

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **08460-A**

2. Reason for Submission

- Redescription New
 Reestablishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location
VAMHCS

5. Duty Station
Perry Point & Baltimore

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Executive Personnel Financial Disclosure Employment and Financial Interests

9. Subject to IA Action

- Yes No

Statement of Difference to

PD # 08181-A Person. Sec. Spec

GS-0080-9

10. Position Status

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

11. Position is:

- Supervisory
 Managerial
 Neither

12. Sensitivity

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

13. Competitive Level Code
X01

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	Personnel Security Specialist	GS	0080	07		
e. Recommended by Supervisor or Initiating Office	Personnel Security Specialist	GS	0080	07	(CPA)	3/15/2011

16. Organization Title of Position (If different from the official title)
Personnel Security Assistant

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of Veterans Affairs

c. Third Subdivision
VA Maryland Health Care System

a. First Subdivision
Veterans Health Administration

d. Fourth Subdivision
Associate Director, Finance

b. Second Subdivision
Veterans Integrated Service Network 5

e. Fifth Subdivision
Human Resources Management Service

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. Type Name and Title of Immediate Supervisor
Christi Maliepaard, Supv. Human Capital Accountability

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

Signature _____ Date _____

Signature _____ Date _____

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

Security Admin Series, GS-0080 (TS-82 Dec. 1987)

Typed Name and Title of Official Taking Action

Hilary P. Talbot, Chief, HRMS

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 **3/15/11**

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

24. Remarks
ADAT: BI

Bus Code: 8888

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

STATEMENT OF DIFFERENCE
GS-0080-07; PD#
Security Specialist

This position is identical to position number #08181-1, Security Specialist GS-0008-09, except that the duties associated with adjudication determinations performed by the incumbent require oversight and technical review by a higher grade personnel security specialist or Lead Security Specialist position. The GS-9 pay grade is considered to be full-performance level.

Factor 1 – Knowledge

In this level, employees, typically in training or early developmental stages in security work, acquire and use knowledge of the basic principles, concepts, policies, practices, and methods of security administration in personnel security. They perform elementary developmental and procedural assignments or operations. The experience gained will help prepare with the comprehensive and thorough knowledge needed at the GS-9 level.

Factor 2 – Supervisory Controls

The incumbent receives closer supervision with regards to security adjudications. And employee exercises judgments in planning and carrying out the work independently except for the more complex, controversial cases or significant issues or implications that are referred and resolved by collaborating with the supervisor. The supervisor reviews assignments in terms of compliance with requirements, consistency of facts, choice of methods, and practicality of recommendations.

Factor 4 – Complexity

Performs less complex security adjudications. The incumbent uses judgment when deciding on the appropriate guidelines/reference to apply to clear cut cases.

Factor 5 – Scope and Effect

The primary purpose of the work is to assist higher grade employees in the performance of detailed and routine work, in order to develop general skills in security administration.

POSITION EVALUATION SUMMARY

Organization VAMHCS - Security

Position # _____

Evaluation Factors	Factor Level Used	Points Assigned	Comments
1. Knowledge Required	1-5	750	Does not meet FL 1-6 because the duties and responsibilities do not involve the employee using knowledge of standardized applications or established variations in security criteria involving considerations such as adjudication of security clearances when clear-cut derogatory information is present in the investigative information, nature of materials or information to the protected, cost-benefit relationships for security devices or equipment systems, and similar considerations..
2. Supervisory Controls	2-3	275	
3. Guidelines	3-3	275	
4. Complexity	4-2	75	
5. Scope & Effect	5-2	75	
6/7. Personal Contacts & Purpose of Contacts	6-2/7-2	75	
8. Physical Demands	8-1	5	
9. Work Environment	9-1	5	
S U M M A R Y	Total Points	1535	
		GS 7	

Additional Remarks: PCS Standards used include: Security Administration Series, GS-0080 TS-82 Dec. 1987

Title, Series, and Grade Assigned:

Personnel Security Specialist GS-0080-7

HR Specialist: Christopher P. Adams

Date: 3/15/2011

Position Designation of National Security and Public Trust Positions

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U.S. OFFICE OF PERSONNEL MANAGEMENT

This page can be found on the web at the following url:

<http://www.opm.gov/investigate/resources/position/Summary.aspx?agency=VA%20Maryland%20Health%20Care%20System&postitle=Personnel%20Security%20Specialist&gradeseries=GS-0080-07&posdesc=08460-A&username=Steven%20Vandervort&pt=1&step1a=noneOfTheAbove&selectedSub1=0,&selectedDuties=investigate,adjudicate,itprotection,itprotection1,protectinfo,gvtservice,&step1b=oversight,adjudication,IT,sensitive,delivery,&totlp>

FEDERAL INVESTIGATIVE SERVICES

Position Designation of National Security and Public Trust Positions

Position Designation Record

Agency: VA Maryland Health Care System
 Position Title: Personnel Security Specialist
 Series and Grade/Pay Band: GS-0080-07
 Position Description Number: 08460-A

Duties	Degree of Potential for Compromise or Damage
Investigation, oversight, and audits of government personnel, programs, and activities	Moderate impact Conducts internal and/or external non-criminal investigations, inquiries, or audits, the outcome or compromise of which could cause moderate harm
Adjudication - suitability or fitness determinations, or the adjudication of other matters or claims	Moderate impact One or more of the following: <ul style="list-style-type: none"> Adjudicates other matters and claims, the outcome or compromise of which could cause moderate harm to the health, safety, or financial security of individuals affected by the adjudication, or to public trust in the underlying Government program Adjudicates suitability of positions at the low risk levels or acts in a support capacity with regard to adjudication
Protection of government information technology systems (includes access to or processing of sensitive but unclassified/controlled unclassified information, or exercising control over information technology system(s) - the scope of these duties exceed that of ordinary or routine computer use)	Severe impact One or more of the following: <ul style="list-style-type: none"> Develops/directs/implements/ administers agency computer security programs, including risk analysis/threat assessment without technical review Disburses or authorizes disbursement of \$10 million per year or greater from computer systems Major responsibility for the direction, planning, design, testing, maintenance, operation, monitoring, and/or management of systems hardware or software Automated access to a system during operation or maintenance or preparation of data for entry into a computer system in any way that creates high risk for causing severe damage or realizing significant personal gain (for example, the ability to independently manipulate data)
Protection of personal, private, sensitive, but unclassified/controlled unclassified, or proprietary information (including PA and FOIA, etc.)	Severe impact Unlimited access and control over personal, private, proprietary, or sensitive but unclassified/controlled unclassified information, the unauthorized disclosure of which could cause severe damage to the integrity or efficiency of the service and/or cause severe harm to individuals or business entities, or government programs or operations
Government service delivery, including customer service and public liaison	Moderate impact Duties involve customer service responsibilities and/or public liaison that could cause moderate damage to individuals, business entities, or government programs or operations

Adjustment for program designation and level of supervision	
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency impact
Adjustment for level of supervision or other controls	Close technical supervision -ability to act independently infrequently

Designation Level	Suitability	
	Investigation	Form Required
Tier 3	BI	SF 85P

Total Points Designation	
Total Initial Position Designation Points from Step 2	145
Adjusted Position Designation Points from Step 3	115

Signature: 
 Name: Steven Vandervort

Date: 4/6/2011