

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:

- Knowledge of Freedom of Information Act and Privacy Act laws, policies, and regulations.
- Knowledge of FOIA practices and updating SOPs and manuals to support standard case files, including updating and maintaining templates and formats and ensuring final packaging and accurate and current.
- Exhibit familiarity and competency in the use of all Microsoft Office products, including EXCEL, POWERPOINT, and WORD.
- Records and Information Management Specialist: Specialists supporting task 2 on this contract shall have a minimum of 4 years' experience in Records and/or Program management OR a bachelor's degree from an accredited college in a related discipline.
- Basic understating of records management principals. Strong written and oral communication skills and strong attention to detail.
- Knowledge in retention scheduling principles/practices
- Exhibit familiarity and competency in the use of all Microsoft Office products, including EXCEL, POWERPOINT, and WORD

JOB DUTIES:

- Implement and maintain the Public Affairs information collection management program. Serve as an advisor to program managers on matters concerning information requirements.
- Manage the Public Affairs records management program, comply with all applicable records management laws, regulation and National Archives and Records Administration (NARA) Policies and those policies associated with the safeguarding of records and the privacy Act.
- Ensure compliance with AI 15 and establish additional internal controls.
- Establish internal procedures and controls for addressing records management requirements, including recordkeeping requirements, disposition for both paper and electronic records.
- Provide guidance and support to Public Affairs records Liaison's and action officers to ensure Records Information Management (RIM) compliance. Assist

with the approval of organization file plans and transfers to the National Archives and Records Administration (NARA).

- Conduct internal reviews on information management. Participate in DoD wide reviews and inspection activities. Notify the Government upon discovery of any inadvertent or unauthorized disclosures of information, data, documents, or records.
- Develop and review and track SORNs, surveys, issuances, reports, policy guidance.
- Implement controls for the management of electronic records and social media records.
- Adhere to directives and policies on managing Government records.
- Work with RIM evaluation team on inspections and compliance.
- Provide records management briefings to new hires and incoming personnel as required.
- Ensure the retention of SF135, Records Transmittal and Receipt for hard copy records transferred to a Federal Records Center.
- Implement processes to safeguard PII contained in DoD Privacy Act systems of record.
- Assist Public Affairs FOIA POCs with the tracking and submission of FOIA packages. Make updates to FOIA SOPs as required. Assist FOIA Analysts with local records searches for FOIA cases.
- Perform basic administrative support for the FOIA program.
- Maintain, review, and recommend corrections and standardized naming convention for the file structure, files and records on the shared drives in accordance with AI15.
- Establish access controls to records containing PII.
- Support government actions officers in the implementation of privacy and civil liberties program.
- Serve as point of contact for Public Affairs civil liberties actions. Comply with DoD Instruction 5400.11 to include privacy, security, and compliance controls contained in the Federal Acquisition Regulation and Defense Federal Acquisition Regulations.
- Ensure electronic records meet the DoD records management standards. Oversight of Share drive and/or other records repositories and records management systems.
- Create SOPs and other documentation as required.
- Work with external organizations and assist with the coordination of data system upgrades and the management of data and related resources.
- Serve as alternate Information Management Control officer.
- Create briefings to senior leaders on program requirements. Send notifications to Public Affairs personnel on program initiatives, policy and guidelines. Provide training on program requirements.
- Assist Public Affairs on any related information management efforts.
- Troubleshooting potential problems and make recommendations for process improvement.

- Comply with OMB Memorandum 17-12 and the DoD Breach Response Plan on how to report, respond to, and mitigate incidents.
- Provide inputs to the FISMA Annual Report, the Semi-annual DoD Privacy and Civil Liberties Officer Reports, and other reports or data requested.

Required Qualifications:

- Bachelor's (Required)

Experience:

- FOIA: 4 years (Required)
- DoD Privacy Act systems of record: 4 years (Required)
- Privacy Act: 4 years (Required)
- processing information to requesters: 4 years (Required)
- FOIA compliance: 4 years (Required)
- Reviewing and Analytical: 4 years (Required)

Security clearance:

- Secret (Required)

Benefits

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