

POSITION DESCRIPTION (Please Read Instructions on the Back)

S0422a

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|---|--|--|--|---|--|--|--|---|--|
| 2. Reason for Submission <input checked="" type="checkbox"/> Reassignment <input type="checkbox"/> New <input type="checkbox"/> Reassignment <input type="checkbox"/> Other Expansion (Show any positions replaced) | | 3. Service <input type="checkbox"/> Home <input type="checkbox"/> Flat | | 4. Employee Title Location Washington, DC | | 5. Duty Station Various | | 6. Civil Control No. S0427A, GS | |
| 7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | | 8. Veterans Benefits Required <input type="checkbox"/> Yes <input type="checkbox"/> No | | 9. Position Grade <input checked="" type="checkbox"/> GS (Gen.) <input type="checkbox"/> SES (SR) | | 10. Position ID <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Other | | 11. Membership <input type="checkbox"/> 1-Non-Exempt <input type="checkbox"/> 2-Other | |
| 12. Organizational Title of Position (If different from official title) Intelligence Research Specialist | | 13. Name of Employee (If vacant, specify) | | 14. Department, Agency or Establishment Department of Homeland Security | | 15. Third Subdivision | | 16. Agency Use 8888 | |

| 14. U.S. Office of Personnel Management | 15. Department, Agency or Establishment | 16. Pay Plan | 17. Occupational Code | 18. Grade | 19. Initials | 20. Date |
|---|---|--------------|-----------------------|-----------|--------------|----------|
| | Intelligence Research Specialist | GS | 0132 | 13 | | 11/05 |
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13. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

14. Department, Agency, or Establishment
 Department of Homeland Security

15. Third Subdivision

16. Fourth Subdivision

17. Fifth Subdivision

Signature of Employee (optional)

18. Employee 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.

19. Typed Name and Title of Immediate Supervisor
 John C. Varrore, Assistant Commissioner
 Office of Investigations

20. Typed Name and Title of Higher-Level Supervisor (optional)
 John C. Varrore, Assistant Commissioner
 Office of Investigations

Signature _____ **Date** _____

Signature *John C. Varrore* **Date** 9-11-05

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance 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

Typed Name and Title of Official Taking Action
 Malachi E. Moore
 Position Classification Specialist

Signature _____ **Date** 8/1/05

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 | Initials | Date | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) | | | | | | | | |
| b. Supervisor | | | | | | | | |
| c. Classifier | | | | | | | | |

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.

Revised: 10/21/05

INTELLIGENCE RESEARCH SPECIALIST
GS-132-13

INTRODUCTION

This position is located in a Department of Homeland Security (DHS) facility. This position is of sensitive nature and the incumbent may be exposed to highly confidential information and programs of any organizational entity of assignments. This classified information and programs of any organizational entity assignment. This position description may be used to fill similar positions in DHS Headquarters or in any of its subordinate activities.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent of this position will serve as a Senior Intelligence Research Analyst responsible for the application of a full range of analytical knowledge, skills, and abilities in compiling data into finished-draft analyses and reports. Work is assigned in terms of general objectives and is performed with minimal supervisory guidance and without specific instructions.

Duties of this position involve performing a wide range of functions at the highest level of difficulty and complexity to include project-monitoring services in specified or interrelated geographical and functional areas. Duties may range from planning, evaluation, discussion, testing and validation of intelligence reports, plans, guides and/or manuals.

The work also involves: performing analytical tasks of the highest level of difficulty. Provides authoritative analytic direction and project-monitoring services specified in interrelated geographical and functional areas; collecting, evaluating, analyzing and abstracting data from specific sources, and compiling the data into finished analyses and reports; and formulating appropriate actions with regard to problem areas, technical or administrative procedures, and policy recommendations.

Responsible for conducting studies and preparing staff reports, delivering briefing to managers to encourage understanding and acceptance of findings and recommendations, developing and recommending methods to solving analytical problems.

Incumbent is responsible for: developing intelligence collection plans which support specific programs and activities, including the most complex and most difficult assignments; collecting intelligence information to support specific short or long range planning, programs and activities; selecting the proper methods of dissemination for intelligence products; and disseminating intelligence products.

Also engage in research and analysis for developing and publishing intelligence products.

Participates in or leads inter-agency committees as a representative of DHS and may be empowered to make agreements and commitments in accordance with previously received instructions. Participates in liaison activities and meetings within and outside the office. Serve as liaison representative and serve on local, national or international committees, and represents the organization with contractors. Initiates and maintains useful contacts with counterparts and colleagues throughout the intelligence and law enforcement community.

Reviews, processes and evaluates intelligence information from a variety of sources, using creative methodology for unusual problems which do not appear to be susceptible to treatment by accepted methods. Assumes primary responsibility for the completion of long-range and broad-scope analytic projects and enforcement estimates. Participates in reviewing and evaluating the collection process.

Participates in and/or develops intelligence collection plans and devises new concepts, guides, and methodologies in solving unprecedented problems and develops experimental approaches and solutions. Relates intelligence needs and interests to intelligence community agencies and/or law enforcement agencies.

Participates in the development of research programs and review and evaluate the results of these programs until they are fully operational. Also may engage in the development of new concepts, guides, and methodologies in the solution of unprecedented problems and develop experimental approaches and solutions.

Performs other related duties as deemed necessary by senior level management officials.

EVALUATION FACTORS

Knowledge Required by the Position Level 1-8-1550 Points

Work requires:

- a comprehensive knowledge of the operation for the entire DHS intelligence program and its relationship to the national intelligence activities;**
- a comprehensive knowledge of intelligence techniques and methods and a broad understanding of different people and areas in estimating and forecasting future situations;**
- a comprehensive knowledge of Federal laws and regulations relating to the enforcement mission of DHS.**
- knowledge of DHS Intelligence Directives and internal procedures;**

-knowledge of and ability to use the various methods of communication to convey information, facts, and reports;

-a broad knowledge of Foreign operations to estimate and project agency activities and appropriate DHS responses.

-a broad knowledge and understanding of the political, geographic, social, cultural or economic affairs, which affect national security issues of people and areas under study.

-knowledge of the workings of the intelligence community and a working knowledge of the subject matter field;

-ability to lead collection and research projects and an ability to apply facts and estimates derived from numerous sources to a variety of problems having different technical aspects.

-ability to communicate effectively, both orally and in writing, and an ability to apply facts and data to DHS requirements; and .ability to extrapolate and estimate from existing intelligence data, e.g., Lexis Nexis, Quanta, TECS II, ACS, Foreign Broadcast data, etc.

Supervisory Controls

Level 2-4, 450 points

The incumbent is under the direction and supervision of a Supervisory Intelligence Research Specialist or a management designated individual who sets the overall objectives and resources available. The incumbent and supervisor in consultation, develop deadlines, projects, and work to be performed.

The incumbent is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, and interpreting policy on own initiative. The incumbent also determines the approach to be taken and the methodology to be used

Completed work is reviewed from an overall standpoint in terms of meeting expected results and requirements, effectiveness, methodology and approach

Guidelines

Level 3-4-450 Points

Guidelines consist of DHS Directives, Issuances regulations, laws, policy statement and other intelligence related guidelines.

The incumbent must use judgment and ingenuity and resourcefulness in interpreting the intent, and/or deviating from traditional research methods or trends and to develop new methods, criteria and/or purpose of new policy.

Complexity

Level 4-5-325 Points

The work includes varied duties requiring many different and unrelated processes and methods. The incumbent is required to research, analyze, assimilate, evaluate, coordinate, and disseminate intelligence information relating to the specific area of assignment or subject matter. Incumbent must be able to identify problems or potential difficulties and decide on corrections to on-going projects. Incumbent must also have exacting attention to detail, accuracy, thoroughness of review and a sound interpretation of findings.

Decisions regarding what needs to be done include major areas uncertainties in approach and require a high degree of accuracy and ability to shift priorities routinely in order to complete finished intelligence in the time frame allotted.

The working requires originating new techniques, establishing new theories and/or developing new information.

Scope and Effect

Level 5-5, 325 points

The purpose of work is to provide various analytical, strategic, tactical and operational efforts in support of intelligence to management officials of DHS. The working and information provided affects the work and range of decisions concerning DHS operations, as well as, impact on technical decisions rendered by members of management and organizational experts in subordinate field activities.

Personal Contacts

Level 6-3-60 Points

The purpose of contacts is to establish a working relationship with users and to exchange information concerning basic and vital intelligence information of concern to other agencies, organizations and within the unit.

Purpose of Contacts

Level 7-3-120 Points

The purpose of contacts is to persuade program officials, exchange information for exchanging basic and vital intelligence of concern to other agencies, organizations and within the unit.

Physical Demands

Level 8-1-5 Points

The work is sedentary. Typically, the employee sits comfortably to perform the work. Incumbent may be required to travel abroad.

Work Environment

Level 9-1-5 Points

The work is primarily in a office setting

OTHER SIGNIFICANT FACTORS

This position requires a Security Clearance (Top Secret, Secret or SCI)

Overtime work may be required to meet mission objectives

Language proficiency may be required in certain location

Investigate

Position Designation Record

| | |
|---------------------------|--|
| Agency | Department of Homeland Security (Component: Customs and Border Protection) |
| Position Title | Intelligence Research Specialist |
| Series and Grade/Pay | GS-0132-13 |
| Band | |
| Position Description | S0422a |
| Number | |
| Designator's Name & Title | Henrique Barreto, HR Specialist (Classification) |

National Duties

Requires eligibility for access to classified information

Homeland security and duties involving protecting the nation's borders, ports, critical infrastructure or key resources

Degree of Potential for Compromise or Damage

- Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs) (SAP)

- One or more of the following when there is the potential to cause inestimable damage to national security:
- Independent responsibility for, and the ability to act without detection to compromise or exploit, the protection, control, and safety of the nation's borders and ports, immigration or customs control or policies
 - Independent responsibility for protecting CIKR against acts of terrorism, espionage, or foreign aggression

National Duties**Degree of Potential for Compromise or Damage**

Developing plans or policies related to national defense or military operations

- Independent responsibility for life-critical/mission-critical systems
- Independent responsibility for, and the ability to act independently without detection to compromise or exploit, the design, installation, operation, or maintenance of CIKR systems or programs

Planning or conducting intelligence or counterintelligence activities, counterterrorism activities or related activities concerned with the preservation of the military strength of the United States

- Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs (SAP)

One or more of the following when there is the potential to cause inestimable damage to national security:

- Knowledge of, planning for, or participation in significant and important activities related to intelligence, counterintelligence, or counterterrorism – with complete authority or freedom to act independently
- Identification, disruption, or neutralization of, or protection against, hostile intelligence or terrorist activities – with complete authority or freedom to act independently
- Activities are critical and extremely important to the preservation of the military strength of the United States

Investigative or adjudicative duties related to national security, suitability, fitness or identity credentialing

One or more of the following when there is the potential to cause inestimable damage to national security:

- Investigative duties (includes conducting counter-intelligence or background

National Duties**Degree of Potential for Compromise or Damage**

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| | <p>investigations or handling <u>completed</u> investigations classified at the SCI level)</p> <ul style="list-style-type: none"> • National security adjudicative determinations, or granting personnel security clearance eligibility, or making other adjudicative determinations (such as suitability, fitness, or credentialing determinations) for positions at the special-sensitive level • Duty on personnel security boards for SCI eligibility determinations |
| <p>Duties related to criminal justice or law enforcement</p> | <p>One or more of the following where the incumbent's neglect, action or inaction could cause inestimable damage to national security:</p> <ul style="list-style-type: none"> • Independent responsibility for coordinating and/or conducting criminal investigations concerning highly sensitive matters • Independent responsibility for criminal justice or law enforcement activities |
| <p>Conducts internal or external investigations, inquiries or audits of the functions listed here in Step 1</p> | <ul style="list-style-type: none"> • Conducts internal and/or external investigations, inquiries, or audits related to national security matters where neglect, action or inaction could cause inestimable damage to national security |
| <p>Unclassified information (e.g. private, controlled unclassified, or proprietary information)</p> | <ul style="list-style-type: none"> • Unlimited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information when there is the potential to cause inestimable damage to national security |

Investigation**Form Required**

