

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S1551a

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other	3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field	4. Employing Office Location Various	5. Duty Station Various	6. OPM Certification No.
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive	13. Competitive Level Code 098
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						
c. Second Level Review	Supvy Mission Support Specialist	GS	301	12		
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 U.S. Department of Homeland Security	c. Third Subdivision
a. First Subdivision Various locations	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 _____
Signature _____ Date _____

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
for Robert M. Smith, Assistant Commissioner
Office of Human Resources Management
Signature _____ Date 3/24/05

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
Admin Analysis GEG, TS-98 8/90; GS-301, TS-34 1/79; GSSG, 4/93

Typed Name and Title of Official Taking Action
Ronelle L. Rotterman
Supvy HR Specialist (Class/Compensation)
Signature _____ Date 3/24/05

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

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

24. Remarks
IMMEDIATE REVIEW PER REQUEST OF THE DEPUTY, HROPP
O EXCEPTIONS
LL REVIEWS MUST BE COMPLETED PRIOR TO CALENDAR YEAR END
14. REVIEW IS BEING CONDUCTED TO ENSURE COMPLIANCE W/OPM STANDARDS

BUS: 8888

25. Description of Major Duties and Responsibilities (See Attached)
NSN 7540-00-634-4285 Previous Edition Usable 5008-106

**SUPERVISORY MISSION SUPPORT SPECIALIST
GS-301-12**

POSITION SUMMARY

This position is located at various locations within the Department of Homeland Security (DHS). Position is responsible for supervising Administrative positions who provide services in direct support of operational programs.

Factor 1, Program Scope and Effect, Level 1-2, 350 points

The position supervises a group of Administrative employees who are responsible for assessing the productivity, effectiveness, and efficiency of program operations or who analyze and resolve problems in the effectiveness and efficiency of administrative support and staff activities. The work supports and significantly affects the organization's operations and objectives, and provides services to a population of clients comparable to a major portion of a small city or rural county.

Factor 2, Organizational Setting, Level 2-1, 100 points

The position is accountable to a position that is two or more levels below the first SES level, or equivalent or higher level position in the direct supervisory chain.

Factor 3, Supervisory and Managerial Authority Exercised, Level 3-2, 450 points

The incumbent provides technical and administrative supervision to the unit. Establishes and carries out specific action plans for accomplishing short-term goals and objectives. Develops and prescribes procedures and techniques and furnishes policy guidance to subordinates. Assigns and explains work requirements to subordinate staff to achieve efficiency of services rendered while increasing productivity. Devises new methods or procedures for accomplishing work to solve productivity problems. Coordinates with other unit supervisors and peers to establish unit objectives, goals, priorities and deadlines, and to formulate plans to meet substantial changes in workload. Adjusts work operations to meet priorities or changing programs or production requirements within available resources and with minimum sacrifice of quantity and quality of work. Makes decisions and resolves problems involving interpretation of the law or unusual situations requiring interpretation and application of Department policy. Establishes production standards and prepares performance work plans and appraisals. Advises employees of the performance requirements of their positions and keeps them informed of their progress in meeting the requirements. Ensures that Department personnel policies are observed. Resolves complaints and grievances not requiring referral to higher authority and makes

recommendations for solution of those referred to the next higher organizational level. Approves or disapproves leave. Keeps supervisor continuously informed of status of cases and workloads and prepares reports as required. Keeps monthly statistics on applications processed. Answers oral inquiries regarding status of cases.

Carries out Equal Employment Opportunity (EEO) policies and program activities, communicating support of these policies to subordinates and encouraging active participation in EEO; program activities and training. Ensures equality in determining qualifications, selections, assignments, training, promotions, details, discipline and awards to employees. Cooperates in developing and carrying out affirmative action efforts or plans regarding staffing, motivation and training to develop all employees. Cooperates in the investigation of formal and informal discrimination complaints, ensuring expeditious action. Cooperates and assists the EEO Counselor in resolving informal complaints of discrimination. Directs on-the-job training for employees. Stimulates, motivates and instills a sense of participation among employees to achieve goals.

Factor 4A, Personal Contacts, Level 4A-2, 50 points

Contacts are generally with the organization's personnel to coordinate and plan workloads in relation to established priorities, goals and objectives. Contacts outside the organization are to provide assistance and obtain information.

Factor 4B, Purpose of Contacts, Level 4B-2, 75 points

The purpose of contacts is to resolve complicated issues that could not be resolved by subordinates and coordinate the work with supervisors from other units to ensure that the work is accomplished in a timely manner. Contacts may be to ask for information or to share information about various on going studies. Such contacts may require the incumbent to support his/her decision or point of view.

Factor 5, Difficulty of Typical Work Directed, Level 5-6, 800 points

The incumbent has technical and administrative responsibility over the work performed in the unit. The work requires a high degree of analytical ability and communication skills to monitor and analyze the flow of casework throughout the Organization recognizing when process changes need to occur, and help to ensure quality work is performed. The Supervisory Mission Support Specialist manages the operation with a workforce of nonsupervisory positions at the GS-11 grade level.

Factor 6, Other Conditions, Level 6-4, 1120 points

The work supervised requires substantial coordination and integration of a number of major work assignments, projects, or program segments of professional, technical, or administrative work comparable in difficulty to the GS-11 level. The work directed is analytical interpretive, judgmental and evaluative.

Total Points: 2845 equates to GS-12 (2755-3150)

Final Grade: GS-12