

POSITION DESCRIPTION (Please Read Instructions on next page)

1 Agency Position No
60046-O

2 Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)	3 Service <input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field	4 Employing Office Location Boise, ID	5 Duty Station VAMC 531	6 OPM Certification No
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**This is a designated career ladder position;
full performance level is Security Assistant
OA GS-0086-06, 60046-O**

7 Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8 Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Interest <input type="checkbox"/> Financial Disclosure	9 Subject to EA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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10 Previous Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Special or Domestic) <input type="checkbox"/> SES (GS) <input type="checkbox"/> SES (CR)	11 Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Non-Managerial	12 Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	13 Competitive Level Code	14 Agency Use		
15 Classified/Graded by a U.S. Office of Personnel Management	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
b Department, Agency or Establishment						
c Second Level Review						
d First Level Review						
e Recommended by Supervisor or Initiating Officer	Security Assistant (OA)	GS	0086	05	SM	08/05/09
16 Organizational Title of Position (if different from official title)	17 Name of Employee (if not used, give title)					

18 Department, Agency, or Establishment Dept. of Veterans Affairs	f Third Subdivision VAMC, BOISE, ID
g First Subdivision Veterans' Health Administration	h Fourth Subdivision Human Resources Management Service
i Second Subdivision VISN 20	j 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 Susan McAmis, Assistant Chief, HRMS	b Typed Name and Title of Higher-Level Supervisor or Manager (optional) R. L. Turner, Chief, HRMS
Signature <i>Susan McAmis</i>	Signature <i>R. L. Turner</i>
Date 08/05/09	Date 08/05/2009

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**
OPM PCF for Security Clerical + Assistance Series, GS-0086, TS-82, 12/87; OPM GLG for Clerical + Assistance Work, TS-998, 06/89

c Typed Name and Title of Official Taking Action James M. Patisson, HR Specialist (Classification)	Date 9-16-09
Signature <i>James M. Patisson</i>	

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

24. Remarks
This position is rated Low Risk for Public Trust positions. CAREER Ladder to PDA 60041-O

**STATEMENT OF DIFFERENCE
SECURITY ASSISTANT
GS-086-5
PD #60046-0**

This position is located in Human Resources Management Service, Boise VA Medical Center, Boise, ID. The incumbent of this position serves as the Boise VAMC PIV and e-QIP Assistant, a PIV Sponsor, and a PIV Registrar. The roles of the PIV Sponsor and Registrar are mutually exclusive; accordingly, the incumbent can hold more than one of these roles in the identity proofing and registration process for a single applicant or for card re-issuance procedures for an existing Card Holder. The primary duties are to perform assistant tasks in support of established personnel security programs including PIV and e-Q1P.

The subject position is established to perform developmental assignments similar to the duties contained in the full performance position of Security Assistant GS-086-6, PD #60041-A. The required knowledge, skills, and abilities are adequately obtained through the satisfactory performance of progressively more difficult assignments that are essentially and substantially identical duties and responsibilities in nature as described in the full performance position description. However, assignments are limited in scope and depth and less complex.

SUPERVISORY CONTROLS:

The supervisor provides work instructions, scope of work assignments and results expected. The supervisor provides advice on new, unusual or controversial work situations; deviations from standard assignments, new procedures and non-recurring work assignments. The incumbent independently accomplishes recurring work within established procedures or work instructions. Routine assignments are periodically checked for adequacy. New or unusual assignments, and/or expected results. Supervisory controls will be relaxed as the incumbent gains familiarity with the scope of the work and demonstrates the ability to perform some work and other assignments independently.

OTHER SIGNIFICANT FACTS

All other factors of the position remain essentially the same. The incumbent will be promoted to the full performance level of GS-086-6 without further competition upon successful completion of administrative, statutory requirements, and minimum qualification requirements, demonstrated satisfactory job performance, and certification from the supervisor that all requirements have been met.