

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

8655 A

2. Reason for Submission

- Redescription
 Reestablishment

- New
 Other

3. Service

- Hdqtrs
 Field

4. Employing Office Location

MARION, INDIANA

5. Duty Station

MARION, INDIANA

6. OPM Certification No.

Explanation (Show any positions replaced)

SECURITY CLERK GS-086-04
 DTD. 09/22/05

7. Fair Labor Standards Act

- Exempt
 Nonexempt

8. Financial Statements Required

- Executive Personnel Financial Disclosure
 Employment and Financial Interest

9. Subject to IA Action

- Yes
 No

10. Position Status

- Competitive
 Excepted (Specify in Remarks)
 SES (Gen.)
 SES (CR)

11. Position Is

- Supervisory
 Managerial
 Neither

12. Sensitivity

- 1--Non-Sensitive
 2--Noncritical Sensitive
 3--Critical
 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Security Clerk	GS	086	4	mk	3-9-06
e. Recommended by Supervisor or Initiating Office	SECURITY ASSISTANT	GS	0086	5		

16. Organizational Title of Position (if different from official title)

VETERANS AFFAIRS

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

MEDICAL CENTER

c. Third Subdivision

a. First Subdivision

VA POLICE

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

DONALD L. GOUCHENOUER, CHIEF VA POLICE

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

MICHAEL HAMILTON, ASSOCIATE DIRECTOR

Signature

Date

Donald L. Gouchenouer 2-17-06

Signature

Date

Michael E. Hamilton 2-23-06

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

PCS for Sec Cl. & Asst Series, GS-086 dtd 12/87 (TS-82)
 GLG for Cl. & Asst. WK dtd 6/89 (TS-91)
 DEL # 90-6 dtd 3/26/90.

Typed Name and Title of Official Taking Action

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

Thomas Colan 3/9/06

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION

Security Assistant, GS-0086
VA PDL Number: SSC PDL 0086-2

Ref: Security Clerical and Assistance Series, GS-0086, Dec 1987, TS-82.

MAJOR DUTIES

Security and Enforcement

Performs work related to the collection, organization, and/or tracking of information in support of the security and enforcement program. Assists Supervisory and Management Staff in determining compliance status of security sites for use in inspection and enforcement targeting, and identifying potential violators. Is responsible for FVN (Federal Violation Notice) court and official correspondence.

General Security Program Support

Performs or monitors standardized aspects of established security program operations such as establishing and maintaining security records. Reviews specific factual items or conditions on a physical security survey such as whether alarms are active, whether document and storage container user logs are properly filled in, whether visitor logs are in place and used, and similar activities Accomplishes special projects, such as developing program statistics, reports, and other material; and extracting and compiling pertinent data to provide the background necessary for determination of program/project status. Dispatcher is now required to maintain and submit monthly activity reports for Patient Safety and Quality Management Committees. In addition is required to call in relief officers and dispatchers in compliance with union contract and station policy for coverage of shifts due to sick or annual leave.

Performs other related duties as assigned.

Factor 1: Knowledge Required by the Position

Practical knowledge of standard procedures in a technical field, requiring extended training or experience, to perform such work as adapting equipment when this requires consideration of the functioning characteristics of equipment; interpreting results of tests based on previous experience and observations; or extracting information from various sources when this requires considering the applicability of information and the characteristics and quality of the sources. Work requires, in addition to general administrative and/or clerical skills, practical knowledge of specific security objectives, programs, methods, and procedures, and skills in carrying out support tasks related to security administration. Dispatcher is required to control emergency activities at both NIHCS FACILITIES and to test emergency communication systems at both facilities every shift. Dispatcher is required to maintain missing patient search plan and to

coordinate the search for and communications with several outside agencies. Is in control of Fire Alarm System, Emergency Code Paging System, Elevator Emergency Systems and Nursing Radio System. The dispatcher is also responsible for the North Campus Emergency Communications.

Factor 2: Supervisory Controls

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3: Guidelines

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommended changes. Employees perform limited independent duties in carrying out prescribed security support processes in a specialized or general security program office, and/or assist specialists by performing security duties that are usually well defined in terms of what, when, and how the work is to be done.

Factor 4: Complexity

The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Factor 5: Scope and Effect

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

Factor 6: Personal Contacts

The personal contacts are with employees, patients, family members, service organizations representatives, local and federal law enforcement and civil court employees in both emergent and normal situations. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from

various levels within the agency such as headquarters, regional, district, or field offices, or other operating offices in the immediate installation.

Factor 7: Purpose of Contacts

The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts; i.e., the facts or information may range from easily understood to highly technical.

Factor 8: Physical Demands

The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; or driving an automobile, etc. No special physical demands are required to perform the work.

Factor 9: Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, or libraries. The work area is adequately lighted, heated, and ventilated.

ADDITIONAL FACTORS

Customer Service

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, and all VA staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately. Is required to control entry of pharmacy representatives who visit facility to see pharmacy or medical staff members. Dispatcher is charged with access control to facility gymnasium and other buildings that are used by employees and outside parties on off tours and on weekends. Is required to issue keys for Gov't vehicles to DAV and FAA personnel.

ADP Security

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.

POSITION REPORT	NATURE OF PROPOSED ACTION Redescription	POSITION NUMBER 8655-A		
EXISTING				
CLASSIFICATION TITLE Program Clerk		SCHED. GS	SERIES 303	GRADE 4
ORGANIZATIONAL TITLE			NO. POSITIONS 3	
NAME OF EMPLOYEE		SECOND ORGANIZATIONAL SUBDIVISION Police Section (South Campus)		
STATION AND LOCATION NIHCS, Ft. Wayne, IN		THIRD ORGANIZATIONAL SUBDIVISION		
FIRST ORGANIZATIONAL SUBDIVISION Police Service		FOURTH ORGANIZATIONAL SUBDIVISION		
PROPOSED				
PROPOSED CLASSIFICATION TITLE Security Assistant		SCHED. GS	SERIES 086	GRADE 5
PROPOSED ORGANIZATIONAL TITLE			NO. POSITIONS 3	
EVALUATION SUMMARY				
CLASSIFICATION TITLE Security Clerk		SCHEDULE GS	SERIES 086	GRADE 4
ANALYSIS AND EVALUATION <i>(Use additional blank sheets if more space is required.)</i>				
<p>References: Position Classification Flysheet for Security Clerical and Assistance Series, GS-086, dated December 1987, (TS-82); Grade Level Guide for Clerical and Assistance Work, dated June 1989 (TS-91) & Personnel Circular Letter #90-6 dated March 26, 1990, Subj: Grade Level Guide for Clerical & Assistance Work.</p> <p>Background: This redescription is being submitted to update the duties and the responsibilities of the positions. This position description is from the COHO library. This position description was desk audited.</p> <p>Series & Title Determination: The GS-086 series and the title of Security Clerk are given to this position because the duties require the incumbent to perform a wide variety of support work at the GS-4 level for Police Section.</p> <p>Grade Evaluation: The GLG for Clerical & Assistance work was used to grade this position. The law requires that the duties be perform under general supervision requiring moderate training; a good working knowledge of special subject matter, procedures; and the exercise of independent judgment in the clerical field. The <i>Nature of Assignment</i> of the position requires the incumbent to perform a full range of standard clerical assignments and be able to resolve recurring situations. This includes but is not limited to support duties involving dispatching of officers in emergent and non-emergent situations as well as other office support assignments. The <i>Level of Responsibility</i> requires that the incumbent receives little supervisor in terms recurring assignments and the incumbent must be able to work independently and within accepted guidelines and that the supervisor reviews completed work for conformance to policy and procedures. The incumbent is expected to select and use the appropriate guidelines for completing work assignments. The incumbent receives and provides information for the purpose of resolving recurring situations. A review of PCL #90-6 shows that the majority of the duties listed are listed under the task statements at the GS-4 level.</p> <p>FLSA Determination: Non-exempt.</p> <p>Conclusion: The appropriate Title, Series, And Grade for this position are Security Clerk, GS-303-4.</p>				
CONCUR Thomas Geloneck	DATE 3/9/06	EVALUATED BY Michael Knutson	DATE 3-9-06	
TITLE AND/OR ORGANIZATIONAL LOCATION Human Resources Officer		TITLE HR Specialist (Classification)		