



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

Memorandum

APR 19 2017

To: Bureau Financial and Business Management, Human Resource Directors, and Staffing/Classification Specialists

From: Martin Quinlan *[Signature]*
Director of Business Integration Office *[Signature]*

Raymond A. Limon *[Signature]*
Director of Human Resources

Subject: Standardized Position Descriptions for Bureau Level Nonsupervisory Financial Systems Security Specialists Positions (GS-0501)

In Fiscal Year 2014 (FY14), the Acquisition, Grants, and Financial Business and Management Systems community identified fundamental inconsistencies within position descriptions across the acquisition and business integration workforce. Management teams, representing bureaus' acquisition and business integration workforce, developed and built a consensus for the major job duties and factor levels based on the appropriate competency model that would serve as the framework for standardizing position descriptions.

Collaboration between the acquisition/business integration and human resource communities resulted in a set of classified standard position descriptions that assist in addressing human capital challenges within the acquisition workforce. The attached Personnel Bulletin disseminates and provides guidance on implementing the newly established standard position descriptions.

If there are any questions, please contact Renae Lockwood at renae_lockwood@ios.doi.gov.

Attachments



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

APR 19 2017

PERSONNEL BULLETIN NO: 17-10

SUBJECT: Standardized Position Descriptions for Bureau Level Nonsupervisory Financial Systems Security Specialists, GS-0501 Positions

- 1. Purpose.** This bulletin establishes Department of the Interior policy for the use of standardized position descriptions (SPDs) for GS-9 through GS-13 Bureau Financial Systems Security Specialists positions located in Bureau headquarters offices.
- 2. Background.** The SPDs are part of the Department's efforts to address such human capital management related issues such as classification consistency and uniform recruitment, training, development, and retention of financial management personnel. The Department's Office of Human Resources (OHR) and Bureau classification and management subject matter experts (SMEs) collaborated to establish these SPDs.
- 3. Policy.** Effective immediately, Bureau human resources offices must use the attached SPDs for all covered nonsupervisory positions at the GS-9 through GS-13 grade levels. Bureaus will implement the use of these new DOI SPDs for new appointments. Additionally, Bureaus will plan and manage the integration of SPDs for current employees to ensure minimal adverse impact to employees. The official SPDs with SPD numbers covered by this Personnel Bulletin are:

Financial Systems Security Specialist, GS-0501-13	(SPD Number DOIF001)
Financial Systems Security Specialist, GS-0501-12	(SPD Number DOIF002)
Financial Systems Security Specialist, GS-0501-11	(SPD Number DOIF003)
Financial Systems Security Specialist, GS-0501-09	(SPD Number DOIF004)
- 4. Official Titles.** Currently, there are no OPM prescribed titles specified for this occupation; Agencies may construct titles that appropriately describe the work. Financial Systems Security Specialist is the DOI-sanctioned official title. This title must be coded into FPPS and be reflected on the incumbent's SF-50, *Notification of Personnel Action*.
- 5. Standard PD Numbering System.** Bureaus must implement the DOI SPD numbering system for newly-established positions when replacing existing PDs with the SPDs. The DOI SPD number must be entered into FPPS, in accordance with Bureau procedures, so it prints on the incumbent's SF-50, *Notification of Personnel Action*. The SPD number is recorded in Block 1 of the OF-8 attached for each DOI SPD. In order to conform to the position number data field in FPPS, the SPD numbers assigned are seven digits in length.
- 6. Management's Responsibility for PD Accuracy and Position Management.** Use of Standardized PDs in no way detracts from management's authority and responsibility to ensure

that officially assigned and performed duties and responsibilities accurately match PDs of record for all covered employees. Likewise, using SPDs also does not diminish management's responsibility to adhere to basic position management principles. Management officials are urged to contact their respective servicing human resources office for classification and position management advice and guidance.

7. Exception to the Rules. Bureaus may make some updates to these SPDs to reflect Bureau-specific requirements. However, major changes that will alter the classification and/or grades of the positions must be avoided. Bureau Human Resources Offices must fully coordinate any changes to these SPDs with OHR.

Questions concerning SPDs should be directed to the respective Bureau/equivalent Human Resources Office. The DOI, OHR contact is Renae Lockwood at renae_lockwood@ios.doi.gov.



Raymond A. Limon
Director, Office of Human Resources

Attachments

OF 8, SPD #DOIF001, Financial Systems Security Specialist, GS-0501-13
OF 8, SPD #DOIF002, Financial Systems Security Specialist, GS-0501-12
OF 8, SPD #DOIF003, Financial Systems Security Specialist, GS-0501-11
OF 8, SPD #DOIF004, Financial Systems Security Specialist, GS-0501-09

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. DOIF004		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i> Standard PD		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input checked="" type="checkbox"/> 4--Special Sensitive			14. Agency Use
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management									
b. Department, Agency or Establishment		Financial Systems Security Specialist		GS	0501	09			
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision					
a. First Subdivision				d. Fourth Subdivision					
b. Second Subdivision				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>					
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 <i>(optional)</i>					
Signature				Date		Signature		Date	
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					
Typed Name and Title of Official Taking Action Rena Lockwood, Sr. HR Specialist (Class/Comp)				Professional and Administrative Work in the Accounting and Budget Group, GS-0500 December 2000; Job Family Standard for Administrative Work in the IT Group, 2210					
Signature RENAE LOCKWOOD <small>Digitally signed by RENAE LOCKWOOD Date: 2017.03.07 09:15:25 -05'00'</small>				Date 03/07/2017					
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
- 3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
- 6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
- 8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
- 9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
- 10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
- 11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
- 12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

- 13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
- 14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
- 16. Enter the organizational, functional, or working title if it differs from the official title.
- 17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
- 19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
- 22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
- 23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
- 24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Financial Systems Security Specialist
GS-0501-09**

I. Introduction

This position is located in the FBMS Financial and Business Management (FBMS) Office, and is assigned to a Bureau within the Department of the Interior (DOI). FBMS is the Department of the Interior's sole fiscal accounting system and enterprise management system for all mission programs. FBMS is characterized as a large-scale consolidated and complex financial, procurement, property, and related information system supporting all Bureaus of varying sizes, budgets, geographic dispersion and vastly different programs within DOI. The incumbent is in a developmental financial specialist position supporting FBMS Security Point of Contact (SPOC) functions. SPOC includes responsibility to analyze and document policies and procedures relative to User Account Management and Separation and associated risk.

II. Major Duties**Security Point of Contact (40%)**

Provides routine FBMS systems support:

- Performs limited research and analysis of applicable laws, regulations, policy, etc. and prepares summaries and recommendations for action.
- As assigned, performs designated segments of more complex financial assignments of higher-graded specialists.
- Analyzes and reconciles a variety of accounts and transactions.
- Formulates a variety of routine financial reports.
- Analyzes program trends/anomalies in accounting system transactions.
- Evaluates and reports on the current status of FBMS to supervisor and/or team leader.
- Performs analysis of program trends/anomalies in financial transactions.
- Works closely with FBMS security and information assurance teams on assigned projects.
- Communicates and coordinates with the Department's security and information assurance contacts to ensure processes and procedures for establishing and maintaining user roles met regulatory requirements.

Financial Systems Issues (40%)

Participates in the coordination of the resolution of accounting and financial and business management system problems arising from factors such as changes in legislation, the needs of program managers, Departmental emphasis, and standardization among Interior Bureaus:

- Advises SPOC or higher-grade financial specialist on redesign of reports or faster consolidation of data.
- Serves on team(s) coordinating the resolution of system issues arising from such factors

as changes in legislation, regulation, and standards.

- Tests system changes to ensure they do not compromise reporting requirements.
- Analyzes assigned segments of financial and business management systems and special reports and systems edits to develop information on trends, anomalies, or problems.
- Performs as an active player in meetings with supported organizations to discuss FBMS operational issues, including the impact of system changes.

Development of Policies and Procedures (20%)

Provides support to higher-graded specialists in the development and update of business procedures for Bureau-wide implementation of laws, standards, regulations, and policies:

- Recommends redesign of reports or data consolidation to improve operations and internal controls.
- Provides accurate, useful and comparable reports for a variety of integrated functions.
- Monitors reports related to User Account Management functions, Separation of Duties and application security monitoring.
- Analyzes error trends and develops response protocols.
- Develops recommendations and best practices based upon information extracted from FBMS.
- Develops queries to analyze, troubleshoot or respond to specific data requests.
- Participates in year-end closing programs throughout the Bureau involving multiple functional areas.

Performs other similar duties as assigned.

III. Factor Levels

Factor 1 - Knowledge Required By the Position

Level 1-6 950 Points

Professional knowledge of accounting concepts, principles, and methods sufficient to work independently using conventional procedures and practices that apply to most situations.

Knowledge of the established techniques and requirements of the agency to perform assignments based on the approved designs developed by others.

Ability to work with others on a team involved in the administrative and programmatic functions at the Department, Bureau, division and branch level.

Knowledge of IT Security policies, procedures, and regulations as defined by the agency, Department, other Federal agencies such as Office of Management and Budget (OMB) and Government Accountability Office (GAO) and issuances.

Knowledge of DOI, FBMS, and Bureau rules, policies, and regulations to include the DOI Security Policy Handbook.

Skill in applying, financial and business management concepts, principles and techniques, including new developments in financial management concepts and techniques to changing programs.

Knowledge of the Interior financial and business management systems and Bureau financial management operations and activities.

Ability to communicate. Tact and good negotiating skills are important. Persuasion is necessary to obtain agreement on technical points and methods that conflict with current policy and procedures.

Factor 2 - Supervisory Controls

Level 2-3 275 Points

The incumbent works for a supervisor or senior financial specialist. The supervisor outlines or discusses possible problem areas and defines objectives, plans, priorities, and deadlines. The employee independently plans and carries out the assignment in conformance with accepted accounting and finance practices. The employee adheres to instructions, policies, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations. The employee brings controversial information or findings to the supervisor's or team leader's attention for direction.

The supervisor evaluates and reviews completed work for technical soundness and appropriateness; adequacy of the investigation and analysis; validity of conclusions drawn; conformity with applicable policies, regulations, and procedures, and adherence to requirements; and feasibility and utility of any proposals. The supervisor does not usually review methods used in detail.

Factor 3 - Guidelines

Level 3-3 275 Points

Guidelines, including federal and state laws and regulations, Executive orders, OMB Circulars, and DOI and Bureau directives, frequently require adaptation and/or interpretation. The incumbent uses judgment to evaluate the applicability of various guidelines to work assignments. The administrative guidelines provide instruction and procedures required in the performance of duties.

Factor 4 - Complexity

Level 4-3 150 Points

Assignments consist of providing routine support with analysis of aspects of interrelated financial management systems. Provides assistance on projects, studies, or evaluations characterized by the need for routine problem analysis of interrelated issues of effectiveness, efficiency, and productivity of the FBMS program's design and interoperability with supported systems. Decisions are complicated by consideration of such matters as the overall strengths and weaknesses of the current systems, existing policies, mission objectives, and interfaces with other projects.

Factor 5 - Scope and Effect

Level 5-3 150 Points

The work involves investigating and analyzing a variety of problems, questions, and conditions associated with the implementation of FBMS within the Bureau. The work affects the operation of systems or programs, productivity, mission accomplishment and financial security of the Bureau.

Factors 6 & 7, Personal Contacts and Purpose of Contacts Level 6-2 (b) 75 Points

The incumbent maintains a variety of contacts in the Bureau (Headquarters, Regions, Programs, and FBMS end users), and with DOI, FBMS Business Integration Office personnel.

The purpose of contacts is to exchange information, formulate requirements, develop procedures, coordinate system modifications/upgrades, and make recommendations for system enhancements.

Factor 8 - Physical Demands Level 8-1 5 Points

The work is sedentary. Some work may require walking and standing in conjunction with travel, and attendance at meetings away from the work site. No special physical demands are required to perform the work.

Factor 9 - Work Environment Level 9-1 5 Points

The work is performed in a typical office setting. The work environment involves everyday risks or discomforts that require normal office safety precautions. Infrequent travel may be required to various offices throughout the country.

Total Points: 1885

Point Range: 1855-2100= GS-09

POSITION DESCRIPTION *(Please Read Instructions on the Back)*1. Agency Position No.
DOIF003

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)
Standard PD

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1--Non-Sensitive ☐ 3--Critical
☐ 2--Noncritical Sensitive ☒ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Financial Systems Security Specialist	GS	0501	11		
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)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

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

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

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

Rena Lockwood,
Sr. HR Specialist (Class/Comp)

Signature

RENAE
LOCKWOODDigitally signed by
RENAE LOCKWOOD
Date: 2017.03.07
09:17:28 -05'00'

Date

03/07/2017

22. Position Classification Standards Used in Classifying/Grading Position

Professional and Administrative Work in the Accounting and Budget Group, GS-0500 December 2000; Job Family Standard for Administrative Work in the IT Group, 2210

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

24. Remarks

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

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Financial Systems Security Specialist
GS-0501-11**

I. Introduction

This position is located in the Financial and Business Management (FBMS) Office, and is assigned to a Bureau within the Department of the Interior (DOI). FBMS is the Department of the Interior's sole fiscal accounting system and enterprise management system for all mission programs. FBMS is characterized as a large-scale consolidated and complex financial, procurement, property, and related information system supporting all Bureaus of varying sizes, budgets, geographic dispersion and vastly different programs within DOI. The incumbent is in a developmental financial specialist position supporting FBMS Security Point of Contact (SPOC) functions. SPOC includes responsibility to analyze and document policies and procedures relative to User Account Management and Separation and associated risk.

II. Major Duties**Security Point of Contact (40%)**

Provides routine FBMS systems support:

- Performs limited research and analysis of applicable laws, regulations, policy, etc. and prepares summaries and recommendations for action.
- As assigned, performs designated segments of more complex financial assignments of higher-graded specialists.
- Analyzes and reconciles a variety of accounts and transactions.
- Formulates a variety of routine financial reports.
- Analyzes program trends/anomalies in accounting system transactions.
- Evaluates and reports on the current status of FBMS to supervisor and/or team leader.
- Performs analysis of program trends/anomalies in financial transactions.
- Works closely with FBMS security and information assurance teams on assigned projects.
- Communicates and coordinates with the Department's security and information assurance contacts to ensure processes and procedures for establishing and maintaining user roles met regulatory requirements.

Financial Systems Issues (40%)

Participates in the coordination of the resolution of accounting and financial and business management system problems arising from factors such as changes in legislation, the needs of program managers, Departmental emphasis, and standardization among Interior Bureaus:

- Advises SPOC or higher-grade financial specialist on redesign of reports or faster consolidation of data.

- Serves on team(s) coordinating the resolution of system issues arising from such factors as changes in legislation, regulation, and standards.
- Tests system changes to ensure they do not compromise reporting requirements.
- Analyzes assigned segments of financial and business management systems and special reports and systems edits to develop information on trends, anomalies, or problems.
- Performs as an active player in meetings with supported organizations to discuss FBMS operational issues, including the impact of system changes.

Development of Policies and Procedures (20%)

Provides support to higher-graded specialists in the development and update of business procedures for Bureau-wide implementation of laws, standards, regulations, and policies:

- Recommends redesign of reports or data consolidation to improve operations and internal controls.
- Provides accurate, useful and comparable reports for a variety of integrated functions.
- Monitors reports related to User Account Management functions, Separation of Duties and application security monitoring.
- Analyzes error trends and develops response protocols.
- Develops recommendations and best practices based upon information extracted from FBMS.
- Develops queries to analyze, troubleshoot or respond to specific data requests.
- Participates in year-end closing programs throughout the Bureau involving multiple functional areas.

Performs other similar duties as assigned.

III. Factor Levels

Factor 1 - Knowledge Required By the Position

Level 1-7 1250 Points

Knowledge of, and skill in applying, financial and business management concepts, principles and techniques, including new developments in financial management concepts and techniques to changing programs.

Detailed, intensive knowledge of IT Security policies, procedures, and regulations as defined by the agency, Department, other Federal agencies such as Office of Management and Budget (OMB) and Government Accountability Office (GAO) and issuances applicable to the broader IT community make decisions and recommendations significantly changing, interpreting, or developing FBMS policies and programs.

Knowledge of the Interior financial and business management systems and Bureau financial management operations and activities.

Knowledge of FBMS separation of duties, roles, and system transactions to establish and manage users and of internal controls and best practices for mitigating financial risks when establishing user roles.

Current knowledge of financial and business management roles and responsibilities.

Ability to communicate, both orally and in writing, exercise good judgment, and make decisions in dealing with a wide variety of audiences impacted by DOI, FBMS, and Bureau rules, policies, and regulations.

Ability to design and implement security review programs necessary to determine program weaknesses and deficiencies as they apply to management concepts and principles.

Ability to work with others on a team involved in the administrative and programmatic functions at the Department, Bureau, division and branch level. Possesses the ability to discuss the issues up and down the chain of command. Tact and good negotiating skills are required. Persuasion is necessary to obtain agreement on technical points and methods that conflict with current policy and procedures.

Factor 2 - Supervisory Controls

Level 2-4 450 Points

The work is performed under the general supervision of the supervisor. Specific guidance is rarely given, only in unusual cases or when precedent-setting or controversial actions are involved or contemplated. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. The employee determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and effectiveness in meeting requirements or expected results. Technical determinations made are usually final and only subject to policy review and control.

Factor 3 - Guidelines

Level 3-3 275 Points

Guidelines, including federal and state laws and regulations, Executive orders, OMB Circulars, and DOI and Bureau directives, frequently require adaptation and/or interpretation. The incumbent uses judgment to evaluate the applicability of various guidelines to work assignments. The administrative guidelines provide instruction and procedures required in the performance of duties.

Factor 4 - Complexity

Level 4-4 225 Points

Assignments consist of analysis of aspects of interrelated financial management systems and of projects, studies, or evaluations characterized by the need for substantial problem analysis of interrelated issues of effectiveness, efficiency, and productivity of the FBMS program's design and interoperability with supported systems. Analyzes and evaluates systems architecture and administration. Uses findings to design local reporting forms, programs, and procedures for

accessing data. Selects data monitoring and evaluation techniques and prepares financial reports. Decisions are complicated by consideration of such matters as the overall strengths and weaknesses of the current systems, existing policies, mission objectives, and interfaces with other projects.

Factor 5 - Scope and Effect

Level 5-3 150 Points

The work involves investigating and analyzing a variety of problems, questions, and conditions associated with the implementation of FBMS within the Bureau. The work affects the operation of systems or programs, productivity, mission accomplishment and financial security of the Bureaus and offices.

Factors 6 & 7, Personal Contacts and Purpose of Contacts

Level 6-2 (b) 75 Points

The incumbent maintains a variety of contacts in the Bureau (Headquarters, Regions, Programs, and FBMS end users), and with DOI FBMS, Business Integration Office personnel.

The purpose of contacts is to exchange information, formulate requirements, develop procedures, coordinate system modifications/upgrades, and make recommendations for system enhancements.

Factor 8 - Physical Demands

Level 8-1 5 Points

The work is sedentary. Some work may require walking and standing in conjunction with travel, and attendance at meetings away from the work site. No special physical demands are required to perform the work.

Factor 9 - Work Environment

Level 9-1 5 Points

The work is performed in a typical office setting. The work environment involves everyday risks or discomforts that require normal office safety precautions. Infrequent travel may be required to various offices throughout the country.

Total Points: 2435

Point Range: 2355-2750= GS-11

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. DOIF002		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation <i>(Show any positions replaced)</i> Standard PD		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input checked="" type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
		14. Agency Use							
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment		Financial Systems Security Specialist		GS		0501		12	
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision					
a. First Subdivision				d. Fourth Subdivision					
b. Second Subdivision				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. <i>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</i>				<i>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.</i>					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature				Date		Signature			
						Date			
21. Classification/Job Grading Certification. <i>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.</i>				22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action Rena Lockwood, Sr. HR Specialist (Class/Comp)				Professional and Administrative Work in the Accounting and Budget Group, GS-0500 December 2000; Job Family Standard for Administrative Work in the IT Group, 2210					
Signature <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> RENAE LOCKWOOD </div> <div style="font-size: small;"> Digitally signed by RENAE LOCKWOOD Date: 2017.03.07 09:19:16 -05'00' </div> <div style="text-align: center;"> 03/07/2017 </div> </div>				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 <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - **The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.**
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Financial Systems Security Specialist
GS-0501-12**

I. Introduction

This position is located in the FBMS Financial and Business Management (FBMS) Office, and is assigned to a Bureau of the Department of the Interior (DOI). FBMS is the Department of the Interior's sole fiscal accounting system and enterprise management system for all mission programs. FBMS is characterized as a large-scale consolidated and complex financial, procurement, property, and related information system supporting all Bureaus of varying sizes, budgets, geographic dispersion and vastly different programs within DOI. The incumbent serves as the Bureau lead and FBMS Security Point of Contact (SPOC) with responsibility to analyze and document policies and procedures relative to User Account Management and Separation of Duties and associated risk.

II. Major Duties**Security Point of Contact (40%)**

Serves as the point of contact for assigned Bureau on FBMS financial security issues:

- Provides interpretive guidance to other accounting and financial and business management staff and functional representatives.
- Works closely with FBMS security and information assurance teams, the Business Integration Office, Department of the Treasury, and/or other Departmental Bureaus and Offices.
- Communicates and coordinates with the Department's security and information assurance contacts to ensure processes and procedures for establishing and maintaining user roles is effective and includes internal control security measures.
- Serves on Departmental committees and integrated project teams as Bureau representative.
- Attends meetings and briefs managers on the status of system functionality.

Financial Systems Issues (40%)

Participates in the coordination of the resolution of accounting and financial and business management system problems arising from factors such as changes in legislation, the needs of program managers, Departmental emphasis, and standardization among Interior Bureaus:

- Advises management on changes to functional/program workflow practices or procedures, better internal controls, and redesign of reports or faster consolidation of data.
- Participates in the resolution of system issues arising from such factors as changes in legislation, regulation, and standards; tests system changes to ensure they do not compromise reporting requirements; evaluating proposals to integrate the system with interfacing administrative support and functional program information systems.

- Analyzes operations, financial and business management systems, periodic and special reports and systems edits to develop information on trends, anomalies, or problems, and develops solutions; planning and executing changes to the content and nature of financial reports and application of computer technology to financial and business management functions.
- Assists with monitoring work performed to assure it meets statutory and regulatory requirements related to security, and complies with government and departmental security policies.
- Evaluates Bureau practices related to security to ensure compliance with Chief Financial Office, DOI, Bureau and other relevant regulations and procedures. Recommends new and more effective practices and procedures.

Development of Policies and Procedures (20%)

Assists with developing policies, procedures and regulations relating to FBMS access, roles, separation of duties, acceptance of risk, and periodic review of roles:

- Monitors reports related to User Account Management functions, Separation of Duties, and application security monitoring. Analyzes error trends and develops response protocols.
- Assists with developing certification and accreditation documents, conducts internal reviews, documents contingency plans, prepares client documentation to auditors, and develops clear Action and Milestone findings.
- Oversees technical security information in custom tables, including master records.

Performs other similar duties as assigned.

III. Factor Levels

Factor 1 - Knowledge Required By the Position

Leve 1-7 1250 Points

Comprehensive knowledge of, and skill in applying, financial and business management concepts, principles and techniques, including new developments in financial management concepts and techniques to changing programs.

Comprehensive knowledge of IT Security policies, procedures, and regulations as defined by the agency, Department, other Federal agencies such as Office of Management and Budget (OMB) and the Government Accountability Office (GAO) and issuances applicable to the broader IT community in order to make decisions and recommendations significantly changing, interpreting, or developing FBMS policies and programs.

Knowledge of the Interior financial and business management systems and Bureau financial management operations and activities.

Knowledge of FBMS separation of duties, roles, and system transactions to establish and manage users and of internal controls and best practices for mitigating financial risks when establishing user roles.

Current knowledge of financial and business management roles and responsibilities.

Ability to communicate, both orally and in writing, exercise good judgment, and make decisions in dealing with a wide variety of audiences impacted by DOI, FBMS, and Bureau rules, policies, and regulations.

Ability to design and implement security review programs necessary to determine program weaknesses and deficiencies as they apply to management concepts and principles.

Ability to work with others on a team involved in the administrative and programmatic functions at the Department, Bureau, division and branch level. Possesses the ability to discuss the issues up and down the chain of command. Tact and good negotiating skills are required. Persuasion is necessary to obtain agreement on technical points and methods that conflict with current policy and procedures.

Factor 2 - Supervisory Controls

Level 2-4 450 Points

The work is performed under the general supervision of the supervisor. Specific guidance is rarely given, only in unusual cases or when precedent-setting or controversial actions are involved or contemplated. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. The employee determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and effectiveness in meeting requirements or expected results. Technical determinations made are usually final and only subject to policy review and control.

Factor 3 - Guidelines

Level 3-4 450 Points

Guidelines, including federal and state laws and regulations, Executive orders, OMB Circulars, and DOI and Bureau directives, are frequently lacking or only of limited use. The incumbent must exercise considerable resourcefulness and display originality in developing new policies and procedures that will detect and eliminate management and internal control problems. The guidelines provide instruction and procedures required in the performance of duties. The incumbent must exercise considerable knowledge, judgment, and discretion as to a meaningful and cost-effective application of these guidelines and be able to adapt these guidelines to current situations.

Factor 4 - Complexity

Level 4-5 325 Points

Work is characterized by solving financial management problems in particularly difficult and responsible circumstances. The incumbent is considered an authority in the application and deployment of FBMS. The incumbent is accountable for furnishing analysis and recommendations of the automated financial management system, including major enhancements to the system and integration with other automated management systems. The incumbent designs, adapts, or operates a system involving significant problems and difficulty that cannot be

solved by routine application of well-established financial management and systems principles, theories, and concepts and therefore requires the development of new, novel, specialized, and individually designed solutions to the processing of problems. Serves as technical leader on a variety of special projects. This work requires solving problems never encountered before. Automation technology is changing rapidly, further complicating the business processes. The incumbent must determine the nature and extent of actions required to deploy or improve the accounting systems, and coordinating automation requirements, policy, and procedural issues with DOI and Department of the Treasury.

Factor 5 - Scope and Effect

Level 5-4 225 Points

The work involves investigating and analyzing a variety of unusual problems, questions, or conditions associated with FBMS, the system that supports accounting, budgeting, procurement, disbursing, and statistical reporting. Work involves isolating and defining unknown conditions, resolving critical problems, and developing new theories. Coordinates information outputs from financial management systems that support management of programs funded by a number of appropriations. Work outcomes have an impact in areas such as major aspects of programs or missions and the comprehensive application of accounting principles, concepts, and techniques to managing complex accounting systems. Work affects the financial success and viability of programs throughout the Bureau and at the Department level.

Factors 6 & 7, Personal Contacts and Purpose of Contacts

Level 6-3 (c) 180 Points

Contacts in addition to those within the FBMS and the Bureau are with vendor representatives, security personnel of other agencies, representatives of professional associations, and the like. The incumbent may also make contacts with the head of the employing agency or program officials several managerial levels above the incumbent. Such contacts may occur in a formal presentation setting, on an ad hoc or other irregular basis.

The purpose of contacts is to influence others to utilize particular information assurance methods and procedures, or to persuade others to cooperate in meeting objectives when there is resistance. Persons contacted typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Factor 8 - Physical Demands

Level 8-1 5 Points

The work is sedentary. Some work may require walking and standing in conjunction with travel, and attendance at meetings away from the work site. No special physical demands are required to perform the work.

Factor 9 - Work Environment

Level 9-1 5 Points

The work is performed in a typical office setting. The work environment involves everyday risks or discomforts that require normal office safety precautions. Infrequent travel may be required to various offices throughout the country.

Total Points: 2990

Point Range: 2755-3150 = GS-12

POSITION DESCRIPTION *(Please Read Instructions on the Back)*1. Agency Position No.
DOIF001

2. Reason for Submission

☐ Redescription ☒ New
☐ Reestablishment ☐ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

Explanation (Show any positions replaced)
Standard PD

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel ☐ Employment and Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ 1--Non-Sensitive ☐ 3--Critical
☐ 2--Noncritical Sensitive ☒ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment	Financial Systems Security Specialist	GS	0501	13		
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)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second 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

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

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

Professional and Administrative Work in the Accounting and Budget Group, GS-0500 December 2000; Job Family Standard for Administrative Work in the IT Group, 2210

Typed Name and Title of Official Taking Action

Rena Lockwood,
Sr. HR Specialist (Class/Comp)**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.

Signature

RENAE
LOCKWOODDigitally signed by
RENAE LOCKWOOD
Date: 2017.03.07
09:20:44 -05'00'

Date

03/07/2017

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

24. Remarks

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

Instructions for Completing Optional Form 8

POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

- *1. Enter position number used by the agency for control purposes. See FPM Chapter 312, Subchapter 3.
- *2. Check one.
 - "Redescription" means the duties and/or responsibilities of an existing position are being changed.
 - "New" means the position has not previously existed.
 - "Reestablishment" means the position previously existed, but had been cancelled.
 - "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
 - The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.
3. Check one.
- *4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).
- *5. Enter geographical location if different from that of #4.
6. To be completed by OPM when certifying positions. (See Item 15 for date of OPM certification.) For SES and GS-16/18 positions and equivalent, show the position number used on OPM Form 1390 (e.g., DAES0012).
- *7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Chapter 551.
8. Check box if statement is required. See FPM Chapter 734 for the Executive Personnel Financial Disclosure Report, SF 278. See FPM Chapter 735, Subchapter 4, for the Employment and Financial Interests Statement.
9. Check one to show whether Identical Additional positions are permitted. See FPM Chapter 312, Subchapter 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.
10. Check one. See FPM Chapter 212 for information on the competitive service and FPM Chapter 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Schedule A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations. SES (Gen) stands for a General position in the Senior Executive Service, and SES (CR) stands for a Career Reserved position.
11. Check one.
 - A "Supervisory" position is one that meets the requirements for a supervisory title as set forth in current OPM classification and job-grading guidance. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervisory."
 - A "Managerial" position is one that meets the requirements for such a designation as set forth in current OPM classification guidance.
12. Check one to show whether the position is non-sensitive, noncritical sensitive, critical sensitive, or special sensitive for security purposes. If this is an ADP position, write the letter "C" beside the sensitivity.
13. Enter competitive level code for use in reduction-in-force actions. See FPM Chapter 351.
14. Agencies may use this block for any additional coding requirement.
- *15. Enter classification/job grading action.
 - For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
 - For "Pay Plan code, see FPM Supplement 292-1, "Personnel Data Standards," Book III.
 - For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. **For all positions in scientific and engineering occupations, enter the two-digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)."** The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.
16. Enter the organizational, functional, or working title if it differs from the official title.
17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."
- *18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.
19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.
- *20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.
- *21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.
22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."
23. Agencies are encouraged to review periodically each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Letter 536-1 (to be incorporated into FPM Chapter 536). This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.
24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.
- *25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e. g., "Instructions for the Factor Evaluation System," in the General Introduction to "Position Classification Standards," Section VII.

**Financial Systems Security Specialist
GS-0501-13**

I. Introduction

This position is located in the FBMS Financial and Business Management (FBMS) Office, and is assigned to a Bureau of the Department of the Interior (DOI). FBMS is the Department of the Interior's sole fiscal accounting system and enterprise management system for all mission programs. FBMS is characterized as a large-scale consolidated and complex financial, procurement, property, and related information system supporting all Bureaus of varying sizes, budgets, geographic dispersion and vastly different programs within DOI. The incumbent serves as the Bureau lead and FBMS Security Point of Contact (SPOC) with responsibility to analyze and document policies and procedures relative to User Account Management and Separation of Duties and associated risk.

II. Major Duties

Security Point of Contact (40%)

Serves as the point of contact on FBMS financial security issues:

- Participates in decision-making meetings with Bureau executives and management officials and advises program managers on regulatory requirements, financial policies, interpretation of data, and the importance of financial and business management data to program operations and improvements.
- Provides interpretive guidance to other accounting and financial and business management staff and functional representatives.
- Works closely with FBMS security and information assurance teams, the Business Integration Office, Department of the Treasury, and/or other Departmental Bureaus and Offices.
- Communicates and coordinates with the Department's security and information assurance contacts to ensure processes and procedures for establishing and maintaining user roles is effective and includes internal control security measures.
- Serves on Departmental committees and integrated project teams as Bureau representative.
- Attends meetings as Bureau subject matter expert and briefs managers on the status of system functionality.

Financial Systems Issues (40%)

Coordinates the resolution of accounting and financial and business management system problems arising from factors such as changes in legislation, the needs of program managers, Departmental emphasis, and standardization among Interior Bureaus:

- Advises management on changes to functional/program workflow practices or procedures, better internal controls, redesign of reports or faster consolidation of data, as well as how to reduce costs or improve operations.
- Coordinates the resolution of system issues arising from such factors as changes in legislation, regulation, and standards; tests system changes to ensure they do not compromise reporting requirements; evaluating and implementing proposals to integrate the system with interfacing administrative support and functional program information systems.
- Analyzes operations, financial and business management systems, periodic and special reports and systems edits to develop information on trends, anomalies, or problems, and develops and launches integrated solutions; planning and executing significant changes to the content and nature of financial reports and application of computer technology to financial and business management functions.
- Monitors work performed across all systems to assure it meets statutory and regulatory requirements related to security, and complies with government and departmental security policies.
- Evaluates Bureau practices related to security to ensure compliance with CFO, DOI, Bureau and other relevant regulations and procedures. Implements new and more effective practices and procedures.

Development of Policies and Procedures (20%)

Act as senior Bureau expert for policies, procedures and regulations relating to FBMS access, roles, separation of duties, acceptance of risk, and periodic review of roles:

- Monitors reports related to User Account Management functions, Separation of Duties, and application security monitoring. Analyzes error trends and develops response protocols.
- Develops certification and accreditation documents, leads internal reviews, documents contingency plans, prepares client documentation to auditors, and develops clear Action and Milestone findings.
- Develops and delivers technical security roles; maintains security documentation; and manages Change Requests for technical security.
- Oversees technical security information in custom tables, including master records.

Performs other similar duties as assigned.

III. Factor Levels

Factor 1 - Knowledge Required By the Position

Level 1-8 1550 Points

Mastery knowledge of, and skill in applying, financial and business management concepts, principles and techniques, including new developments in financial management concepts and techniques to changing programs.

Extensive knowledge of the Interior financial and business management systems and Bureau financial management operations and activities.

Mastery knowledge of IT Security policies, procedures, and regulations as defined by the agency, Department, other Federal agencies such as Office of Management and Budget (OMB) and the Government Accountability Office (GAO) and issuances applicable to the broader IT community in order to make decisions and recommendations significantly changing, interpreting, or developing FBMS policies and programs.

Expert knowledge of National Institute of Standards and Technology (NIST) guidelines, DOI, FBMS, and Bureau rules, policies, and regulations to include the DOI Security Policy Handbook to act as main point of contact for FBMS security for the Bureau.

Mastery of FBMS separation of duties, roles, and system transactions to establish and manage users.

Current knowledge of financial and business management roles and responsibilities.

Expert knowledge of internal controls and best practices for mitigating financial risks when establishing user roles.

Ability to communicate, both orally and in writing, exercise good judgment, and make decisions in dealing with a wide variety of audiences impacted by NIST, DOI, FBMS, and Bureau rules, policies, and regulations.

Ability to design and implement security review programs necessary to determine program weaknesses and deficiencies as they apply to management concepts and principles.

Ability to work with others on a team involved in the administrative and programmatic functions at the Department, Bureau, division and branch level. Possesses the ability to discuss the issues up and down the chain of command. Tact and good negotiating skills are required. Persuasion is necessary to obtain agreement on technical points and methods that conflict with current policy and procedures.

Factor 2 - Supervisory Controls

Level 2-4 450 Points

The work is performed under the general supervision of the supervisor. Specific guidance is rarely given, only in unusual cases or when precedent-setting or controversial actions are involved or contemplated. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. The employee determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and effectiveness in meeting requirements or expected results. Technical determinations made are usually final and only subject to policy review and control.

Factor 3 - Guidelines

Level 3-4 450 Points

Guidelines include NIST guidelines, DOI, FBMS, and Bureau rules, policies, and regulations to include the DOI Security Policy Handbook; federal and state laws and regulations, Executive orders, OMB Circulars, and DOI and Bureau directives. The incumbent must exercise

considerable resourcefulness and display originality in developing new policies and procedures that will detect and eliminate management and internal control problems. The guidelines provide instruction and procedures required in the performance of duties. The incumbent must exercise considerable knowledge, judgment, and discretion as to a meaningful and cost-effective application of these guidelines and be able to adapt these guidelines to current situations.

Factor 4 - Complexity

Level 4-5 325 Points

Work is characterized by solving financial management problems in particularly difficult and responsible circumstances. The incumbent is considered an authority in the application and deployment of FBMS. The incumbent is accountable for furnishing analysis and recommendations of the automated financial management system, including major enhancements to the system and integration with other automated management systems. The incumbent designs, adapts, or operates a system involving significant problems and difficulty that cannot be solved by routine application of well-established financial management and systems principles, theories, and concepts and therefore requires the development of new, novel, specialized, and individually designed solutions to the processing of problems. Serves as technical leader on a variety of special projects. This work requires solving problems never encountered before. Automation technology is changing rapidly, further complicating the business processes. The incumbent must determine the nature and extent of actions required to deploy or improve the accounting systems, and coordinating automation requirements, policy, and procedural issues with DOI and Department of the Treasury.

Factor 5 - Scope and Effect

Level 5-4 225 Points

The work involves investigating and analyzing a variety of unusual problems, questions, or conditions associated with FBMS, the system that supports accounting, budgeting, procurement, disbursing, and statistical reporting. Work involves isolating and defining unknown conditions, resolving critical problems, and developing new theories. Coordinates information outputs from financial management systems that support management of programs funded by a number of appropriations. Work outcomes have an impact in areas such as major aspects of programs or missions and the comprehensive application of accounting principles, concepts, and techniques to managing complex accounting systems. Work affects the financial success and viability of programs throughout the Bureau and at the Department level.

Factors 6 & 7, Personal Contacts and Purpose of Contacts

Level 6-3 (c) 180 Points

Contacts in addition to those within the FBMS and the Bureau are with vendor representatives, security personnel of other agencies, representatives of professional associations, and the like. The incumbent may also make contacts with the head of the employing agency or program officials several managerial levels above the incumbent. Such contacts may occur in a formal presentation setting, on an ad hoc or other irregular basis.

The purpose of contacts is to influence others to utilize particular information assurance methods and procedures, or to persuade others to cooperate in meeting objectives when there is resistance. Persons contacted typically have diverse viewpoints, goals, or objectives requiring the employee

to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Factor 8 - Physical Demands

Level 8-1 5 Points

The work is sedentary. Some work may require walking and standing in conjunction with travel, and attendance at meetings away from the work site. No special physical demands are required to perform the work.

Factor 9 - Work Environment

Level 9-1 5 Points

The work is performed in a typical office setting. The work environment involves everyday risks or discomforts that require normal office safety precautions. Infrequent travel may be required to various offices throughout the country.

Total Points: 3190

Point Range: 3155-3600 = GS-13