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Job ID	23545	Full/Part Time	Full-Time
Location	Reeves Center	Regular/Temp...	Regular
Date Opened	09/22/2023	Date Closed	10/02/2023
Area of Consideration	Open to Public	Agency	LQ
Grade	12		Alcoholic Beverage Reg Admin
Type of Appointment	Career Service - Reg Appt	Department	LQ10000000
Minimum Rate	\$80,783.00		Alcohol & Beverage Cntrl Adm
Target Openings	2	Bargaining Unit	CH11
		Maximum Rate	\$103,333.00
		Available Openings	2

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General Job Information

Job Summary

This position is located in the Alcoholic Beverage Regulation Administration (ABRA) Public Affairs Division. This position serves as a Freedom of Information Act (FOIA) Officer responsible for administering Subchapter II of the District of Columbia Administrative Procedures Act entitled, "Freedom of Information," D.C. Official Code 2-531 et seq. DCAAP 5410.14, DCAAP Freedom of Information Act Program.

This position serves as the overall agency FOIA Officer, and as such, performs the full range of duties related to implementation of FOIA review requirements, which requires knowledge of District FOIA laws, agency organization, mission, objectives, etc. to properly handle FOIA requests.

Duties and Responsibilities

Advises the Chief of Staff of FOIA requests, including cases of public interest, those on appeal or precedent setting, are of concern to agencies outside of ABRA, or may otherwise require special attention or guidance. Reviews, analyzes and prepares responsive documents for all incoming FOIA requests as well as other ABRA public document requests in accordance with all FOIA laws and regulations. Prepares all ABRA investigative case reports for public dissemination in accordance with FOIA laws and regulations. Performs special assignments, such as developing special reports that could involve analysis and evaluation of information from a number of different sources within the District government and other outside sources. Reviews and analyzes policies, laws, regulations and precedent case law. Reviews and prepares records for all subpoenas issued to ABRA in addition to Court of Appeal cases. Determines whether information is releasable/not releasable under the appropriate laws; prepares written response to each request; and discusses sensitive requests with the appropriate program or management official.

Ensures the prompt review of all FOIA and public document requests, and when required, coordinating those requests with other organizational elements. Provides recommendations regarding the releasability of ABRA

records to members of the public, along with the responsive documents. Provides the appropriate documents along with a written justification for any request that is denied in whole or in part. Establishes, issues, and updates policies for ABRA's FOIA program; monitoring compliance with FOIA regulation; and providing policy guidance for the FOIA program. Resolves conflicts that may arise regarding implementation of ABRA FOIA policy. Maintains accurate records required to be reported in the Annual Freedom of Information Act Report. Prepares the Annual Freedom of Information Act Report. Maintains and disposes of records in accordance with DCAAP processing guide for records maintenance, disposition regulations and schedules. Attends quarterly training meetings of the District of Columbia Freedom of Information Act Committee. Confers with the Freedom of Information Act Officer for the Office of the Attorney General for the District of Columbia on complex or novel FOIA issues. This position is a Career Service appointment with a probationary period. Performs other related duties as assigned.

Qualifications and Education

Applicants must have at least one (1) year of specialized experience equivalent to the grade 11 level, or its non-District equivalent. Specialized experience is experience which is in or directly related to the line of work of the position and has equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties of the position. Examples of specialized experience may include: performing analytical and/or evaluative FOIA related work requiring sound judgment, discretion, and knowledge of a substantial body of administrative, management, or program principles, concepts, policies and objectives or related work experience.

OR

An equivalent combination of education and experience.

Licenses or Certifications

None

Work Conditions and Environment

Work is performed in a controlled office environment and in the field. Also, may involve some exposure to moderate risk of accidents and requires following basic safety precautions.

Physical Demands: Work is predominately sedentary; however, some walking, standing, and bending are encountered. Carrying heavy and cumbersome documents is common.

Other Significant Facts

Tour of Duty: Monday – Friday 8:00 AM to 4:30 PM

Pay Plan, Series and Grade: CS-0301-12

Promotional Potential: This position is advertised as a Grade 12 and there is no known promotion potential.

Duration of Appointment: This is a Career Service (CS) Appointment with a probationary period.

Collective Bargaining Unit: This position is not in a collective bargaining unit.

Position Designation: This position requires a Pre-Employment Criminal Background Check. The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of the DC personnel Regulations, Suitability – Security Sensitive.

The District of Columbia government maintains a drug free work environment policy. All District employees are subject to post-accident/incident and reasonable suspicion drug and alcohol testing.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.