

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

HRMS COPY

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Phoenix, AZ	5. Duty Station 644/Phoenix VAHCS	1. Agency Position No. 032100
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial		6. OPM Certification No.
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is: <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitiv <input checked="" type="checkbox"/> 2-Noncritical <input type="checkbox"/> 3-Critical Sensitiv <input type="checkbox"/> 4-Special	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
					13. Competitive Level Code
					14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	SECURITY OFFICER	GS	0080	13	DA	5/7/08
e. Recommended by Supervisor or Initiating Office						

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

17. Name of Employee (if vacant, specify)  
NEIBAUER

18. Department, Agency, or Establishment  
Department of Veteran's Affairs

a. First Subdivision  
Veterans Health Administration

b. Second Subdivision  
Services

c. Third Subdivision

d. Fourth 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. Type Name and Title of Immediate Supervisor  
Paul H. West, BACHE, Associate Director  
Signature: *Paul H. West* Date: 5/2/08

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
Signature: *Bill Core* Date: 5/2/08

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

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be 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.

Typed Name and Title of Official Taking Action  
Diane Tinsley, Assistant HR Officer  
Signature: *Diane Tinsley* Date: 5/7/08

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

24. Remarks

Description of Major Duties and Responsibilities (See Attached)

**Security Officer**  
**GS-080-13**

Primary Purpose: The Phoenix VA Health Care System is responsible for the total operation, direction and control of the Police and Security operation. Incumbent delegates authority for the enforcement of Federal statutes in the physical protection of all personnel, the protection of all civil rights, and the preservation of the peaceful environment on all property owned and controlled by the Department Of Veteran Affairs. This position is that of Police Officer, appointed as a law enforcement official under Title 38 of the United States Code, Section 1.218, authorized to carry firearms and make arrests. In addition to the administrative responsibilities of the position, the incumbent may be required to perform personal police work as necessary.

Principal Duties and Responsibilities:

The incumbent is responsible on a regular and recurring basis for providing advice and guidance to chiefs and/or management officials of the Phoenix VA Health Care System on all aspects of security and law enforcement activity. The incumbent advises on security needs and problems, and interprets Departmental security guidelines, and issues instructions on methods and procedures for application to VA installations within the area of responsibility. S/he plans and evaluates security programs within the geographic area of responsibility, and reports findings and recommendations to the Director.

The incumbent is responsible for the day-to-day operations of Police and Security Unit, hospital security goals, and development of plans for the organization independently of and/or jointly with higher management to include:

- 1) Preparation of regulations and policies pertaining to facility security and law enforcement.
- 2) Direct responsibility for advancing police skills of members of the police force in all areas of police knowledge including unarmed defense and training in the use of the baton and CIP Weapons.
- 3) Ensures the Equal Opportunity (EEO) Program is strictly observed within the Unit. Continuously reviews employment patterns, placement, promotions, and training to assure full compliance with the merit principles and requirements of the EEO Program. As a preventive measure, implements an aggressive patrol program to prevent and control entry or loitering by unauthorized persons.

The Security Officer determines the need for and the development of organizational skills to include:

- 1) The observance and evaluation of the performance of police personnel assigned to incumbent's supervision which numbers approximately 43. The incumbent is responsible for developing a program to alter the behavior of employees, whose performance is below acceptable levels and for broadening subordinates' skills by the variation of assignments.
- 2) Initiates requests for personnel action to meet staffing requirements and makes final decisions concerning appointments promotions, reassignments, other status changes or the recognition of

outstanding performance. Responsibilities include the maintenance of personnel attendance records and the coordination of leave schedules.

3) Directs timely adjustments of the patrol force in response to threat situations. Adjusts work load and assignments to meet unexpected emergencies and is responsible for leadership, control and direction during fire, storm, or other mishaps which threaten the lives of personnel on VA property.

4) During investigation of serious criminal incidents, he/she is expected to continue irregular duty hours either at the medical center, and other locations, i.e., Federal and/or local police agencies, court, OPC's and other satellite facilities. Similarly, incumbent adjusts subordinates' work schedules if investigations or criminal processing require their presence.

5) Develops functional and organization charts.

Determines resource needs, allocates resources in determining security deficiencies and weaknesses, and takes or recommends corrective action.

1) Periodically conducts security surveys of all facilities within Phoenix VA Health Care System to detect opportunities for pilferage, theft and/or other crimes.

2) Develops policy and implements corrective procedures to alleviate security problems using access control, technical equipment and employee orientation programs.

Coordinates program efforts with internal activities and/or with activities of other agencies

1) Has the overall responsibility as the facility representative for establishing formal and informal liaison with appropriate federal, state, and local law enforcement agencies, attorneys, and court officials within multiple jurisdictions.

2) Assures the accomplishment of the daily administrative functions required by the United States District Court for the continuing operation and improvement of the rules of the court pertaining to the Department of Veterans Affairs, Phoenix VA Health Care System and the enforcement of Federal offenses.

3) Controls the issuance of the accountable United States Court Violation Notices for petty offenses.

4) Actively participates in developing on-the-job and at-home security programs for staff. Anticipates needs of staff, visitors and beneficiaries for special police related programs. Uses professional proficiency to instill high standards and goals for all police officers to meet the needs of the medical center and community.

5) Participates in outside association and organization meetings, local, civic and governmental programs, which related to improvement of security and safety in the medical center.

Incumbent meets daily with top management (Director, Associate Director's, Chief of Staff) and deals with other general personnel. S/he resolves problems regarding law enforcement matters affecting management.

## **FACTORS**

### **Knowledge Required by the Position:**

The incumbent is required to have a comprehensive knowledge of a wide range of Security concepts and principles and practices applicable to the security industry. S/he is responsible for guiding top management in all matters of complex security problems as they relate to the Phoenix VA Health Care System. The incumbent must possess the knowledge necessary to work through overlapping and conflicting requirements pertaining to security, safety, key and access control, operational access and overall security/convenience. The Security Officer applies knowledge of security programs, laws and regulations by interpreting existing and new policy issuances and by issuing guidance to provide a safe and secure environment.

The incumbent must also possess the required knowledge of multi-layered security systems in order to advise VA management in the designated area on improvements or additions to existing systems or in the ordering of new security systems. These systems include state-of-the-art components with alarm and detection devices, closed circuit television systems, computer protection, access control, and other devices used to protect personnel and property.

**Supervisory Controls:**

The Security Officer is responsible for the total operation of the Phoenix VA Health Care System Police and Security Unit. S/he works under the administrative supervision of the Associate Director, who provides broad administrative policy direction through discussion of program goals and national agency and local policies affecting the security program. The incumbent is regarded as the leading technical authority within the facility on all security and law enforcement matters. Work is reviewed for effect on policy and programs, and attainment of Departmental security objectives.

**Guidelines:**

Guidelines consist of agency policies, standards, regulations and statements of goals and objectives. These guidelines are very broad and often require adaptation or modification to a wide range of medical center or other VA installation settings where unusual and unprecedented problems regarding security situations are frequently encountered. The incumbent exercises a great deal of personal judgment and discretion with broad latitude for the development, interpretation, and application of security guidelines to the VA installations within the Phoenix VA Health Care System.

**Complexity:**

The Security Officer plans, controls and evaluates a complex program involving a broad range of security problems. Work involves evaluation of existing security programs through out the Phoenix VA Health Care System, requiring the application of many different and unrelated processes to identify deficiencies and satisfy policy and operational requirements. Decisions regarding what needs to be done are further complicated by the number and nature of existing security programs.

**Scope and Effect:**

The overall scope of work involves administering the total security program for the Phoenix VA Health Care System in all matters pertaining to law enforcement, physical security and emergency situation control. The incumbent determines existing law enforcement and physical security conditions and recommends improvements in security programs of the facility. S/he takes prompt action to recommend to the facility Director the implementation of appropriate security measures and procedures where needed.

**Personal Contacts:**

The incumbent must perform in a wide arena of Federal, State and Local government officials, as well as officials from private industry. Personal contacts include interaction with the DAS for Security and Law Enforcement, Director, Police & Security Service, and other VACO officials, Congressional representatives, United States Attorneys, Special Agents for the FBI, DEA, Secret Service, as well as local Law Enforcement officials. These contacts also include interaction with officials from contractors and security firms that have contacts with VA installations with the area of the incumbent's responsibility.

**Purpose of Contacts:**

The purpose of contacts is to present, justify and defend security initiatives to VA management as well as to VACO officials. During investigations, the Security Officer seeks to establish effective working relationships with officials of other agencies, which requires persuasion and negotiation.

**Physical Demands:**

The incumbent is required to exert considerable and strenuous physical effort on a regular basis while performing the functions of his/her position. These functions are normally performed while the incumbent conducts security surveys and inspections, which requires crawling in unusually confined building areas. The incumbent is also involved on a regular basis in assisting medical emergency teams with heavy equipment and carrying unconscious or collapsed patients. S/he may be called upon to defend themselves and members of staff, patients or the public against physical attack.

**Work Environment:**

There is potential for dangerous situations to occur at VA installations where the incumbent is employed and/or conducts security surveys. In the course of supervising protective and investigative activities, the incumbent is at risk from assault by persons with or without weapons while attempting to prevent crimes or make arrests.

**SPECIAL REQUIREMENTS:**

Incumbent must be capable of arduous physical exertion. This includes the ability to carry persons in emergency evacuations, to run to the assistance of offense victims, and intercede in physical disturbances. Incumbent is required to have a physical examination annually, to assess continued ability for effective performance.

Incumbent must display operational skills and proficiency in handling firearms. He/she will be required to perform a semi-annual weapons qualification test commensurate with assigned duties and responsibilities.

Incumbent must possess a valid state license in order to operate government owned/ leased vehicles.

Incumbent is considered essential personnel and will be responsible for remaining at or reporting to work site in emergency situations and inclement weather.

In the performance of official duties, the employee has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. The employee is responsible for (a) protecting that data from unauthorized release or from loss, alteration, or unauthorized deletion and (b) following applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in a computer access agreement which the employee signs.



STATION NUMBER/ORGANIZATION

544/VA Health Care System

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

Security Officer, GS-0080-13

POSITION DESCRIPTION NUMBER (PD #)

032100

**NOTE:** Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

**STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)**

**A. IMPACT ON EFFICIENCY OF SERVICE**

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

**B. SCOPE OF OPERATIONS:**

- WORLDWIDE
- GOVERNMENTWIDE
- MULTI-AGENCY
- AGENCY

**C. PROGRAM RISK LEVEL**

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

**STEP 2 - POSITION RISK POINTS**

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

**STEP 3 - POSITION SENSITIVITY LEVEL**

National Security Classified Information

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	7
2.	Fiduciary Responsibility	5
3.	Importance to Program	5
4.	Program Authority	7
5.	Supervision Received	7
6.	Total Risk Points (Sum of Lines 1-5) ▶	31

**NOTE:** All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

**SENSITIVITY LEVEL**

- SPECIAL SENSITIVE
- NON-CRITICAL SENSITIVE
- CRITICAL SENSITIVE
- NONSENSITIVE

**STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER**

**NOTE:** All positions are reviewed by Information Security Officer for access to VA information systems.

- CONCUR WITH RISK LEVEL (See STEP 2)
- INCREASE RISK LEVEL TO:  MODERATE RISK  HIGH RISK

**RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS**

- HIGH RISK
- MODERATE RISK
- LOW RISK/NONSENSITIVE

JUSTIFICATION

SIGNATURE OF INFORMATION SECURITY OFFICER \_\_\_\_\_ DATE (MM/DD/YYYY) \_\_\_\_\_

**STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL**

**NOTE:** Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

**Risk Level:**

- NO ADJUSTMENT
- INCREASE RISK LEVEL TO:  MODERATE RISK  HIGH RISK

**Sensitivity Level:**

- NO ADJUSTMENT
- INCREASE SENSITIVITY LEVEL TO:  NONCRITICAL SENSITIVE  CRITICAL SENSITIVE  SPECIAL SENSITIVE

**STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION**

**FINAL POSITION RISK LEVEL**

- HIGH RISK
- MODERATE RISK
- LOW RISK

**FINAL SENSITIVITY LEVEL DESIGNATION**

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

*Shane Tinsley*

DATE (MM/DD/YYYY) 05/07/08

## EVALUATION STATEMENT

**Recommended Classification:** Security Officer, GS-0080-13

**Organizational Location:** VAMC, Phoenix, AZ

**References:** PCS for Security Administration Series, GS-0080, (12/87).

**Background:** This position description comes after a review of the current duties and the increase in responsibilities and duties incurred by this position since the last classification was completed.

**Determination of Series and Title:** PCS for Security Officer Series, GS-0080 whose principal purpose is the development and implementation of policies, procedures, standards, training and methods for identifying and protecting information, personnel, property, facilities, operations or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage or loss.

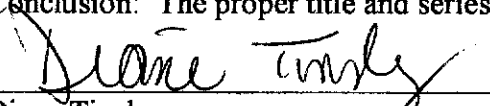
The organizational title for this position is Chief, Police Service.

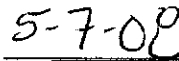
**Determination of Grade:** The Grade Level Guide for The Security Officer Series, GS-0080 which is in the FES Format, is used to evaluate this position.

### FACTOR EVALUATION SYSTEM POINTS RATINGS

Evaluation Factors	Points	Level
1. Knowledge Required by the Position	1550	1-8
2. Supervisory Controls	650	2-5
3. Guidelines	275	3-3
4. Complexity	325	4-5
5. Scope and Effect	225	5-4
6. Personal Contacts	60	6-3
7. Purpose of Contacts	120	7-3
8. Physical Demands	20	8-2
9. Work Environment	20	9-2
<b>Total Points</b>	3245	
<b>Grade Conversion (Range 3155-3600)</b>	GS-13	

Conclusion: The proper title and series is **Security Officer, GS-0080-13.**

  
\_\_\_\_\_  
Diane Tinsley  
HR Specialist (Classification)

  
\_\_\_\_\_  
Date