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

S0420A = GS

2. Reason for Submission: [X] Reclassification [ ] New [ ] Reestablishment [ ] Other

Explanation *(Show any positions replaced)*

3. Service: [X] Hqtrs. [ ] Field

4. Employing Office Location: Washington, DC

5. Duty Station: Various

6. OPM Certification No.: S0423A = GG

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1—Non-Sensitive [ ] 3—Critical Sensitive [ ] 2—Noncritical Sensitive [ ] 4—Special Sensitive

13. Competitive Level Code: 0035

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Intelligence Research Specialist	GS	0132	11	MRM	
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*: Intelligence Research Specialist

17. Name of Employee *(if vacant, specify)*:

18. Department, Agency, or Establishment: Department of Homeland Security

a. First Subdivision:

b. Second Subdivision:

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. Typed Name and Title of Immediate Supervisor:

Signature: Date:

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*: John C. Varrone, Assistant Commissioner Office of Investigations

Signature: John C. Varrone Date: 9-11-00

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: Malachi E. Moore, Position Classification Specialist

Signature: Date: 8/1/1

22. Position Classification Standards Used in Classifying/Grading Position: Intelligence Series, GS-0132 TS-28 June 1960, TS-27 April 1960

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.

23. Position Review	Initials	Date	Initials	Date
a. Employee *(optional)*				
b. Supervisor				
c. Classifier	cw	1/6/15		

Immediate review required per request of Deputy,HROPP
NO EXCEPTIONS
ALL REVIEWS MUST BE COMPLETED PRIOR CALENDAR YEAR END 2014. REVIEW IS BEING CONDUCTED TO ENSURE COMPLIANCE W/OPM STANDARDS.

24. Remarks

This is a career ladder developmental position. This position don't use discretion and independence judgment with respect to matters of significance. The work of this position do not meet the Administrative Exemption criteria.

REVISED 1-14-05

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

INTELLIGENCE RESEARCH SPECIALIST
GS-132 11

STATEMENT OF DIFFERENCE

INTRODUCTION

This position located in a Department of Homeland Security (DHS) Facility. The incumbent of this position serves as an expert and engages in developing sources of information for intelligence collection for projecting data for estimate of future situations, developing trends, patterns, profiles estimates, studies and tactical data.

Major Duties

This position is established to provide greater flexibility in recruitment Duties and responsibilities are substantially similar to Position Description #S0421A except that the Incumbent is fulfilling OPM qualification requirements for potential promotion to the target position. While occupying this position the Incumbent will become sufficiently familiar with the programs of the organization and their relationships with other organizations to satisfactorily perfonnthe full range of duties of position description # S0421A under the level of supervisory control described in the target position. More restrictive controls on the authority of the position and more intense review of the incumbents completed work may apply during this developmental period at the discretion of the supervisor.

100%

Perform all other duties as assigned.

NATURE AND SCOPE OF THE ASSIGNMENT

Prepare basic-descriptive and current-reportorial intelligence reports, collection manuals, and instructions to field collectors in their assigned area. Evaluate incoming reports and information. They arrange for and participate in the briefing and debriefing of attaches and others returning from, or undertaking, foreign travel, assuring that all interested parties are represented and that all essential points are covered

INDEPENDENCE OF OPERATION AND JUDGMENT

Receive special assignments and policy guidance from the supervisor. Assistance is received in conferences during which the supervisor outlines assignments and objectives, suggests lines of approach, and identifies potential elements of difficulty. Contributions to major projects are reviewed for conformance to format, coherence and consistency, soundness of treatment and interpretation, and fulfillment of the requirements for which the project was instituted.

PERSONAL WORK CONTACTS

employees maintain contacts with their counterparts in other intelligence organizations to keep abreast of current developments, to resolve problems, to eliminate duplication, and to provide free flow of information on matters of intelligence interest.

The work at this level is not the major official channel of communication between the organizations but is responsible for effective presentation of each organization's needs to establish harmonious working relations with their counterparts.

NATURE AND SCOPE OF COMMITMENTS

When representing their areas of responsibility on committees, conferences, and at meetings, employees are usually empowered to make agreements and commitments in accordance with previously received instructions, which are binding, within the scope of their own assignments.

SKILLS AND KNOWLEDGE REQUIRED

Thorough knowledge of their subject matter and a working knowledge of conference, briefing, and interpretive techniques; for the intelligence operations specialist, a complete knowledge of specialized intelligence, collection, and dissemination techniques and sources, and the ability to produce instructions and manuals with a minimum of direction; and for the intelligence research specialist the ability to analyze and evaluate raw data in his geographical or functional area in order to produce finished intelligence reports under general supervision.

FINAL CLASSIFICATION: GS-0132-11
FLSA DETERMINATION: Non-Exempted

SEL: SF B M 4 TABLE MAINTENANCE FUNCTIONS PRD CPD49202 CMD49204
PF QUERY POSITION CONTROL 010615 08:58

MASTER RECORD NO: S0420A
PAY PLAN: GS
OCCUPATIONAL FUNCTION CODE: ____
OFFICIAL TITLE: INTELL RES SPECLST
HEADQUARTERS/FIELD INDICATOR: 2
CLASSIFICATION STANDARD CODE: X
DATE CLASSIFIED: 080101
INACTIVE/ACTIVE: A
DATE INACTIVE/REACTIVE:
PATCO: A

GRADE: 11
OCCUPATIONAL SERIES: 0132
OFFICIAL TITLE CODE: Z0002

SUPERVISORY CODE: 8
INTERDISCIPLINARY CODE: N
EARLY RETIREMENT CODE: _
DATE ABOLISHED:
AGENCY USE: _____
PROFESSIONAL CATEGORY: _

ADDITIONAL FIELDS FOR INDIVIDUAL RECORD:
FLSA: N
POSITION SENSITIVITY: 3C
COMPETITIVE LEVEL: XXXX
BARGAINING UNIT STATUS: 8888

FINANCIAL DISCLOSURE REQUIRED: 4
DRUG TEST REQUIRED: Y
TARGET GRADE: 11

REQUESTED RECORDS HAVE BEEN DISPLAYED
PF5-CLEAR 7-PREVIOUS 8-NEXT 9-SUBMENU
10-MAIN MENU 11-ASDM 12-LOGOFF 14-TBL TOGGLE ENTER-PROCESS

SEL: SF B M 4 TABLE MAINTENANCE FUNCTIONS PRD CPD49202 CMD49204
PF QUERY POSITION CONTROL 010615 08:59

MASTER RECORD NO: S0421A
PAY PLAN: GS
OCCUPATIONAL FUNCTION CODE: ____
OFFICIAL TITLE: INTELL RES SPECLST
HEADQUARTERS/FIELD INDICATOR: 2
CLASSIFICATION STANDARD CODE: X
DATE CLASSIFIED: 080101
INACTIVE/ACTIVE: A
DATE INACTIVE/REACTIVE:
PATCO: A

GRADE: 12
OCCUPATIONAL SERIES: 0132
OFFICIAL TITLE CODE: Z0002

SUPERVISORY CODE: 8
INTERDISCIPLINARY CODE: N
EARLY RETIREMENT CODE: _
DATE ABOLISHED:
AGENCY USE: _____
PROFESSIONAL CATEGORY: _

ADDITIONAL FIELDS FOR INDIVIDUAL RECORD:
FLSA: E
POSITION SENSITIVITY: 3C
COMPETITIVE LEVEL: XXXX
BARGAINING UNIT STATUS: 8888

FINANCIAL DISCLOSURE REQUIRED: 4
DRUG TEST REQUIRED: Y
TARGET GRADE: 12

REQUESTED RECORDS HAVE BEEN DISPLAYED
PF5-CLEAR 7-PREVIOUS 8-NEXT 9-SUBMENU
10-MAIN MENU 11-ASDM 12-LOGOFF 14-TBL TOGGLE ENTER-PROCESS

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

FLSA DESIGNATION FORM

ATTACHMENT 2: Title 5 C.F.R. 551 Evaluation Guideline

Master Record Number: A0420A	**FINAL FLSA DETERMINATION** ☐ **EXEMPT** ☒ **NONEXEMPT**
Title/Pay Plan/Series/Grade: Intelligence Research Specialist, GS-11	
Organization (Program Office/Division, Branch): DHS/OFO	

SPECIAL INSTRUCTIONS FOR THIS FORM:

- This worksheet **must** be used in conjunction with FLSA guidance in 5 C.F.R. § 551 in making FLSA designations on Federal position descriptions .
- For each exemption category, **check boxes that apply**. If sufficient criteria are checked, mark the corresponding box in the upper left-hand corner for that exemption.

☐ 5.1a. **EXECUTIVE EXEMPTION (5 C.F.R. § 551.205)**

An employee whose primary duty is managing an organizational unit, and who meets **both** of the conditions below.

☐ A. Customarily and regularly directs the work of two or more employees. *(Customarily and regularly means more than occasional, but may mean less than all the time.)* **and**

☐ B. Has authority to hire or fire other employees **or** whose suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees, are given particular weight by higher-level management. To have particular weight, these suggestions and recommendations must be an expected and frequent part of the employee's job upon which higher-level management must frequently rely.

☐ 5.1b. **ADMINISTRATIVE EXEMPTION (5 C.F.R. § 551.206)**

An employee whose primary duty meets **A, B, and C** below.

☒ A. The work is office or non-manual in nature **and**

☐ B. The work is directly related to the management or general business operations of the office or its customers *(rather than "production" functions)* **and**

☐ C. The work includes the exercise of discretion and independent judgment with respect to **matters of significance**. Check the box by the appropriate statement(s) below to determine if **C** is met. **One or more must be checked to meet C**.

- ☐ 1. Has authority to formulate, affect, interpret, implement management policies or operating practices;
- ☐ 2. Carries out major assignments in conducting the operations of the organization;
- ☐ 3. Performs work that affects the organization's operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the organization;
- ☐ 4. Has authority to commit the employer in matters that have significant financial impact;
- ☐ 5. Has authority to waive or deviate from established policies and procedures without prior approval;
- ☐ 6. Has authority to negotiate and bind the organization on significant matters;
- ☐ 7. Provides consultation or expert advice to management;
- ☐ 8. Is involved in planning long or short-term organizational objectives;
- ☐ 9. Investigates and resolves matters of significance on behalf of management;
- ☐ 10. Represents the organization in handling complaints, arbitrating disputes, or resolving grievances;
- ☐ 11. Provides a representative duty or responsibility of the position that matches or is equivalent to those provided in the checked block(s) above.

☐ 5.1c. **PROFESSIONAL EXEMPTION (5 C.F.R. § 551.207) AND LEARNED PROFESSIONAL EXEMPTION (5 C.F.R. § 551.208)**

5.1c.(1) **LEARNED PROFESSIONAL EXEMPTION (5 C.F.R. § 551.207)**

An employee whose primary duty is work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized, intellectual instruction. In general, to meet the "learned professional" definition, the employee must do work that is mostly intellectual and requires the consistent exercise of discretion and judgment (not routine mental, manual, mechanical, or physical work). The employee must use the advanced knowledge to analyze, interpret, or make deductions from varying facts or circumstances. Advanced knowledge cannot be obtained at the high school level.

☐ 5.1c(2). **CREATIVE PROFESSIONAL EXEMPTION (5 C.F.R. § 551.209)**

An employee whose **primary duty** is the performance of work requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor rather than routine mental, manual, mechanical, or physical work. This requirement is generally met by actors, writers, musicians, composers, conductors, and soloists as well as painters who at most are given the subject matter of their work and writers who choose their own subjects and hand in a finished piece of work to their employers.

☐ 5.1c(3). **COMPUTER EMPLOYEE EXEMPTION (5 C.F.R. § 551.210)**

An employee whose earnings are $27.63 per hour ($57,663 per year) or more **and** whose primary duties consist of one or more of the following:

- ☐ A. The application of systems-analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; **and/or**
- ☐ B. The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; **and/or**
- ☐ C. The design, documentation, testing, creation, or modification of computer programs related to machine-operating systems; **and/or**
- ☐ D. A combination of the aforementioned duties, the performance of which requires the same level of skills.

☐ 6. **EMPLOYEE - SPECIFIC EXEMPTION (5 C.F.R. § 551.212 THROUGH 5 C.F.R. § 551.216)**

An employee who:

- ☐ A. Serves on a foreign assignment located outside the U.S. and its territories as defined in 5 C.F.R. § 551.212; **and**
  - ☐ 1. The employee is permanently stationed in an exempt area and spends all hours of work in a given work week in one or more exempt areas; **or**
  - ☐ 2. The employee is not permanently stationed in an exempt area, but spends all hours of work in a given work week in one or more exempt areas.

ADDITIONAL COMMENTS / EXPLANATORY INFORMATION:

This is a career ladder development position. The employee don't to use discretion and independent judgment with respect to matters of significance. The work of the position do not meet the Administrative Exemption criteria.

Add additional pages as needed.

OFFICIAL MAKING FLSA DETERMINATION *(REQUIRED)*

HRM: HROPP	OCC:
Print/Type Name: Calvin Wilson	Print/Type Name:
Date: 01/06/2015	Date:

OCC Remarks: