

SENIOR FOIA ANALYST

Company Overview

Roku Management Consulting (RMC) is a premier consulting and general contracting firm specializing in personnel, professional, and information technology services. Founded by a service-disabled veteran with a mission to create opportunities and provide exceptional customer service, RMC has rapidly grown, securing several federal contracts within three years.

Job description

RESPONSIBILITIES:

- Respond to public and official requests for review and release of classified and/or sensitive customer information under the FOIA, PA, or E.O. 13526 Mandatory Declassification Review (MDR). Respond to complex cases, such as those including litigation and appeals, demonstrating extensive knowledge of the FOIA/PA/MDR, all its exemptions and the overall administration of the FOIA/PA/MDR requirements. Support includes determining if a request is a new case, assessing what is needed, coordinating with appropriate organizations for subject matter expert (SME) review, analyzing the adequacy of the responses, consulting with other IC elements for equity reviews, preparing high-quality and error-free documents ready for Government action and artifacts as required by the case, proofread and peer review artifacts from other members of the contract staff and updating all appropriate trackers, scorecards, and calendars regarding cases
- Assist lawyers in litigation support for significant, complex cases. Maintain case databases, organize data, and retrieve documents from databases for trial presentations.
- Perform general research and support activities to assist attorneys. Draft or review documents for technical correction and edits in the development of Congressional testimony, budget presentations, issue papers and talking points related to FOIA/PA/MDR.
- Drives collaboration and relationship building through the IC counterpart engagement process by enabling the IC engagement plan
- Engage with customer and IC Working groups, such as the IMC and Difficult Issues Forum, as directed by the Government.
- Track and update the status of cases in a timely and accurate manner using customer tools as identified by the Government.
- Assist the Office of the General Counsel (OGC), the Office of the Inspector General of the IC (ICIG), the customer Office of Legislative Affairs (OLA), the Office of Strategic Communications (StratComm), the National Counterintelligence and Security Center (NCSC), customer Office of Security (OS), customer CLPT Office, Mission Integration (MI), Policy & Capabilities (P&C), Office of Equal Employment Opportunity (OEEEO), and other relevant organizations, to ensure customer compliance with all aspects of FOIA/PA/MDR.

- Assist Government Leads in assessing capability needs, opportunities, and gaps to help link resources to strategy. Deliverables may include formal recommendations researched by the Contractor staff and shall be presented to the Government as a peer-reviewed memo or other formal document.
- In accordance with applicable law and at Government direction, ensure that the ODNI information which has been cleared for public release is available for public inspection and/or copying/downloading.
- In accordance with applicable law and at Government direction, enable the enforcement of the right of any person to access records, subject to statutory exemptions, for any public or private purpose.
- In accordance with applicable law and at Government direction, ensure individuals can amend records of personal identifiable information about themselves.
- In accordance with applicable law and at Government direction, prohibit access to information about an individual without that individual's knowledge and consent.
- In support of another IC element, responded to public and official requests for review and release of classified and/or sensitive information under the Freedom of Information Act (FOIA), Privacy (PA), and/or Mandatory Declassification Review; assisted the IC element and other relevant organizations to ensure compliance with all aspects of FOIA and PA; ensured the IC element's information was cleared for appropriate release is available for public inspection and/or copying/downloading.

Required Qualifications:

- Requires a TS/SCI with Polygraph level clearance.
- Requires experience responding to public and official requests for review and release of classified and/or sensitive information under the FOIA, PA, or Mandatory Declassification Review; experience ensuring information cleared for appropriate release is available for public inspection and/or copying/downloading; enables the enforcement of the right of any person to access records, subject to statutory exemptions, for any public or private purpose.
- BS/BA+ 18 years of experience required a MS/MA+ 10 years of experience or no degree +24 years of experience

Benefits

- Employer-provided paid Medical / Dental / Vision insurance.
- 401K plan.
- PTO
- 11 Federal Holidays