

## VP of Human Resources and Facility Security Officer

Currently ranked #54 on the Solution Provider 500, the award winning ThunderCat Technology is a Service-Disabled Veteran-Owned Small Business (SDVOSB) that delivers technology products and services to government organizations, educational institutions, and commercial companies. Led by a combat-wounded CEO, ThunderCat is a systems integrator that brings an innovative approach to solving customer problems in and around the datacenter by providing strategies for Data Storage, Networking, Cyber Security, and Cloud Transformations. A proven leader, ThunderCat Technology provides and optimizes technologies from best of breed manufacturers. Clients include DOD, DHS, VA, Treasury, FBI, State of Virginia, State of NY, Sony, VISA, and CareFirst. [www.thundercattech.com](http://www.thundercattech.com)

The VP of Human Resources and Facility Security Officer must be able to oversee classified processing, become effective and proficient in the utilization of the (DISS) and the processing of Contract Security Classification Specification (DD 254) forms. The candidate must be able to work in a fast-paced environment; multitask on a variety of projects, possess strong interpersonal skills and pay attention to detail to ensure security protocols are followed. The FSO must be able to work independently with minimal supervision and make sound decisions with limited information available. The FSO will implement, monitor, and ensure compliance with the Industrial Security procedures in accordance with the National Industrial Security Operating Manual (NISPOM). The FSO will provide expertise, guidance, and advice to executive management as required. This position requires independent judgment and discretion, as well as the identification, analysis, and resolution of security-related matters.

### Primary Responsibilities:

- Responsible for all Federal and State compliance reporting.
- Assist managers with the initial hiring process and is solely responsible for all on-boarding procedures.
- Maintains ISO standards for department.
- Set-up new employees in Payroll.
- Plans and administers employee training plans and employee improvement.
- Develops, recommends, and implements personnel policies and procedures. Prepares and maintains handbook on policies and procedures.
- Performs benefits administration to include health benefits, 401k account, claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness, information activities program.
- FSO responsibilities as assigned by CEO.
- HR responsibilities as assigned by the CFO.
- Responsible for ensuring employee reviews and goal sheets are completed annually.
- Evaluates reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Manage JPAS, Visit Requests, personnel security inquiries and e-QIP initiations.
- Provides prime/subcontractor security support and direction including the development and maintenance of DD254's, security guidance, and classified holdings.
- Set the example for all in terms of ethics and compliance. Assist the CFO in contracting compliance and ethics programs.
- Conduct all Facility Security Office project operations in a manner that is consistent with the Company's Code of Business Ethics and Conduct.
- Perform security pre- screening on all potential employees, subcontractors, and consultants.
- Liaison with customer and subcontractor security offices on security issues.
- Initiate, maintain and terminate personnel security clearances in government databases, such as the Defense Security Services (DSS) Joint Adjudication System (DISS/NISS).

*ThunderCat does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor." Equal Opportunity Employer: disability/veteran. The Affirmative Action plans are located in the HR office and may be reviewed by applicants and employees during normal working hours.*

- Updates DSS databases including DISS ACCS as required.
- Analyzes RFP, Contracts / DD245's and develops security responses and plans.
- Assist staff with completion and submittal of SF85s, SF86s and SCI nominations.
- Maintains program documentation for DSS assessments and passes security audits.
- Must obtain and maintain credentials for non-possessing facility.
- Conduct security indoctrination briefings and debriefings.
- Present Security Awareness Training and Education (SATE) briefings to ensure security plan effectiveness and compliance.
- Create and maintain personnel folders.
- Investigate security incidents and violations; prepare reports for DSS and agency to include preventive actions.
- Process visits authorizations, personnel access requests.
- Develops and revises security plans, procedures, instructions, performs self-inspections, and maintains continuous control over corporate security program.
- Ensures compliance with company and government requirements.
- Stays apprised of new regulations and security developments by participating in the security community.

**Skills:**

- Maintain confidential information.
- Must have strong interpersonal skills/briefing skills; communicate with senior level internal and external personnel on significant matters often requiring coordination between organizations and independent decision making with minimal direct supervision while representing the security organization.
- Experience with drafting security policies for company internal use.
- Working knowledge of the FAR and other laws and regulations for government contractors.
- Familiarity with the U.S. Government, DoD and Intelligence Community's security procedures and policies.
- Must be a self-driven and results-oriented individual capable of effectively working multiple tasks concurrently in a dynamic, fast-paced environment.
- Expertise in Microsoft Office suite (MSWord, Excel, Power Point).
- Strong English language skills (both written and verbal).

**Experience:**

- Bachelor's degree or higher preferred.
- 3 – 5 years HR experience, preference for 2 of those as an HR leader in a mid-sized federal contracting company.
- 1 – 2 years FSO experience preferred.
- 3-5 years as a security experience in a DoD Contractor environment
- Security Requirements; U.S. Citizenship and an active DoD Top Secret
- Must possess FSO / JPAS/ JCAVVS certifications

Salary and compensation commensurate with experience. Benefits include, health club membership, health insurance dental, vision, short- and long-term disability, life insurance and 401(k).