

HRMS COPY

1. Position Description (Please Read Instructions on the Back)
Description for Submission
 New
 Other
Establishment (Show any positions replaced)

3. Service
 Hdqtrs Field

4. Employing Office Location
VAMC Phoenix, AZ

5. Duty Station
Phoenix, AZ

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Employment and Financial

9. Subject to IA Action
 Yes No

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

12. Sensitivity
 1-Non-Sensitiv 3-Critical
 2-Noncrit 4-Special

13. Competitive Level Code
X01
14. Agency Use

15. Classified/Graded by
a. U.S. Office of Personnel Management
b. Department, Agency or Establishment
c. Second Level Review
d. First Level Review
e. Recommended by Supervisor or Initiating Office

Official Title of Position
SECURITY ASSISTANT
Police Assistant

Pay Plan	Occupational	Gra	Initial	Date
GS	086	5	ds	4/7/03
GS	086	6		

17. Name of Employee (if vacant, specify)
Carr, Head, Jackson, Potts
Rodriguez

16. Organization Title of Position (If different from the official title)
Police Assistant
18. Department, Agency, or Establishment
Department of Veterans Affairs
a. First Subdivision
VHA
b. Second Subdivision
VAMC Phoenix, AZ

c. Third Subdivision
Office of the Director
d. Fourth Subdivision
Police Service
e. Fifth Subdivision

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate description of the major duties and responsibilities of my position.
a. Type Name and Title of Immediate Supervisor
JAMES A. FOSTER, JR., Asst. Administrator, Police Service
Signature: James A. Foster
Date: 3/25/03

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
PAUL H. WESLEY, FACHE, Associate Director
Signature: Paul H. Wesley
Date: 3/25/03

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.
Typed Name and Title of Official Taking Action
DEBRA SCHULZ, HR SPECIALIST
Signature: Debra Schulz
Date: 4/7/03

22. Position Classification Standards Used in Classifying/Grading Position
PCS for SECURITY CLERICAL + ASSISTANCE
SERIES 69-0086, TS-82, 12/87, GLG for
CLERICAL + ASSISTANCE WORK TS-91
Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position is and corrected by the agency or the U.S. Office of Personnel Management. FLSA, is available from the personnel office, and complaints on exemption Management.

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

24. Remarks

Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION

Police Assistant, GS-0086-4

Position Number:

Organizational Code:

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

INTRODUCTION

Organizational Location: The Police Service, Office of the Director, Carl T. Hayden VA Medical Center, Phoenix, Arizona.

Primary Purpose: To provide administrative and clerical support to the VA Police Service office.

MAJOR DUTIES

Security & Enforcement

Controls access of personnel to VA Medical Center buildings/property. Controls personnel access by monitoring the identification of individuals entering controlled areas. Refers persons who lack proper credentials to a control point to arrange access. Performs work related to the collection, organization, and/or tracking of information in support of the security and enforcement program. Assists VA Police Officers in determining compliance status of security sites for use in inspection and enforcement targeting, identifying potential violators, organizing and indexing site security information, such as incident reports, equipment reports, or other data.

General Security Program Support

Performs or monitors standardized aspects of established security program operations such as establishing and maintaining security records or operating an established pass and identification system. Provides information to employees and public concerning ticketing information and furnishes traffic directors. Processes Courtesy Violation notices in accordance with established policy. Establishes proper tracking of parking/traffic violators. Establishes and maintains physical files of parking/traffic violators. Maintains records about security items, such as required clearance levels for local projects, program, or organizations; individual employee clearance and related security records; and other security records needed by VA Police responsible for the facility's personnel security program. Reviews specific factual items or conditions on a physical security survey such as whether alarms are active, 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.

Monitors Operation of Communication/Security & Related Electronic Equipment

Monitors and directs response to security and life safety communications, radio dispatching, telephone, and other emergency communication circuits. Monitors the operation of all communication/security and related electronic equipment. Receives and compiles information from various sources related to police and emergency incidents, taking appropriate action regarding intrusion, duress, and alarms. Directs response and/or modifies responsible personnel depending on the type of incident or request. Operates a variety of communications and security equipment, such as computers, multi-frequency radios, multi-line telephone system, and other related equipment. Compiles and prepares reports related to events occurring in the operation of the police control center for dissemination of the completed products to various management officials. Makes contact with various local, state and federal law enforcement officials for coordination of emergency situations. Responsible for the orderly flow of communications between the police control center, Assistant Administrator, Police Service, and VA Police Officers of the everyday functions of the police activity. Maintains accurate radio/alarm activity records/logs to include dates, times, and results of communications and activities and types completed reports.

Incumbent may be required to work scheduled and unscheduled overtime and rotating shifts as required to maintain consistency and full coverage.

Performs other related duties as assigned.

Factor 1 Knowledge Required by the Position

Knowledge of criminal law, constitutional and civil rights of all persons, local, state, and federal court procedures; fire or other threats to the public safety, individuals and suspects based on gathered facts; of regulations of the Police Service and the Medical Center. The proper procedure for conducting long and short term investigations. Must be knowledgeable and capable of working with a variety of outside agencies in developing various facts and evidence cases for Police Officers. Incumbent must know how to obtain and execute both search and arrest warrants to assist the Police Officers in the performance of their duties.

Skill is required in the use of both stationary and portable communication equipment, in monitoring communication/security and related electronic equipment, intrusion alarm monitors, and follow-up procedures to prevent injury to individuals. Knowledge of record keeping journalization of all incidents occurring on a particular shift, chain of custody for both evidence and items procured for safekeeping. Incumbent must know report procedures in accordance with the current accepted formats and types of reports within the VA and this medical center.

Knowledge of vehicle codes and parking regulations is required as well as current procedure for the issuance of both courtesy and District Court violation notices.

Incumbent must be knowledgeable of standard clerical assignments and resolve recurring problems. Work requires, in addition to general administrative and/or clerical skills practical knowledge of specific police objectives, programs, methods, and procedures, and skill in carrying out support tasks related to police administration.

Factor 2 Supervisory Controls

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitation, 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

Incumbent follows procedural instructions in a variety of legal and administrative conditions, such as Federal and local laws, rules and regulations, rights of citizens and others, procedures for issuing citations, court procedures for arresting officers, complainants or witnesses, standard operating procedures of the Service, Guide to Security and Law Enforcement Program and other procedures that define the work and how it is to be performed. Although guidelines and procedures have been established for routine and emergency instances, the incumbent must evaluate the situation and utilize good judgment act in a manner, which considers the interest of public safety as the paramount concern. The incumbent, unless prevented by an emergency, will refer any significant deviation from existing guidelines to the supervisor.

The incumbent uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The incumbent analyzes results and recommended changes. The incumbent will perform limited independent duties in carrying out prescribed security support processes and/or assist VA Police officers by performing security duties that are usually well defined in terms of who, what, where, 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 be 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

Incumbent will be contacted frequently by telephone and in person, by patients and visitors seeking information and guidance. The personal contacts are with employees in the same agency but outside the immediate organization. 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 facility. Incumbent may frequently encounter uncooperative individuals who are reluctant or unable to accept the Police Officer's authority. This may include unruly, disoriented or hostile patients, unstable substance abuse patients, or other types of persons who act in an obstinate or violent manner.

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. Contacts with outside agencies are to secure or provide information, which may assist in effective crime prevention or law enforcement techniques. Contacts with the general public will also be for the development of information and leads towards the identity of persons who have violated the law.

Factor 8 Physical Demands

The work is sedentary. Typically the employee sits 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.

Other Significant Facts

Customer Service

Meets the needs of customers while supporting the Medical Center and Service missions. Consistently communicates and treats customers (patients, visitors, volunteers, and all Medical Center 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.

Age Related

Provides care and/or services appropriate to the age of the patients being served. Assesses data reflective of the patient's status and interpret the information needed to identify each patient's requirements relative to their age-specific needs and to provide care needed as described in the services' policies and procedures.

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. 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.

Computer

Uses MS Word or comparable word processing software to execute several office automation functions such as storing and retrieving electronic documents and files; activating printers; inserting and deleting text; formatting letters, reports and memoranda; and transmitting and receiving e-mail.

Uses MS Excel or other comparable spreadsheet software to develop and change spreadsheets in order to graphically display data.

Uses the Veterans Health Information and Technology Architecture (VistA) to access information in the Medical Center computer system.

POSITION EVALUATION STATEMENT

Factor Evaluation System

NATURE OF PROPOSED ACTION

UPGRADE

POSITION NO.

CLASSIFICATION TITLE

SCHED. SERIES GRADE

Security Assistant

GS 086 5

ORGANIZATIONAL TITLE

NO. POSITIONS

Police Assistant

5

ORGANIZATION

Carl T. Hayden VA Medical Center

SUBDIVISION

Office of the Director

LOCATION

Police Service

EVALUATION FACTORS

POINTS ASSIGNED

STANDARD USED
(Give Benchmark No.,
Factor Level No., etc.)

COMMENTS

1. KNOWLEDGE REQUIRED BY THE POSITION

1-3

350

2. SUPERVISORY CONTROLS

2-2

125

3. GUIDELINES

3-3

275

4. COMPLEXITY

4-3

150

5. SCOPE AND EFFECT

5-2

75

6. PERSONAL CONTACTS

6-2

25

7. PURPOSE OF CONTACTS

7-1

20

PHYSICAL DEMANDS

8-1

5

9. WORK ENVIRONMENT

9-1

5

SUMMARY

TOTAL POINTS

1030

GRADE CONVERSION

GS-5

Point conversion for GS-5—855-1100

REMARKS (As appropriate, desk audit findings or other considerations not previously documented which affect final grade.)

The position is determined to be in the Security Clerical and Assistance Series, GS-086, since the primary duties are to perform clerical and assistant tasks in support of established security programs. The authorized title of the position is Security Assistant.

The knowledge required by the position under Factor Level 1 was determined to be at the 1-3 level for a total of 350 points. The nature of the assignment as evaluated under the Grade Level Guide for Clerical and Assistance work was determined to meet the criteria of performing standard and non-standard assignments involving different and unrelated processes or methods of varying sequence. The work does require extensive knowledge of rules, operations, or business practices. It does not fully meet the criteria required to be classified at the 1-4 level.

The remaining factor levels were classified as submitted and were not found to be grade determining.

CONCUR

DATE

EVALUATED BY

DATE

Debra Doff

4/7/03

TITLE AND/OR ORGANIZATIONAL LOCATION

TITLE

HR SPECIALIST



STATION NUMBER/ORGANIZATION

4/Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

POSITION DESCRIPTION NUMBER (PD #)

Security Assistant, GS-086-05

4042A

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	3
2.	Fiduciary Responsibility	1
3.	Importance to Program	1
4.	Program Authority	1
5.	Supervision Received	1
6.	Total Risk Points (Sum of Lines 1-5) ▶	7

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

DATE (MM/DD/YYYY)

10/12/06