

AGENCY NAME: US AbilityOne Commission

JOB ANNOUNCEMENT NUMBER: HB1-23-004

POSITION TITLE: Assistant General Counsel

PAY PLAN/SERIES/GRADE: GS-0905-15

HOW MANY VACANCIES: One

FULL PERFORMANCE LEVEL: GS-15

SALARY: Locality Based

DUTY LOCATION: REMOTE

OPEN PERIOD: February 27, 2023 – March 03, 2023

WORK SCHEDULE: Full time - Permanent

TYPE OF APPOINTMENT: Excepted Service – Career/Career- Conditional

WHO MAY BE CONSIDERED: **ABILITYONE CANDIDATES ONLY**

INTRODUCTION: U.S. AbilityOne Commission is a 15-Member, Presidentially appointed independent Federal government agency that provides oversight, governance, and administration of the AbilityOne Program. The AbilityOne Programs' mission is to create employment opportunities for people who are blind or have other significant disabilities (PBSD).

SUMMARY: The Attorney provides legal advice to the operational and administrative staff of the U.S. AbilityOne Commission (Commission). The incumbent will research, advise, and provide legal analysis on a variety of issues, as directed by the Executive Director, and Deputy Executive Director, in coordination with the General Counsel. The Attorney responds to inquiries for legal research and analysis regarding all aspects of the AbilityOne Program administered by the Commission, on a full range of legal issues from procurement law, statutory and regulatory interpretation, general administrative law, employment law, and ethics. However, given the Commission's relatively small staff and the breadth of issues the agency covers (i.e., cyber law, privacy law, etc.) the Attorney must be capable of working in several different areas of the law and have the intellectual curiosity to seek out and maintain a broad portfolio of legal issues.

In addition to supporting the agency with timely and accurate legal advice, the Attorney is also responsible for establishing and maintaining the training schedule for the Office of General Counsel (OGC) and ensuring that the Commission staff are knowledgeable on all current and relevant legal topics.

MAJOR DUTIES AND RESPONSIBILITIES:

Specifically, the Attorney:

- Serves as an agency senior leader, represents the General Counsel in a variety of fora to advance the Commission's vision and mission.
- Develop, identify, refine, and execute best business practice methodologies to align and integrate support with mission directives; identify gaps and opportunities that can be leveraged throughout the Commission to ensure flexibility and responsiveness across support disciplines. In vertical or horizontal teams, pushes to advance OGC priorities, and is adept at working across organizations with competing priorities to build consensus to achieve mission outcomes.
- Share responsibility with the General Counsel to provide senior executive level leadership, and oversight of OGC programs and functions, specifically in the areas of management of the PL. Designs and implements systems and processes to maximize quality in the negotiation, structuring and implementation of the Commission's programmatic activities assigned by the General Counsel.
- Advice and counsel on a variety of complex issues arising under Government contract law, application of the JWOD Act, and other PL related matters. Presents findings to General Counsel, or Executive Director orally and/or in writing as dictated by the circumstances of the assignment.
- Serve as agency Ombudsman for all NPA related appeals of CNA recommendation and allocation decisions and formally addresses NPA concerns or disputes stemming from the Commission's regulatory authority or a policy position.
- Significant experience in providing advice and counsel regarding fiscal law, statutory and regulatory interpretation, contract law, general administrative law, employment law, and ethics. The Attorney may also prepare and/or present the Commission's legal position in an administrative hearing before a court of original jurisdiction or appellate court.
- This is a non-Supervisory position, but the Assistant General Counsel is expected to mentor and coach junior colleagues and Program Counsels. Ensure knowledge sharing and management support throughout OGC.
- May serve as the Acting General Counsel, in the absence of the General Counsel, and as such, exercises the full authority of the office on such occasions.
- Interact with Commission Directors to ensure compliance and collaboration with policies which aid in developing the organizational culture.
- Attorney exercises a high level of responsibility over the ethics program. Serves

as the Alternate Designated Agency Ethics Official, designated by the Head of the Agency to serve as the primary deputy to the Designated Agency Ethics Official in coordinating and managing the Agency's ethics program.

- Assists the Commission staff in responding to Congressional, Government Accountability Office, Office of the Inspector General, and public inquiries regarding AbilityOne Program and/or Commission matters and activities.

Performs other duties as assigned.

QUALIFICATIONS REQUIRED: Applicants must have one year of specialized experience equivalent to at least the GS-14 level in the normal line of progression for the occupation in the organization to qualify at the GS-15 level. Examples of specialized experience would typically include, but are not limited to:

1. Duties and responsibilities that showed a mastery of legal theory, principles, practices and techniques that enable the Attorney to function as a senior expert and authority in providing advice and policy determinations.
2. Skill and experience in researching, providing advice and legal analysis on a vast number of administrative and operational issues; based on the agency's priorities.
3. Experience as an authority exercising sound professional judgment in interpreting and applying it to a wide variety of specific issues relating to the organization's procurement, fiscal, disability employment issues and other topics related to the operation of the Commission.

Incumbent is required to submit a Financial Disclosure Statement, OGE-450, Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DOD Directive 5500-7-R, Joint Ethics Regulation, dated 30 August 1993.

HOW APPLICANTS WILL BE EVALUATED: To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against the position description. Your qualifications will be evaluated on the basis of your level of knowledge, skills, abilities, and/or competencies in the following areas:

- Ability to communicate professionally with various Commission executives, Chairman and other Commission members, legal staff of other Government and private organizations, members of various courts, state and Federal regulatory commissions, and such other persons as may be necessary to enable incumbent to carry out the duties and responsibilities of this position.

- Ability to work on complex issues, consisting of many different, yet related functions; requiring the Attorney to decide the nature and scope of the problem or issue and applying reasoned judgment to difficult scenarios or questions.
- Ability to make decisions requiring consideration of changes in Federal procurement policies and techniques and the needs of Federal customers; as well as diverse approaches for increasing the employment of people with significant disabilities.
- Ability to communicate orally and in writing in order to provide and/or obtain legal information relative to Commission programs, policies and existing or proposed legislation.

HOW TO APPLY INSTRUCTIONS: Please submit your resume and any supporting documentation to the email listed below. The complete package must include your resume, your latest SF-50 (Personnel action) and any other supportive documentation. Your package must be received by midnight of the closing date of this announcement.

CONTACT NAME & NUMBER Karen T. Guile, HR Consultant/Kelvin R. Wood, Chief of Staff

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