalent to the next lower grade level in the normal line of progression for the occupation.

Examples of specialized experience may include activities such as:

- monitoring agency compliance with privacy requirements
- assessing privacy risks in information systems, websites, and new technology
- developing privacy policies and procedures
- providing privacy awareness training

You may not substitute education for the required experience.

How Will You Be Evaluated:

Quality Ranking Factors

If you meet the minimum qualification requirements, we will further evaluate you against the following ranking factors. Please address each quality-ranking factor below in a written supplement. **Your application may not receive full consideration unless you provide this written supplement.**

Please address how your relevant experience, training, education and awards demonstrate your:

- In-depth knowledge of privacy laws, regulations, guidance and related policies and procedures and ability to apply them to the development or maintenance of a privacy program.
- Understanding of technology, its potential impact on information privacy, and its use in supporting the privacy program.
- Knowledge of related laws on information security and technology, such as FISMA and the eGovernment Act.
- Excellent communication skills, including the ability to prepare and present training and to develop clearly written materials, including program documentation, briefs, reports, analyses, emails, and website information.
- Ability to collaborate with a wide range of staff both internally and externally.

When addressing each ranking factor, provide examples of relevant experience, training, education and awards related to the factor. Do not simply repeat entries from your application. The ranking factors will be used to determine which candidates will be referred for selection under merit promotion procedures and to rank candidates in categories under competitive examining procedures, as described in "Evaluation Method" below.

Evaluation Method

CFTC uses different evaluation methods for merit promotion eligibles, non-competitive placement, and non-status candidates.

- **Merit Promotion Eligibles.** Applicants eligible under merit promotion procedures (e.g., applicants who have already obtained competitive status in the Federal Government, reinstatement eligibles, veterans eligible under VEOA) who meet the basic eligibility requirements, time-in-grade restriction, and selective placement factors, and who are determined to be minimally qualified, will be rated and ranked on their degree of possession of the knowledge, skills and abilities identified as quality ranking factors, to determine the best qualified candidates. The best qualified candidates as identified through a predetermined or reasonable break in score, will be referred to the selecting official for consideration. The selecting official has the discretion to select or not select from the merit promotion certificate.
- **Non-Competitive Eligibles.** Applicants eligible for non-competitive placement (e.g., lateral reassignment or transfer) may be referred to the selecting official for consideration without rating and ranking or may be rated at the discretion of the selecting official and referred under the best

qualified procedures described under Merit Promotion Eligibles above. The selecting official may elect to consider or not consider these applicants.

- **Non-Status.** If the CFTC elects to fill this position outside the Federal service, applications from candidates without status and those with status/reinstatement eligibility who submit a second application, will be considered by CFTC under its delegated examining agreement with the Office of Personnel Management. Applications under competitive examining procedures will be ranked in one of three categories: Best Qualified, Well Qualified, and Qualified, based on demonstration of the knowledge, skills and abilities identified as quality ranking factors. Candidates in the highest category must demonstrate a high level of proficiency in all of the quality ranking factors. If the position is filled under competitive examining procedures, selection will be made from the highest category. If there are fewer than three candidates in the highest category, candidates in the next category may be merged. Within each category, eligible veterans will receive preference over candidates not entitled to veterans' preference.

Benefits:

We offer a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, employer paid dental, medical benefits, Life Cycle Fund and participation in the Federal Employees Retirement System. Explore the major benefits offered to CFTC employees at <http://www.cftc.gov/aboutthecftc/careers/benefits.html>.

Other Information:

- **Time-in-Grade.** You must meet time-in-grade requirements within 30 days of the closing date of this announcement. If not previously completed, a one-year probationary period is required.
- **Interagency Career Transition Assistance Program (ICTAP).** The ICTAP provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if this vacancy is within your ICTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy. You must provide proof of eligibility with your application to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Information about ICTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.
- **Career Transition Assistance Plan (CTAP).** The CTAP provides eligible surplus and displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if this vacancy is within your CTAP eligibility, you apply under the instructions in this announcement, and you are found well qualified for this vacancy. You must provide a copy of your written notification of CTAP eligibility with your application. Information about CTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

The law prohibits public officials from appointing, promoting, or recommending their relatives. The law prohibits requesting, making, transmitting, accepting, or considering political recommendations for employment or other personnel actions for non-political positions. This includes recommendations from Members of Congress, Congressional employees, elected state or local officials, and political party officials and any recommendation based on party affiliation.

How to Apply:

Status/reinstatement. Eligible candidates who wish to be considered under both Merit Promotion and competitive examining procedures **must** submit an additional set of application materials and specifically request such consideration.

Non-status veterans. If you wish to be considered under Merit Promotion procedures as provided under VEOA, you must submit an additional set of application materials and specifically request such consideration. If only one application is received, non-status veterans will receive consideration under competitive procedures only. You may access the VEOA webpage for additional information.

Please submit a resume that meet the requirements stated in this announcement, including a separate statement addressing each of the Desired Qualifications. **Cite the announcement number (10-047) on your application material.** If you are applying for more than one announcement, you must submit application material separately for each announcement.

To meet minimum eligibility requirements based on education, submit a copy of your transcript or list of courses with credit hours, major(s), and grade point average or class ranking. Application materials will not be returned. Submit proof of your education with a transcript or list of courses with credit hours, major(s), and grade point average or class ranking.

We will be unable to return these to you. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply. To be considered timely, your application must be received by email, facsimile, mail service or hand-delivery by 11:59 PM on the closing date. Mail applications must be addressed to:

Commodity Futures Trading Commission
Office of Human Resources
Three Lafayette Centre, Suite 4077
1155 21st Street, NW
Washington, D.C. 20581
Email: employment@cftc.gov
Fax: (202) 418-5530 or (202) 418-5535

Hand-delivered applications will be accepted by the CFTC receptionist on the 1st Floor between 9:00 a.m. and 5:30 p.m.

For the deaf, hard of hearing, or speech disabled please contact the Federal Information Relay Service at 1-800-877-8399 by personal computer, TDD, TTY, or TT.

Use of private delivery service, facsimile or email services in any other government agency must be in accordance with the policies of that agency.

If your resume does not include the information requested, you may not receive full consideration.

At any time during the selection process, candidates may be asked to complete a Declaration for Federal Employment to determine suitability for Federal employment and to authorize a background investigation and to certify the accuracy of all application materials submitted. If you make a false statement in any part of your application, you may not be hired or you may be fired after you begin work.

Contact Information:

Kristin Blandford
Phone: 202-418-5685
Email: employment@cftc.gov

What to Expect Next:

Once we receive your completed application, we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. You will be notified of the final outcome.