

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

80418A = GS

<b>2. Reason for Submission</b> <input checked="" type="checkbox"/> Reassignment <input type="checkbox"/> New <input type="checkbox"/> Hours <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Extension (Show any positions replaced)		<b>4. Employing Office Location</b> Washington, DC		<b>5. Duty Station</b> Various		<b>6. OPM Certification No.</b> S0415A = GG	
<b>7. Fair Labor Standards Act</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		<b>8. Financial Statements Required</b> <input type="checkbox"/> System Personnel <input type="checkbox"/> Equipment and <input type="checkbox"/> Financial Services		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>12. Competing Level Code</b> 0033	
<b>10. Position Status</b> <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		<b>11. Position for</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Teacher		<b>12. Meritability</b> <input type="checkbox"/> 1-Non Season <input type="checkbox"/> 3-Cross Season <input type="checkbox"/> 2-Nonseasonal Season <input type="checkbox"/> 4-Season Season		<b>14. Agency Use</b> 2882	

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	<b>Intelligence Research Specialist</b>	GS	0132	7	JAJ	
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Issuing Office						

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

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

<b>18. Department, Agency, or Establishment</b> Department of Homeland Security	<b>c. Third Subdivision</b>
<b>a. First Subdivision</b>	<b>d. Fourth Subdivision</b>
<b>b. Second Subdivision</b>	<b>e. Fifth Subdivision</b>

**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**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: *J.C. Varrons* 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.

**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 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				

**24. Remarks**

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**  
 1-14-05

**INTELLIGENCE RESEARCH SPECIALIST  
GS-132-7**

**I. INTRODUCTION**

This position is 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 and /or estimation of future situations, developing trends, patterns, profiles, estimates, studies and tactical data.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

1. Assignments of this position involve the application of knowledge acquired through training, on-the-job training and exposure to various segments of projects as an assistant to specialists of a higher grade. Assignments at this grade require progressively greater knowledge of a subject-matter in intelligence gathering than at the lower level. The incumbent is responsible for assisting senior level specialists in a variety of functions such as:

- participation in the implementation of intelligence collections by carrying out various aspects of a specific project or program activity;
- providing assistance to senior specialists in the collection of intelligence information from available resources to identify trends, patterns, profiles, estimates and studies;
- engaging in the review of data, research, and analysis to develop and produce intelligence products;
- assisting in the implementation of intelligence collection plans by carrying out specified portions or segments of specific projects; and
- processing and evaluating volumes of intelligence information from a variety of sources.

2. Participates in processes of inductive and deductive reasoning using recommended intelligence techniques to analyze data from a variety of sources and recommend or suggest trends, patterns, profiles, estimates, and studies.

3. Identifies and recommends solutions to analytical problems and disseminate intelligence products using prescribed methods.

4. Performs a variety of other intelligence related duties as assigned on an individual basis.

**III. EVALUATION FACTORS**

**Factor I. Knowledge Required By The Position**

**Level 1-6-950 Points**

**Work requires:**

- knowledge and skill in the application of data collection procedures, and evaluative techniques;
- knowledge of the basic workings and mutual interest of the intelligence community;
- knowledge of analytical and evaluative techniques sufficient to intercept data;
- ability to communicate effectively, both orally and in writing, sufficient to prepare drafts and inputs to intelligence projects; and
- knowledge of the intelligence cycle and how each portion of the cycle applies to the work being performed.
- ability to extrapolate and estimate existing intelligence data from intelligence databases such as LEXIS, NEXIS, Quanta, TECS II, ACS, Foreign Broadcasting data, etc.

**Factor 2. Supervisory Controls**

*Level 2-2-125 Points*

The supervisor or designated management official assigns specific projects in terms of function, or work processes. The supervisor/designated management official provides special instructions as to methods of approach and means for completion of the work. Work of a written nature is reviewed during progress for compliance with instructions and guidelines. Completed work is reviewed for technical accuracy and compliance with instructions.

**Factor 3. Guidelines**

*Level 3-2-125 Points*

Procedures for performing the work are well established in available guidelines and verbal instructions. The incumbent must apply specific guidelines to all work situations and use judgment in locating and selecting the most appropriate guidelines. Situations to which the existing guidelines cannot be applied or significant proposed deviations exist are referred to the supervisor. The incumbent must be thoroughly familiar with available technical guides and publications.

**Factor 4. Complexity**

*Level 4-3-150 Points*

Assignments of the position includes various duties involving different and unrelated processes such as collecting, researching, analyzing, assimilating and evaluating data. Decisions regarding what needs to be done depend upon the analysis of a particular subject or issue at hand. He/she must be able to select the proper technique, methodology and approach to semi-difficult assignments and pursue them to a logical and successful conclusion.

**Factor 5. Scope and Effect**

***Level 5-2-75 Points***

The purpose of the work is to provide assistance to senior level specialist in fact-finding and research related functions. Incumbent is responsible for making preliminary determinations, recommending findings and making recommendations to the senior specialist. Preliminary research and analysis performed by the incumbent may or may not influence the undertakings of larger tasks directly impacting on DHS.

**Factor 6. Personal Contacts**

***Level 6-2-25 Points***

Contacts are with employees within the agency and with some counterparts in other intelligence activities. There are limited contacts with the general public, other than on a basic working level in the intelligence community.

**Factor 7. Purpose of Contacts**

***Level 7-250 Points***

The purpose of contacts is to establish a working relationship with users at the same working level within other intelligence activities. In addition, the purpose is to resolve operating problems and to influence others who are working toward mutual goals within the intelligence community.

**Factor 8. Physical Demands**

***Level 8-1 -8 Points***

The work is sedentary. Typically, the employee sits comfortably to perform the work; however, there may be some walking, standing, bending and carrying light items such as books, papers and files.

**Factor 9. Work Environment**

***Level 94-8 Points***

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and/or training rooms.

**OTHER SIGNIFICANT FACTORS**

- 1. This position requires a Security Clearance (Top Secret, Secret or SCI)**
- 2. Overtime work may be required to meet mission objectives.**