

POSITION DESCRIPTION SUMMARY

PD Tracking 14573
Series, Title and Grade 0080 Personnel Security Specialist GS-09
Organization Veterans Affairs

Introduction Statement

Primary Purpose of Position: The incumbent serves as Personnel Security Specialist in the Human Resources Management Service and is delegated authority and responsibility for the or HRMS and is responsible for the day-to-day activities and the technical oversight of the personnel security program to include all Personal Identity Verification (PIV) and e-Quip requirements. Acts as liaison with other services on security issues and routinely coordinates with the Information Security Officer, and the Privacy Officer.

Major Duties

Develops and implements Department of Veterans Affairs (DVA), Veterans Health Administration (VHA), and this VA Medical Center's (VAMC) policies and procedures for the personnel security program. Ensures that the program meets all legal and mandatory requirements and that all agency regulatory requirements are followed. 12%

Conducts security and suitability adjudications related to background investigations. Reviews completed personnel suitability investigations with the purpose of providing recommendations on pre-employment and continued employment considerations. Determines the impact of potential adverse or derogatory information; exercises personal judgment and discretion to evaluate the nature of information received and recommends or takes appropriate action. Maintains liaison with local agencies (police, criminal investigators, etc.,) to ensure timely record checks are conducted on personnel. To ensure consistency with policy and guidance implementation, the incumbent is responsible for notifying employees in a timely manner of requirements for initiation of periodic reinvestigations. 11%

Responsible for technical guidance and advice on matters pertaining to personnel security. Provides authoritative information and assistance by administering programs for continuous security evaluation of personnel; developing guidelines, procedures, and other materials for use by operating officials; administering security awareness programs; formulates and recommends personnel security investigative requirements; and advises on how personnel security policies and related matters impact the organizational missions. Advises management on matters about reinvestigation requirements and related matters concerning the maintenance of current clearances and monitoring the reliability of the work force. 11%

Responsible for the maintenance and accuracy of the personnel security database. Works with the Staffing Section and Processing and Records Section on the e-Quip program. Reviews and releases SF 85s for new hires. Tracks the date released and follows up with the Office of Personnel Management (OPM) to ensure timely closure for all cases (SACs, NACI's, MBI's, and BI's). On a daily basis, coordinates security activities with the other sections in HRMS (Employee and Labor Relations, Processing and Records, and Staffing). Follows up on personnel security cases with issues. Analyzes information and provides a variety of reports for review at all levels. Monitors documents and evaluates security processes to ascertain trends and makes recommendations for appropriate corrective action. 11%

Determines the position sensitivity and risk level for each position in the

VAMC. Works with the classifier to ensure that all position descriptions have the appropriate VA Form 2280, Position Risk and Sensitivity Level Designation, attached. Works with the Staffing and Processing and Records Section to ensure that each employee has the appropriate risk and sensitivity level designated. May audit or spot check the Official Personnel Folders (OPF's) to review for compliance with PIV and/or other security regulations.

Performs work in support of new and established security programs. Manages the day-to-day operations of the PIV program. Responsible for planning, organizing, scheduling, and coordinating the PIV requirements. This may include working with other services such as Engineering Service, Police Service, etc. on such things as the installation of new security systems. Plans, schedules, and coordinates activities to alleviate the impact in Human Resources to the extent possible. Ensures that I.D. badges are issued properly in accordance with the PIV requirements and in a timely manner. Acts as backup to the primary badge issuer. 11%

Conducts a monthly walk-through of HRMS as part of a service level risk assessment procedure. Checks the area for non-compliance items such as unlocked, unattended computers, unattended sensitive materials, improper disposal techniques of paper products, unapproved personally owned IT equipment, and unapproved Vista-interfacing II equipment. Completes risk assessment checklists and keeps documentation on file for proof of completion. Reports questionable activities or practices to the VAMC Information Security Officer (ISO) and/or the facility Privacy Officer. 11%

Ensures that security activities are in accordance with ADP security policies. Keeps security information confidential and assures compliance with the requirements of safeguarding personal and other sensitive data pursuant to the Computer Security Act of 1997, and the Privacy Act of 1974. Coordinates with the Information Security Officer and the Privacy Act Officer, as necessary. Develops and implements procedures and practices to cover multiple security objectives. 11%

Maintains all appropriate VA Handbooks, Manuals, Directives, Circulars, and Bulletins regarding the security and suitability program. Assists with JCAHO compliance. Ensures the personnel security program and the PIV program are in compliance with VA, VHA, and JCAHO regulations. 11%

Prepares program status reports for review at all levels. 11%

Factor Levels

Factor 1 Knowledge Required by the Position Factor Level 1-6 950 pts.

Technical skill and knowledge of VA's Electronic Questionnaires for Investigations Processing (EQIP) program with the ability to oversee, direct and supervise the daily investigative submission process for Title-31, Hybrid Title-38, GS, WG employees and others including, but not limited to, contractors providing services to this VAMC. Knowledge of Personal Identification Verification (PIV) and e-Quip to administer the programs in accordance with applicable laws, directives and regulations.

Knowledge to review, analyzes, and resolves difficult personnel security problems and derogatory information and determines courses action based on analysis of precedent cases and all pertinent information.

In-depth knowledge to evaluate and measure the extent of compliance with policies, regulations, and laws applicable and issued by OPM and VA, including evaluating, analyzing and the execution of the content and impact of new or modified legislation.

Knowledge of relevant administrative regulations and skill to analyze issues and prepare project and staff reports with substantive recommendations.

Knowledge and skill to apply analytical techniques to security issues in order to ensure efficient and effective program operations; recommend changes to applicable procedures; coordinate, develop and integrate policies with current operations and the planning of future goals and objectives.

Factor 2 Supervisory Controls Factor Level 2-3 275 pts.

The supervisor sets overall program objectives and available resources, and collaborates in developing deadlines and approaches to unusual or particularly sensitive program and/or individual situation problems. The employee exercises judgment in planning and carrying out assignments. The work is reviewed in terms of fulfillment of assignment objectives. While the supervisor does not usually review methods used, technical work review is limited to reconstruction of contested actions and periodic audits of all HR and credentialing actions.

Factor 3 Guidelines Factor Level 3-3 275 pts.

Guidelines consist of administrative policy concerning the problem or issues being studied. This includes court decisions, laws, and VA and VHA policies. The employee uses judgment and discretion in determining intent and in interpreting and revising existing policy and regulatory guidance for use by others. The employee uses a wide variety of reference materials and manuals; however, they are not always directly applicable to issues and problems or have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues. The employee uses judgment in researching, choosing, interpreting, modifying, and applying available guidelines for adaptation to specific problems or issues.

Factor 4 Complexity Factor Level 4-3 150 pts.

The employee's major duty assignments involve providing the full range of management advisory services for position employee relations by resolving conflicting/incomplete information issues; applying analytical techniques that frequently require modification to accommodate a wide range of variables; and addressing substantive technical issues characterized by sensitive matters.

Assignments also include developing detailed plans, goals, and objectives for the long-range implementation and administration of initial entry suitability programs. Work includes developing criteria for evaluating the effectiveness of the program. Changes in legislative and regulatory guidelines effect decisions on how to proceed in planning, organizing, and implementing programs. Analysis must take into consideration long-range planning and sudden unexpected changes in accessing employees.

The individual advises management on methods to align these HR programs with the organizations vision, values, and corporate direction; advises management in the development of HR plans and strategies for achieving the facility's short and long range HR goals. Independent judgment is exercised in resolving the wide variety of issues encountered and in planning to gather/interpret information for assessing complex problems, assessing situations that are complicated by ambiguous, disputed, conflicting, and/or incomplete data requiring significant reconstruction to isolate issues and/or problems, and reconciling conflicting or incomplete information.

Factor 5 Scope and Effect Factor Level 5-3 150 pts.

The purpose of the work is to study, author, and implement recruiting programs/regulations and proposed legislation. These evaluations, authorship, and subsequent implementation may result in substantive changes in the administration of security procedures used throughout the recruiting security process. Due to the critical nature and importance of the qualifications of all applicants, the performance of this incumbent has a substantial impact effective assessment and implementation of these programs and the regulations that impact the success of the recruiting mission in meeting targeted workforce goals.

