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

S0419A = GS

2. Reason for Submission	3. Service	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
[X] Redescription [ ] New [ ] Reestablishment [ ] Other	[ ] Hdqtrs. [ ] Field	Washington, DC	Various	S0416A = GG

Explanation *(Show any positions replaced)*

7. Fair Labor Standards Act	8. Financial Statements Required	9. Subject to IA Action
[ ] Exempt [ ] Nonexempt	[ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interests	[X] Yes [ ] No

10. Position Status	11. Position is:	12. Sensitivity	13. Competitive Level Code
[X] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)	[ ] Supervisory [ ] Managerial [X] Neither	[ ] 1—Non-Sensitive [ ] 3—Critical Sensitive [ ] 2—Noncritical Sensitive [ ] 4—Special Sensitive	0034

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	9		
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 responsibilites 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/

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

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

INTELLIGENCE RESEARCH SPECIALIST
GS-132-9

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 estimates of future situations, developing trends, patterns, profiles, estimates, studies and tactical data.

II MAJOR DUTIES AND RESPONSIBILITIES

1. Assignments of this position involve an array of functions involving analyzing and evaluating information relating to an assigned area of responsibility. The incumbent finishes studies of factual data, which may be complete in themselves, collects intelligence data from multiple sources, and participates in the development of intelligence collection plans.

2. The incumbent participates in processes and evaluates large volumes of intelligence information from a wide range of sources within and outside the DHS. Is responsible for identifying and recommending solutions to a wide range of analytical problems.

3. Analyzes intelligence data from a variety of sources to develop trends, patterns profiles, estimates, and studies. Actively engages in research and analysis to develop and publish intelligence products in response to DHS mission and requirements.

4. Prepares preliminary and finished intelligence products and disseminates the products to the appropriate officials. Selects and recommends selection of dissemination methods and is responsible for the selection of material for inclusion into the intelligence pool based on established mission requirements.

5. Participates in liaison activities and short term/long term or broad-scope projects as required.

6. Responsible for ensuring that all data is properly classified, stored, and handled in accordance with pertinent directives.

7. 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 procedure, analytical, 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 I sufficient to prepare drafts and provide 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* 2-3-275 *Points*

The supervisor or designated management official assigns specific projects in terms of functions, or work processes. The supervisor/designated management official establishes deadlines for completion of the work.

The incumbent is responsible for planning, coordinating, and carrying out the successive steps in fact-finding and analysis. Normal work problems are normally resolved by the incumbent, but more complicated matters are referred to the supervisor.

Incumbent's work is reviewed for consistency of facts and figures, choice of appropriate analytical methods, and practicality of recommendations.

Factor 3. Guidelines *Level* 3-3-275 *Points*

Guidelines are available and consist of DHS Directives, Issuances Regulations, Laws, Policy Statement, procedural instruction, and other intelligence related guidelines. The incumbent must be thoroughly familiar with available technical guides and publications.

The incumbent must use judgment in interpreting and adapting guidelines, such as agency policies, regulations, precedents, and work directions. The incumbent analyzes results and recommends changes.

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. The decision regarding what needs to be done depends 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 difficult assignments and pursue them to a logical and successful conclusion.

Factor 5. Scope and Effect *Level 5-3 -150 Points*

The purpose of the work is to provide strategic, tactical and operations intelligence to Customs managers with which decisions may be made concerning enforcement operations and resource allocations. The work and information provided affects a wide range of decisions concerning DHS operations and members of the Intelligence Community.

Factor 6. Personal Contacts *Level 6-3 60 Points*

Contacts are with employees within and outside the immediate operational area, other offices within intelligence, other regions, other offices within DHS and counterparts in other agencies.

Factor 7. Purpose of Contacts *Level 7-3-120 Points*

The purpose of contacts are to influence, motivate, exchange information and to establish and maintain a means to exchange vital intelligence of concern to other agencies and organizations. Contacts are necessary to discuss methods of operation, mutual areas of concern and specific tasks with regard to other agencies and offices.

Factor 8. Physical Demands *Level 8-1 -5 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 Leve/9-1-5 *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.