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

1. Agency Position No.: S1399a

2. Reason for Submission: [ ] Redescription [X] New [ ] Establishment [ ] Other ...tion *(Show any positions replaced)*

3. Service: [X] Hdqtrs [ ] Field

4. Employing Office Location: Washington, DC

5. Duty Station: Washington, DC

7. Fair Labor Standards Act: [ ] Exempt [X] Nonexempt

8. Financial Statements Required: [ ] Executive Personnel Financial Disclosure [ ] Employment and Financial Interest

9. Subject to IA Action: [X] Yes [ ] No

10. Position Status: [ ] Competitive [ ] Excepted *(Specify in Remarks)* [ ] SES (Gen.) [ ] SES (CR)

11. Position Is: [ ] Supervisory [ ] Managerial [X] Neither

12. Sensitivity: [ ] 1–Non-Sensitive [ ] 3–Critical [ ] 2–Noncritical Sensitive [ ] 4–Special Sensitive

13. Competitive Level Code: E751

14. Agency Use: 3556

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	Telecommunications Specialist	GS	0391	11		
c. Second Level Review						
d. First Level Review						

16. Organizational Title of Position *(if different from offical title)*

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

18. Department, Agency, or Establishment: U.S. Department of Homeland Security

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

...loyee Review-This is an accurate description of the major ...s 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

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: Ronelle L. Rotterman, Supvy Human Resources Specialist (Classifications/Compensation)

Signature: Ronelle L. Rotterman

Date: 10-7-04

22. Position Classification Standards Used in Classifying/Grading Position

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

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

In...

IMMEDIATE REVIEW PER REQUEST OF THE DEPUTY, HROPP
NO EXCEPTIONS
ALL REVIEWS MUST BE COMPLETED PRIOR TO CALENDAR YEAR END 2014. REVIEW IS BEING CONDUCTED TO ENSURE COMPLIANCE W/OPM STANDARDS

Revised 4/12/07

Revised 05/17/12

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

PD# S1399A

TELECOMMUNICATIONS SPECIALIST
GS-0391-11

INTRODUCTION:
The purpose of this position is to serve as a tactical communications officer (classified title: Telecommunications Specialist) in the Unified Tactical Communication Organization. The position is located within a Department of Homeland Security component. Utilizing a thorough knowledge of communications, systems, services, equipment and transmissions media, as well as customer requirements and premises, the position serves to assure a reliable and consistent communications network that supports subscribers within one's assigned geographic sphere.

The mission of the Unified Tactical Communications Program is to plan, program, budget, acquire, manage, train operate, and maintain the necessary resources to cost effectively provide shared mission critical tactical communications services that meet the operational requirements and priorities of DHS and other designated DHS operating elements.

MAJOR DUTIES
Prepare Feasibility and Suitability Assessment on New or Existing Technology to Support Mission Needs of the User(s). To this end the incumbent works with higher-graded or senior specialists in performing one or more of the following duties:

Participates in sensitive law enforcement briefings, including joint law enforcement task forces, and designs, develops, monitors, coordinates and conducts a variety of technical evaluations on a wide-range of voice communications systems, data communications systems, video surveillance, sensor intrusion systems, networks and facilities. Plans infrastructure to meet service needs of the end user(s).

Conducts feasibility studies *of* new and advanced equipment and techniques for possible application to specific law enforcement functions. Make recommendations and proposals based on such considerations as performance capabilities and limitations, as well as cost.

Serves on joint agency task forces, committees and work groups to coordinate projects, resolve common problems, and establish and modify joint procedures, as necessary.
Provides technical advice to other agencies. Performs assessments of communications premises, geographic area, physical wind loading, radio frequency suitability, and point to point operations, and copper to fiber optic suitability analyses. Prepares propagation and path analyses and radio frequency allocation analyses.

Participates with engineers in systems design to ensure that specialized needs are met. Inspects and tests specially designed equipment in production.

Ensures Quality of service to user and maintains electronic infrastructure

In this respect the incumbent performs one or more of the following major duties:

Carries out all phases of installation, troubleshooting, repair, redesigning, maintenance and operational testing of telecommunications systems including, but not limited to, communications, telecommunications, remote video surveillance, digital microwave systems, analog microwave systems, telephone systems, fiber optic equipment, wide area network (WAN) switched equipment, intrusion detection and access.

Configures and maintains the telecommunications network to service all applicable law enforcement mission applications such as intrusion detection systems, encrypted voice land/mobile radio communication systems, video surveillance systems and the local area network (LAN) based upon a knowledge of both the communications technology and the operational needs of the end user.

Maintains encryption and serves as key management controller for over the air rekeying. Oversees contract provided services by various vendors to ensure adherence to contract specifications.

Contact vendors and companies to install and/or perform specialized services for electronic systems.

Arranges leasing and preparation of equipment sites. Oversees the installation of radio towers, antennae, transmission lines, emergency generators, and electronic equipment at sites.

Conducts training seminars to users on all phases of telecommunications systems and services including, but not limited to telecommunications, radio, video, access control, systems networking, Computer Telephone Interface, and Public Switched Telephone Network (PSTN) Services.

Maintains proficiency regarding technological advancements and current rules and regulations through attendance at seminars, conferences, service sponsored training, self- initiated training programs and frequent review of manufacturer's publications and technical manuals.

Performs other duties as assigned

Other Conditions of the Position

The incumbent of this position is occasionally required to be on call for after hour support (holidays, nights and weekends) as scheduled by the supervisor. Irregular and unscheduled overtime will also be required along with potential travel to/from remote sites and/or communication towers on relatively short notice in order to respond to equipment failures, network outages and other critical system failures. This can include supporting commercial entities with scheduling visits, escorting non-CBP technicians, and replacing and/or repairing system equipment.

FACTOR 1 -KNOWLEDGE REQUIRED, LEVEL 1-7 (1250 PTS)
Knowledge of a wide range of communications concepts, principles, procedures, and practices to review, analyze, and resolve difficult and complex telecommunications problems.

In-depth technical knowledge of a broad range of communication systems, operating techniques and support services to include telephone, telecommunications, secure and digital voice privacy equipment, computers and computer oriented data communications, audio and video technology, intrusion detection systems, and the application of a wide variety of complex test equipment.

Extensive practical knowledge of the theories, principles, practices and techniques of electronic engineering technology and experience in applying them to a variety of electronics network equipment, to contribute to systems network design, and assure various provided services meet user and contract requirements.

In-depth technical knowledge of all components of a telecommunications network in order to manage, configure, and troubleshoot routers, frame relay access devices, and switches. Thorough knowledge of electrical, electronics and mechanical theories, principles, practices and techniques to plan, implement and accomplish work processes through the use of telecommunication devices, services, and facilities.

Knowledge of current developments and advanced concepts in the electronics field, wide area network (WAN) protocols such as frame relay, TCP/IP, SPX, JIPX and asynchronous transfer mode (A TM). Ability to use and maintain tools and equipment associated with the tasks.

Knowledge and understanding of concepts and techniques of encryption Ability to develop curriculum and necessary training aids to organize, plan, prepare and deliver training. Ability to communicate orally and in writing, to develop and deliver and present reports. Ability to establish and maintain effective relationships in order to insure adequate coordination among those involved in shared facilities, equipment and expertise. Ability to maintain guidelines with regard to statements of work, and contract specifications.

FACTOR 2 -SUPERVISORY CONTROLS, LEVEL 2-4 (450 PTS)
The incumbent works within the framework of priorities, funding and overall project objectives. The incumbent prepares mutually acceptable project plans with the supervisor. The incumbent plans and carries out work projects, resolves most conflicts that arise, and coordinates the work of others as necessary. Results of the work are considered technically sound and supervisor keeps abreast of progress and problems that may have far-reaching impact. Completed work is reviewed from an overall standpoint in terms of effectiveness in meeting objectives.

FACTOR 3 –GUIDELINES, LEVEL 3-3 (275 PTS)
Guidelines include Department of Homeland Security and USDHS service regulations, policies, standards and procedures including locally developed supplements to such guides, such as site plans, equipment specifications, software characteristics, and detailed work procedures and directives that supplement agency directions.

The incumbent uses judgment in interpreting, adapting, and applying guidelines, such as instructions for using particular versions of software, security requirements, or variations in available hardware. The employee independently resolves gaps or conflicts in guidelines according to project requirements, consistent with telecommunications program objectives.

FACTOR 4 –COMPLEXITY, LEVEL 4-4 (225 PTS)
Assignments involve broad telecommunications program requirements or a specialized area, requiring analysis and testing a variety of established techniques and methods to evaluate

alternatives and arrive at decisions, conclusions, or recommendations. Programs and projects may be funded by or under the cognizance of organizations with differing telecommunications requirements or variations in ability to fund system implementation.

Established telecommunications policies, practices, procedures, and techniques may have to be varied for a number of locations or situations which differ in kind and level of telecommunications, complexity, and local conditions or circumstances. The results of analysis may have to be coordinated with other organizations and telecommunications systems to assure compatibility with existing and planned systems and demands on available resources.

The incumbent assesses situations complicated by conflicting or insufficient data which must be analyzed to determine the applicability of established methods, the need to digress from normal methods and techniques, the need to waive particular standards, or whether specific kinds of operating waivers can be justified. The incumbent interprets available data and the application of established telecommunications methods, equipment, techniques, and objectives.

FACTOR 5 -SCOPE AND EFFECT, LEVEL 5-3 (150 PTS)
The work involves resolving a variety of conventional telecommunications problems, questions, or situations, such as those related to voice communications, data communications, and video surveillance systems.

The incumbent's work products, advice, and assistance affect the efficiency and operational effectiveness of established telecommunications systems, and contribute to the effectiveness of newly introduced programs and facilities requiring telecommunications support. The effect of the work is primarily local in nature, although some systems may be part of multi-facility or nationwide/international networks with interlocking telecommunications requirements.

FACTOR 6&7
PERSONALCONTACTS AND FACTOR7-PURPOSE OF CONTACTS, LEVEL 3-C (180 PTS)
Contacts are with DHS law enforcement personnel and law enforcement personnel of other agencies, vendors, manufacturers, site lessor, telecommunications and electronics personnel of other federal, state, and local law enforcement agencies Contacts are also with DHS' communications and electronics personnel, including field and Headquarters Office employees.

Contacts are for the purpose of designing and procuring equipment, leasing sites, coordinating joint projects and procedures, solving shared technical problems, and providing technical advice to others. The incumbent must use good technical judgment and tactful persuasiveness to identify and correct problems and resolve conflicting opinions.

FACTOR 8 -PHYSICAL DEMANDS FL 8-2 (20 PTS)
The work requires some physical exertion such as long periods of standing, walking over rough or uneven surfaces, crouching or crawling in small work areas; may also require climbing tall ladders, RVS poles, water and radio towers May include after hours emergency call-outs, to include middle of the night, and lifting heavy objects in excess of 50 pounds. See attached comprehensive listing.

FACTOR 9 -WORK-ENVIRONMENT FL 9-2 (20 pts)
The work is performed in an electronics shop, at remote sites, in outlying and remote stations. Occasionally spends time in work situations, which expose incumbent to potentially hazardous situations. These include electrical shock, high towers, extreme weather conditions (heat, rain, high winds) and occasional

night work. Safety precautions are required, including accompaniment by another specialist or technician when performing duties considered hazardous to life and limb, and utilization of safety procedures while on high towers, which may require wearing of safety gear. Incumbent must work under conditions of extreme stress and tension as a result of the need to maintain equipment in optimum working conditions.

Total points: 2450
GS-11 point range: 2355 – 2750
Final grade: GS-11